

Piedmont – Appalachian
College of Commissioner Science



Commissioner Science

George Aikens
Assistant Council Commissioner
Blue Ridge Council
3rd Printing

COMMISSIONER STAFF
ORGANIZATION AND OPERATION

GEORGE AIKENS
ASSISTANT COUNCIL COMMISSIONER
BLUE RIDGE COUNCIL
GREENVILLE, S.C.

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Foreword

It is the expressed intention of the author that this paper be used as a training guide.

Commissioner's mission

The commissioner's main job is liaison between the council and the scouting units. The objective of the commissioner is to see that the units in his district operate efficiently. He must maintain contact with all the unit leaders and advise them where information and help are available. Success is measured in the way the units deliver the message and ideals Of scouting.

Commissioner staff

The commissioner staff consists of the following positions:

Council Commissioner
Assistant Council Commissioner
District Commissioner
Assistant Council Commissioner
Unit Commissioner
Cub Scout Roundtable Commissioner
Boy Scout Roundtable Commissioner

The size of the council and the districts will determine the number of assistants Council Commissioner, Assistant District Commissioners, and Unit Commissioners that are required. (It is recommended a Unit Commissioner not be assigned more than three (3) units).

Council commissioner

- A. Serves as an officer of the local council, a member Of the executive board, and as a national council member representing the local council. He reports to council president.
- B. Is responsible for the unit service function of the council.
- C. Chairs the regular meeting of the district commissioners.
- D. Is responsible for the training of all commissioners.
- E. Plans and conducts an annual commissioner's conference for the purpose of training, recognition, and the general morale of all concerned.
- F. Appoints assistant Council Commissioner.
- G. Assists in recruiting District Commissioners.
- H. Assists District Commissioner in recruiting their Staff.

District commissioner

- A. Reports to the district chairman.
- B. Works with the Council Commissioner in providing unit service..
- C. Conducts monthly meetings with the Unit Commissioners.
- D. Recruits unit commissioners, roundtable commissioners.
- E. Trains staff members.
- F. Conducts Commissioner Basic Training.
- G. Conducts orientation and personal coaching.
- H. Guides commissioners toward awards (Arrowhead Honor Award and the Scouter's Key etc),
- I. Oversees a successful recharter program for all the units in his district.

Assistant district commissioner

- A. Assists the district commissioner in the recruitment of unit commissioners.
- B. Helps the district commissioner train the unit commissioners.
- C. Conducts orientation and personal coaching for new commissioners.
- .D. Participate in the formal basic training course.
- E. Helps commissioner earn personal awards (arrowhead Honor award and the Scouter's Key, etc).
- F. Attends and assists in the monthly commissioner's meetings.
- G. Attends annual council commissioner's conference.
- H. Serves units who have no assigned unit commissioner.
- I. Maintains contacts with the unit commissioners under his supervision.
- J. Assess strengths and weaknesses of his assigned units.
- K. Helps solve problems with assigned units.
- L. Provides information and informal training, program ideas, and recognition to the units.

Unit commissinner

- A. Reports to the district commissioner.
- B. Must be familiar with the Tiger Cub Program.
- C. Must be familiar with the Cub Scout Program.
- D. Must be familiar with the Boy Scout Program.
- E. Must be familiar with the official Boy Scouts of America literature.
- F. Must be familiar with the unit planning process.
- G. Visit assigned units periodically.
- H. Must make regular contact with his assigned unit leaders.
- I. Must assist new unit leaders in assuming leadership positions.
- J. Must keep unit leaders informed of council and district events.
- K. Must help with the program planing when aid is requested.
- L. Must review with the unit leaders progress toward *TheQquality Unit Award*.
- M. Must contact the unit committee periodically.

Cub Scout and Boy Scout Roundtable Commissioners

- A. Report to the District Commissioner.
- B. Conduct monthly roundtable meetings with the unit leaders.
- C. Develop regular roundtable plans.
- D. Meet with the District Executive and District Commissioner to review plans for roundtables.
- E. Arrange for speakers and other resources for the roundtable meeting.

Administrative commissioners

Within the district organization, the following commissioners
Are listed as primarily administrative personnel:

District commissioner

- A. His nominated by the district.
- B. Elected by the Executive Board of the council.
- C. Works with the District Chairman and the District Executive (known as the key three).
- D. Responsible for the organization, recruitment and training of Unit Commissioners.
- E. Schedules and chairs District Commissioners Meetings.
- F. Reports at district meeting on the status of unit Service program.

Assistant district commissioner

- A. Serves as a second to the District Commissioner.
- B. Responsible for the training, guiding, and measurement of the Unit Commissioner work.

