



# Unit Commissioner

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# Handbook

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Chief Seattle Council

Boy Scouts of America



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# 1. WELCOME FROM OUR COUNCIL COMMISSIONER

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Dear Scouter,

Let me start by saying thank you! Thank you for the service you have performed in the past. Thank you for sacrificing family time, vacation time and most definitely 'me' time to help the youth of our communities. The Boy Scouts of America is an amazing program that does not exist without our wonderful volunteers.

Thank you for agreeing to serve in this new way. Unit commissioners are a wonderful resource for unit leaders. Hopefully we all have that one person we think of who took us under their wing at a new job, a new school or after moving into a new area. If you didn't have that person, now you can BE that person who you wish had been there for you.

A unit commissioners' objectives are:

- Supporting unit growth and retention
- Contacting units; capturing strengths and needs; to develop a unit service plan
- Linking unit needs to resources
- Supporting timely charter renewal
- Supporting unit leaders

You have been asked to be a friend to a unit. To be a person that unit leaders can count on to help them when they need help or have questions. You don't have to have all the answers. Hopefully by now you have learned WHO to ask or where to go to find the answers (hint, roundtable is usually the correct answer). These unit leaders might be brand new or might have decades of experience on you. Either way we all could use a cheerleader in our corner.

You will not be alone in this new adventure. You have Territory commissioners, council commissioners, and a National Service Territory commissioner (NST 1) who will help you along the way. Of course, there is on-line training to help you get started. And yes, there are many more patches you can earn in this new adventure.

Thank you again,  
Mindy Linton  
Chief Seattle Council Commissioner



## 2. COMMISSIONER SERVICE OVERVIEW

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As commissioners, we share the BSA's mission: **To prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.**

- **Our vision:** To prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

- **Our culture:**

**Be the Heart:** Scouting's units are its heart; its success is dependent upon them; they deliver its programs to youth. Commissioners Support unit leaders in developing a safe, welcoming environment and delivering Scouting's programs effectively. We exist to support Scouting's heart.

**Build Relationships:** Commissioners must develop relationships with unit leaders we serve based on mutual respect, candor, and trust. Without that, the communication and collaboration required to effectively support units is impossible.

**Change Lives:** Scouting changes lives – of the youth it serves and the adults who support it (both volunteers and professionals). As they adopt Scouting's values, they become engaged citizens who strengthen our communities, nation, and world.

- **Our priorities:**
  1. Being the **single, best resource**
  2. Ensuring **S.A.F.E programs**
  3. Enabling **significant, sustainable growth**

## 3. UNIT SERVICE OVERVIEW

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Unit service is a concept and model of how scouting ensures that units have the **resources**, **knowledge**, and **assistance** they need to deliver a high-quality Scouting program to youth members.

To provide unit service commissioners should focus on the following goals and objectives:

### Unit Service Goals:

- Enable an increased number of units.
- Enable the retention rate of units.
- Enable implementation of a unit service plan through collaborative detailed assessments and an increased number of significant unit contacts.

### Unit Service Objectives:

- Supporting unit growth and retention through the journey to excellence.
- Contacting units and capturing in commissioner tools their strengths, needs, and a unit service plan that enables continuing improvement.
- Linking unit needs to district operating committee and other resources.
- Supporting timely unit, district, and council charter renewals.
- Supporting unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities.



## 4. ROLE OF A UNIT COMMISSIONER

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The unit commissioner is a Scouting generalist whose passionate overriding mission in Scouting is to help units better serve more youth through scouting. Specific responsibilities include just 5 things. Listed under each are suggested methods for accomplishing the responsibility.

1. **Supporting unit growth and retention through the journey to excellence.**
  - a. Use the Unit Service Plan to help guide units to continuous improvement.
2. **Contacting units and capturing in commissioner tools their strengths, needs, and a unit service plan that enables continuing improvement.**
  - a. Serve as the unit leader's friend and coach.
  - b. Offer encouragement and support.
  - c. Use a detailed collaborative assessment with the unit's leaders at least two times per year to review the unit's strengths and needs.
  - d. Create a Unit Service Plan based on the detailed collaborative assessment.
3. **Linking unit needs to district operating committee and other resources.**
  - a. Use members of the district operating committees to help meet the needs of your unit(s). As a unit commissioner you are not expected to know everything.
  - b. The district operating committee can provide access to subject matter experts who can address the unit's specific need.
  - c. Engage other resources (for example, from another unit) when needed.
4. **Supporting timely unit, district, and council charter renewals.**
  - a. Facilitate the on-time annual charter renewal of all assigned units using Internet Rechartering or the traditional paper rechartering method.
  - b. See that a completed charter renewal application is returned to the council service center.
  - c. Present the new charter at an appropriate meeting of the chartered organization.
5. **Supporting unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities.**
  - a. Unit commissioner can promote roundtable attendance in their assign unit.

