

Unit Commissioner Job Description

The Unit Commissioner (UC) is expected to cooperate with other Scouting personnel related to specific programs but should not be responsible for them. The UC is a scouting advisor/mentor/consultant to the unit whose primary duties include:

1. Maintain a close liaison with the chartered organizations of the served units. This requires a working relationship with the Chartered Organization Representative.
2. Work to assure effective and active unit committees. Encourage each unit committee member to review appropriate Fast Start training videos and attend any relevant and available training including Roundtable.
3. Make efforts to involve unit personnel in Roundtables. Check Roundtable attendance sheets to learn whether the unit was present. If a unit has not attended follow up to see why the unit leader is not participating in Roundtable.
4. Establish good lines of communication between unit personnel and other District and Council leaders. Visit each unit at least once a quarter and maintain regular telephone contact with the unit leader. Visits should not be limited to either the unit meeting or committee meeting, but should include both in turn. Participate or help in some regular activities of the unit.
5. Know the resources of the Council and District. Involve these resources in the life of the unit. Encourage unit participation in Council and District program events and training opportunities. Report monthly to the District Commissioner on the status of each unit.
6. Help select and recruit unit leaders. Though the actual appointment is approved by the chartered partner, with help and action by the COR and the unit committee, the UC plays a key role in the selection process, making sure that proper techniques are used to locate and enlist the best possible leaders.
7. Continue to grow in experience and knowledge. Attend the Basic Commissioner Training Course. Attend the College of Commissioner Science each year until the Doctorate has been completed.
8. Attend the District Commissioner and Roundtable meetings.
9. See that all units are re-chartered on time and help each unit to conduct programs and submit paperwork that will earn the unit the Quality Unit Award, National Camping Award, and Summertime Pack Award among others.
10. Know the neighborhood in which your units are located. Learn about the resources and characteristics of the neighborhood that may affect a unit.
11. Help graduating members of one program join the next level of Scouting. Identify locations for new units and potential chartered partners.
12. Identify potential sources of new youth members. Relay this information to the District Membership Committee.
13. Set a good example for others. Have a positive attitude and keep the interest of our youth uppermost in decision-making.