Key three

The key three consists of the District Commissioner, District Executive and the District Chairman. They meet for the purpose of discussing problems in the district, coordinating their efforts and planning activities for the District.

Recruiting commissioners

A successful recruiting effort is conducted in the following manner:

A planning meeting of the key three is called ;

Those in attendance should be the District Executive, the District Chairman and the District Commissioner. The District Commissioner should have in his position all the data regarding the number of youths and the number of Unit Commissioner required. The District Chairman should show a willingness to help organize a recruiting campaign. A list of prospective unit commissioners should be drawn up. Avoid robbing unit leadership for the sake of names on a roster.

Resources for new commissioners

A. Scouting families:

Parents of active scouts who do not have an active part in their son's troop, pack or post

B. Former Eagle Scouts:

This is an excellent asset. Former eagle scouts who have grown out of scouting . Adults who were in scouting as a youth and have since left. The national Eagle Association is a valuable help in locating former eagle scouts.

C. The Order of The Arrow:

This is a national organization of honor campers. Many adults who were members as scouts maintain their membership.

D. Alpha Phi Omega:

This is a national college fraternity designed and operated to attract current and past scouters.

E. Sustaining membership enrollment (Friends of Scouting)

Every council maintain a list of these members.

F. Community leaders:

Here is an excellent resource. Ministers, local elected officials, and even officials of other civic organization are prime candidates.

G. Retirees:

This is a good resource because these people are blessed with the gift of time to devote to scouting.

H. Newcomers to your community:

A new person moves into your community, ask if they have had scouting experience or if they are interested in scouting.

I. Employees of a company:

Some companies survey their employees seeking former scouts and people interested in helping.

J. Churches:

Contact the minister, he is in a good position to know members who have had experience in scouting.

K. Service Clubs:

Local civic organization have people who in addition to the civic club would like to help scouting.

L. Fraternal orders:

Rosters are maintained of members. People with scouting background are often found in this manner.

M. School principles: here is a good resource because often times principles have access to records giving the parents background and interests.

N. Neighborhood organizations:

This is generally a loosely knit group of people. One person may know of another within the group with a scouting background

O. Scouting Alumni:

This is the newest group. Many councils are trying to contact adults who were former scouts and again wish to be part of scouting. This list should be checked by the district key three to avoid conflict of responsibility. After this list has been checked and verified, a meeting with the prospective unit commissioner should be scheduled. A dinner meeting at a local restaurant is a good place for such a meeting. Most restaurants have meeting facilities and are happy to assist you in your effort.

Listed are some suggested methods for recruiting:

- A. Decide if the prospective commissioner would be recruited by a one on one contact or by having other scouters present.
- B. The contact should be made in person, never on the phone or by mail. Make an appointment with the prospective commissioner.
- C. Prepare yourself before meeting the prospective commissioner. Read all the necessary personal data.
- D. Tell the prospective commissioner of your personal satisfaction with your position in scouting.

E. Allow plenty of time for questions and answers.

F. Get a commitment at this time. Any delay might cause the prospective commissioner to feel he is not really needed.

G. "Sign them up" fill out the adult scouter registration form (b.s.a. Form 8273)

H. Plan a briefing and present the scouting program to the new commissioner.

I. At the above briefing present the new commissioner

With a copy of the "commissioner Fieldbook" (b.s.a. Form 3617). Ask them to study this material and ask if they have any questions.

J. Be prepared to answer any questions they may have at the next meeting.

Training

Now that you have successfully recruited a new unit commissioner, it is time to train him.

Training falls into two (2) categories, formal and informal.

Formal training

Commissioner's basic training should be conducted by the district commissioner with the aid of the council commissioner and the assistant council commissioner.

The format for this training is given in the B.S.A. Publication #4125 (commissioner's basic training)

Informal training

The district commissioner and/or the assistant district commissioner may meet with the new commissioner at a convenient time and place and the same material may be covered. It may not be possible to cover all the material in one session, so more sessions may be needed.

Some suggestions for a successful meeting are listed below:

- A. Present a brief review of the charts in the Commissioner's Fieldbook.
- B. Have a map of your district. On this map mark the location of all the units in your district.
- C. Explain as completely as possible the job of a Unit Commissioner.
- D. Advise the new unit commissioner as to where he can obtain help to successfully complete his assigned job.
- E. Advise the new unit commissioner of the meeting they are to attend.
- F. Assign the new Unit Commissioner his/her units.
- G. Go with the new Unit Commissioner to their units and introduce them to the unit leaders.

Types of training

Orientation

This is instructing the new commissioner to what scouting is and what it represents. Orientation takes place at the first meeting.