## 5. UNIT COMMISSIONER ONBOARDING

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Onboarding is a crucial process designed to swiftly familiarize you with the responsibilities of the unit commissioner role. Utilize the Onboarding Progress Sheets (refer to the appendix) as a roadmap throughout this journey. An onboarding coach will be assigned to you, tasked with ensuring your completion of the required online or in-person trainings. In the event you're not assigned a specific coach, the District Commissioner will step in to guide you through the process.

The onboarding process consists of the following:

1. **Member registration**
  - Registration with Boy Scouts of America as an adult volunteer.
  - Be registered within the council/district membership as a unit commissioner.
2. **Training**
  - Online courses or in-person sessions to understand the commissioner role.
  - Covering BSA policies and commissioner service structure.
3. **Performance**
  - Pairing with a mentor for guidance and real-world insights.
  - Practical sessions to apply knowledge and skills in a hands-on way.
4. **Continuing Education**
  - Continuous support throughout your tenure as a unit commissioner.
  - Opportunities for further learning and skill development.

## 6. UNIT COMMISSIONER TRAINING

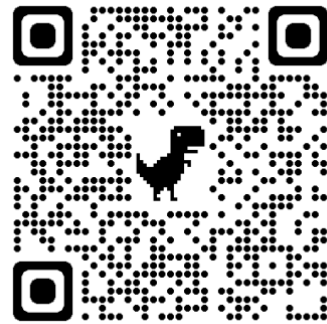
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You can receive the basic training you need to begin serving as a unit commissioner by completing the following online courses through Scouting U's Learning Management System.

**\*Note that you must complete your My.Scouting.com account registration before taking courses**

### Unit Commissioner Course

- Unit Service Concepts-Unit Commissioner
- District Level Unit Service
- Unit Contacts
- Unit Assessments
- Commissioner Tools Navigation and Simple Assessments
- Detailed Assessments and Unit Service Plan
- Unit Service Plan V2
- The District
- Working with New Units
- Youth Protection and Unit Resources
- Charter Renewal
- Commissioner Development



<https://training.scouting.org/learning-plans/1176>

Optional Scouting program orientation modules can be taken if you are not familiar with the different programs within the organization. It's suggested that at the minimum, you should take the first two modules and then complete the modules for the types of units they will be serving.

- **Aims and Methods of the BSA**
- **BSA Organizational Structure**
- What is Cub Scouting
- What is Boy Scouting
- What is Venturing
- What is Sea Scouting
- What is Exploring
- What is Learning for Life



# APPENDIX

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# ONBOARDING PROGRESS REPORT CARD

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Commissioner Name: \_\_\_\_\_

BSA ID Number: \_\_\_\_\_

## Registration

1. Register as a unit commissioner.

Completion Date: \_\_\_\_\_

## Training / Information

2. Complete online unit commissioner basic training or attend instructor-led basic training.

Completion Date: \_\_\_\_\_

3. Review the information and resources available on [scouting.org](https://www.scouting.org) and [scouting.org/commissioners](https://www.scouting.org/commissioners), including the current issue of the commissioner newsletter and the awards and recognition and Journey to Excellence sections.

Completion Date: \_\_\_\_\_

4. Discuss with your coach the information on the *Commissioner Manuals and Resource page* and the information in the *Unit Roadmap – Starting, Sustaining & Growing Units, 2020*.

Completion Date: \_\_\_\_\_

5. Review dates/places for commissioner staff meetings, roundtables, and council/district events.

Completion Date: \_\_\_\_\_

## Performance

6. Log into [my.scouting.org](https://my.scouting.org) tools and review assigned unit rosters and adult training records in Training Manager.

Completion Date: \_\_\_\_\_

7. Attend one monthly district commissioner staff meeting.

Completion Date: \_\_\_\_\_

8. Complete one contact for each of your assigned units and record them in Commissioner Tools.

Completion Date: \_\_\_\_\_

9. Review any issues concerning your assigned units with your assistant district commissioner (ADC) or district commissioner (DC).

Completion Date: \_\_\_\_\_

10. Exchange contact information with each of the Key 3 leaders of your assigned units and with your ADC and DC.

Completion Date: \_\_\_\_\_

11. Discuss with your coach how to develop a detailed unit health assessment and unit service plan.

Completion Date: \_\_\_\_\_

### Continuing Education / Recognition

12. Develop a plan to earn the Arrowhead Honor.

Completion Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

# COMMISSIONER RESOURCES

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You can scan or click the QR codes to access each resource.

## Chief Seattle Council Staff Directory

Contact information for the professional staff supporting our members and volunteers.



## Unit Commissioner Self-Assessment

A self-evaluation form to develop a plan for continued improvement as a unit commissioner.



## National Commissioner Site

A resource hub for all commissioner information, training, and resources.



## Commissioner Tools Training

Education and training for Technology for Commissioners (Commissioner Tools).



## Commissioner Facebook Page

Official Facebook page for the Commissioners of the BSA where program updates, announcements and more are shared.



## Commissioner Facebook Group

Online support forum maintained by the National Commissioner Service Team to allow all commissioners a place to share and gather.