Basic training

Basic training is a series of training sessions designed to give job related information to the commissioner.

Advanced training

To obtain a deeper knowledge of scouting the commissioner may take boy scout leader wood badge training. This training consists of one full week or three weekends of formal training.

Supplemental training

Supplemental training is furnished by the council and the district. Such training includes commissioner conferences and district commissioner meetings.

College of commissioner science

This is a four year program of study. The following degrees are available:

The first the successful candidate receives a *Bachelor's Of Commissioner Science*.

The second year is given to a plan of study resulting in a *Master's of Commissioner Science*.

The third year's study will result in an *Advanced Studies of Commissioner Science*. (Doctorial Canidate)

The fourth year is the sum total of the entire college And results in a *Doctoral Degree of Commissioner Science*.

Commissioner training

Group training is the most effective. It provides a chance for fun and learning. This type of training provides for a team spirit.

Personal coaching

Personal coaching is used mostly as a one on one situation until commissioner basic training is available. Training may be one trainer and one commissioner, or a trainer and a small group of commissioners.

Self study

This is the least desirable method but often it is necessary. Self study must be used when an organized one on one formal training is not available. As the name implies study must be done by the individual commissioner. Often the commissioner is given sections of his Fieldbook to read and study as an assignment by the district commissioner. It must be stated that this is a stop gap measure at best.

Guiding

Now the new commissioner has been recruited, trained and assigned units it is time for him to go to work. The new commissioner must now guide the unit leader. A meeting should be arranged so that the new commissioner can meet the unit leader of his assigned units.

A rapport should be established. The unit leader should feel the commissioner is there to help him and the unit. The commissioner should always make arrangement prior to visiting any troop or pack. Just "dropping in" is frowned upon because it gives the unit leader the feeling he is being spied upon. Upon arriving at the unit, the unit commissioner should meet with the leaders and ask if there is anything he can do to help.

When help is needed for a specific problem the commissioner would be wise to keep in mind the following:

- A. Contact the unit leader and set a meeting at a convenient time and place.
- B. Select a place for this meeting that has a quiet and relaxed atmosphere.
- C. Listen carefully.
- D. Be sure you understand the problem.
- E. Be careful you do not give direct advice. Try to suggest more than one plan of action.
- F. Summarize the problem.
- G. Help the unit leader organize thoughts so he is aware of all his options.
- H. Support his decision with any and all data available to you. Perhaps the most important service the Unit Commissioner provides is seeing that his assigned *Recharter* on time. The ninety (90) day plan as suggested by national is perhaps the best approach.

Three months before the expiration date the council office will provide a computer printout of all youth and adult leaders presently registered. This form is used for recharter purposes.

Two months before the expiration date the unit leader should review the computer membership inventory, removing all inactive members, both

youth and adults. He also should add all new members. During this time the unit leader with the help of the unit commissioner should make a maximum effort to bring the unit up to strength by inviting new members and new adult leaders to join.

The charter review takes place during this period of time. It is suggested the people in attendance at this meeting be members of the troop/pack committee, unit leaders, member of the chartering organization, and the unit commissioner.

One month before expiration date the unit commissioner and a district or council representative should conduct a charter review. The performance of the unit should be reviewed and compared to the national standards. All paper work is completed and fees collected. These are submitted to council service center prior to the expiration date. After the charter application has been reviewed by the council. The unit is granted a charter for the year. It is suggested the unit commissioner plan and take part in the charter presentation. This is best achieved at a meeting of the charter organization. (a guide for charter presentation is given in the Commissioner's Fieldbook #3617, pages 25 & 26, c. 1975).

Commissioner's evaluation of his units

The most valuable tool available to the unit commissioner when evaluating his assigned units is the unit commissioner work sheet, pack (b.s.a. Form #4125) and the unit commissioner work sheet, troop (B.S.A. Form #4126). These forms serve as a guide line by which a unit may be judged. It may be noted, this form is never to be filled out while visiting a unit. Wait until you are at home or back at your office or some other place.

District commissioner meetings

A meeting should be called by the district commissioner once a month. The purpose of this meeting is to discuss problems within the units of the district. A plan of action as to what should be suggested to the unit leaders to help with his problems should be formulated. I stress the word suggested.

It is important to remember the unit belongs to the chartering organization and not to the district. At this meeting such things as pinewood derby, camporee, commissioner conference, junior leadership, unit leader training, etc should be discussed.

A line of communication should be established from this meeting to the unit once an event has been scheduled. The unit commissioner should relay all data relevant to his units as soon as possible.

Good commissioner, bad commissioner?

Listed are some of the more common signs of a good and a bad unit commissioner.

Good signs:

- A. They are always available when needed.
- B. They are honest and keep their word.
- C. They will always provide help when it is needed.
- D. They will always keep unit leaders informed of upcoming events in the district and the council.
- E. They always should attempt to offer good ideas.
- F. They should always be available to help at the pack or troop committee meetings.
- .) They should always be available to assist in the graduation of Cub Scouts to Boy Scouts.

Bad signs:

- A. Units have no idea who their assigned unit commissioner is and even less idea of what they are supposed to be doing to aid in the operation of the unit.
- B. Unit leaders feel the unit commissioner always something.
- C. Unit leaders feel the unit commissioner is there to spy on their meeting and to interrupt the proceedings.
- D. Unit leaders feel "where is the unit commissioner when i need him? "
- E. Unit leaders feel the unit commissioner is someone who talks a good a good job but does nothing but wears a red jacket and sits around and drinks coffee.

As a commissioner we should stop and take stock of the job we are doing. *Are we the good or the bad guy?*

Where do commissioners go for help?

1. District and Assistant Commissioners.

- A. Council Commissioner, Assistant Council Commissioner and District Executive.
- B. Professional Staff.
- C. Personal conference.
- D. Annual Commissioner's Conference. (Commissioner;s College)
- E. Sectional meeting of commissioners and district personnel.
- F. B.S.A. Literature.
 - 1. Manuals
 - 2. Pamphlets
 - 3. Council calendar and bulletins.

2. Unit Commissioner

- A. Commissioner Staff.
 - 1. Council Commissioner
 - 2. Assistant Council Commissioner

3. District Commissioner.
4. Assistant district commissioner.

B. Personal conference and District Commissioner meetings.

C. Professional staff

D. Council Commissioner's Annual Conference.

E. B.S.A. Literature.

Training awards

Commissioners like adults leaders are eligible to earn training awards.

Arrowhead honor award

- A. Prepare a commissioner's worksheet for each troop or pack assigned (form #4125 pack & #4126 troop). Follow up to help eliminate weakness found.
- B. Conduct a membership inventory in each assigned unit.
- C. Attend six (6) District Commissioner's Staff Meetings.
- D. Take part in a charter renewal meeting.
- E. Take part in a charter presentation.
- F. Attend a Council Commissioner Conference, planing conference or take part in a major council event.
- G. Record a progress toward this award. Keep on B.S.A. Form #36-858.

Scouter's key

- A. Complete the following commissioner's basic training sessions:
 - 1. Fundamentals of the job.
 - 2. Unit administration.
 - 3. District/council communication needs.
- B. Complete the personal coaching for your position.
- C. Serve three years as a registered commissioner within
A period of five years.
- D. Earn the Arrowhead Honor Award.
- E. District/Assistant District Commissioners.
 - 1. Evaluate all the commissioners you supervise.
 - 2. District commissioner after evaluating their
Commissioners, most realign their staff so as to provide better unit service.
 - 3. Attend and take part in six commissioner staff meetings.
 - 4. Develop a recruitment plan for commissioners.
 - 5. Attend six district committee meetings.

6. Attend a council commissioner conference, planning conference, or take part in a major council event.

F. Unit Commissioner.

1. Complete a worksheet (B.S.A. Form #4125 pack, #4126 troop) for each assigned unit.
2. Conduct a membership inventory in each assigned unit.
3. Attend and take an active part in six district commissioner's meetings
4. Take part in a charter review meeting.
5. Take part in a charter presentation.
6. Attend a council commissioner's conference, planing conference, or take part in a major council event.

G. Roundtable Commissioner.

1. Review all material in Boy Scout Roundtable Planing guide (form #7249-80) or Cub Scout Roundtable Planing Guide (form #7248).
2. Review and be familiar with Boy Scout and Cub Scout Program Helps.
3. Recruit a roundtable staff.
4. Guide staff in preparing a one year outline for roundtables.
5. Conduct and/or supervise these roundtables.
6. Develop an attendance plan.
7. Attend a Council Commissioner's Conference, Planing Conference, or take an active part in a major council event.

Additional awards available for commissioners

1. *Trained strip* to be purchased at the trading post.
Earned when commissioner completes commissioner's basic training or first year of commissioner college.
2. *Honor commissioner award*. Award: certificate and Bolo slide.
3. *Distinguished commissioner award*. Requirements are on The back cover of Commissioner's Fieldbook. Award: Plaque, square knot and bolo slide.
4. *Commissioner's college*. A four year program of study,
Award: first year Bachelor's degree, second year Master's degree, third year Candidate for Doctoral Degree, fourth year Doctoral Degree (*black neckerchief*).

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College of commissioner science

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