

# Simplified BSA Volunteer Position Descriptions

Wood Badge Project by Kent Nuttall  
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Several Units and Districts struggle getting adults to volunteer especially for leadership positions. There are a variety of reasons for this struggle, including:

- Parents today feel they are too busy to take on volunteer assignments
- Parents asked perceive any Scout volunteer assignment will be too time consuming or is well above their ability
- The current position descriptions spend undue focus on responsibilities, and look complex.

This project focuses on simplifying position descriptions and changing their focus to highlight the few outputs expected along with resources that will help them succeed. Further support includes guidance for using the new position descriptions.

## FEEDBACK IS REQUESTED

These are still in development. Please feel free to send feedback to [kent.nuttall@gmail.com](mailto:kent.nuttall@gmail.com).

Before using or sending feedback, read more about the position descriptions to understand the format and content provided.

## Using the Position Descriptions

The position descriptions have the following design characteristics:

- These are simple one-page descriptions that provide the essentials of the position. It is most helpful for asking volunteers to accept a position and in providing them their orientation. Over time, the leader will receive training and grow their skills beyond this simple description.
- Instead of focusing on RESPONSIBILITIES, we're focusing on the OUTPUTS we want to see. These are described in the table below.
- Training, meetings, and resources are presented as those things that will help the leader succeed, not as a list of requirements.
- They have been left as a Word file so you can modify them for your District or Unit.
- They do not contain a reference to amount of time the job may take. Since time varies by size of Unit or District and personal capability, it is left to you to suggest the amount of time that may be required.
- They supplement the recruiting leader information found in many BSA manuals focused on leadership and running Districts and Units.

When using them to ask a person to take a position, use only what's needed. I would recommend you:

- Share how all you're asking them is for X outputs, and provide simple explanations as given in the output and related qualifications.

- Share how the person has already been demonstrating similar outputs. (i.e., if asking a Cub Scout Den Leader to volunteer to be Cubmaster, the only real additional output is the annual plan.)
- Share the training and resources available (emphasize AVAILABLE) to help the person succeed in that role. Include the **people** who will be resources, not just manuals and websites.
- Share how the person reflected the key behaviors, and that’s the reason they’re being asked.
- If you have this description with you, you can show how this page gives guidance that will help them be successful within the first few months. And that as shown, we’re not after perfection, just a few outputs.

The following table explains the rows and what is provided on each row.

Contribution to the Unit	Two to three bullet points that let the leader know how this position contributes to the success of the unit, since the unit is the most important level in Scouting. This information puts the position in context of the success of Scouting.	
The Outputs that You Produce	<p>The one to three outputs that we absolutely need from a person in that position. We’re not going for perfection, just success. An output is stated as a noun—a singular event that can be considered successful or unsuccessful. The success is determined by achievement of the related criteria. So the format is:</p> <p>Output</p> <ul style="list-style-type: none"> <li>• Criteria</li> <li>• Criteria</li> </ul> <p>We try to keep the number of Outputs to a maximum of three. Any more seems overwhelming.</p>	
Key Behaviors	Five or six behaviors that a successful leader will have to do well in this position. These are referenced when selecting a leader and to guide a leader who wants to improve.	
Success Indicators	One to three metrics or assessments that leaders can use to determine whether they are succeeding or need improvement.	
Training Available	The most critical training they need to be effective. Usually includes the required training and annual training applicable to them, such as University of Scouting or Commissioners College.	
Resources	Type of Resource	Resources available. The focus is on those that would help during the first six to twelve months. Resources can include: <ul style="list-style-type: none"> <li>• People</li> <li>• Websites</li> <li>• Manuals</li> <li>• Records Systems</li> </ul>

## Available Position Descriptions

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Others will be available soon.

## BSA Volunteer Position Description

### Unit Key 3: Cubmaster

*The Cubmaster leads Pack volunteers in providing quality Pack and Den meetings.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• Youth membership growth and retention</li> <li>• Adult volunteer recruitment and success</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A Pack meeting             <ul style="list-style-type: none"> <li>○ Involves and engages all youth and adults at the meeting</li> <li>○ Provides a memorable advancement ceremony</li> <li>○ Provides at least one physical activity for youth</li> </ul> </li> <li>• A Coordinated Den Meeting             <ul style="list-style-type: none"> <li>○ Oversees and coaches Den Leaders and Den Chiefs</li> <li>○ Cub Scouts obtain skills for their rank</li> <li>○ The programs follow the yearly plan</li> </ul> </li> <li>• An Annual Meeting Plan             <ul style="list-style-type: none"> <li>○ Includes monthly themes and guidance for Den Leaders</li> <li>○ Includes at least one campout</li> <li>○ Includes participation in District and Council events</li> <li>○ Includes at least one summer engagement</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Excitement</li> <li>• Event Promotion</li> <li>• Recruiting</li> <li>• Recognition &amp; Motivation</li> <li>• Delegation</li> <li>• Communication</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence Unit Recognition Level</li> <li>• Youth and Volunteer membership growth and retention</li> <li>• Cub Scout rank advancements</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• Cubmaster Fast Start Orientation</li> <li>• Youth Protection Training</li> <li>• Cubmaster Specific Training</li> <li>• BALOO</li> <li>• University of Scouting (Twice each year)</li> </ul>	
<b>Resources</b>	Unit Commissioner	Unit and personal coaching and support
	District Roundtable	Monthly meeting that provides guidance and district program information
	Website	<a href="http://www.samhoustonbsa.org/cubmaster-resources">http://www.samhoustonbsa.org/cubmaster-resources</a>
	The Scout Shop	Handbooks, guides, and other informative books

## BSA Volunteer Position Description District Key 3: District Chair

*The District Chair oversees and provides leadership to the District Committee.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• District and Unit Journey to Excellence (JTE) programs</li> <li>• Youth membership growth and retention</li> <li>• Fundraising support</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A District Committee Meeting             <ul style="list-style-type: none"> <li>○ Each committee presents status and commits to actions</li> <li>○ District goals are reviewed and plans to meet them are created</li> </ul> </li> <li>• A competent, motivated District Committee             <ul style="list-style-type: none"> <li>○ All Committee Chair roles are filled</li> <li>○ Each Committee Chair contributes at least monthly</li> <li>○ An identified successor for each Committee Chair role</li> <li>○ Each Committee Chair is properly trained</li> </ul> </li> <li>• A comprehensive District Program             <ul style="list-style-type: none"> <li>○ Fund-raising campaigns are held and goals are achieved (FOS, Scout Fair, Popcorn)</li> <li>○ Two Cub Scout District events are held.</li> <li>○ One Scout BSA District Event is held.</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Recruiting</li> <li>• Meeting facilitation</li> <li>• Coaching Feedback</li> <li>• Recognition &amp; Motivation</li> <li>• Delegation</li> <li>• Communication</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence District Recognition Level</li> <li>• <i>Self-Evaluation Guide for Successful District Operations</i> (No. 34207)</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• District Chair Orientation (PowerPoint on SHAC website)</li> <li>• <i>District Committee Training Workshop</i> (No. 34160)</li> <li>• Key Leaders Conference (usually January)</li> <li>• Council Coordinated Meetings (Quarterly except Q1)</li> </ul>	
<b>Resources</b>	District Executive	Provides council connection, reports, and coaching
	Division Chair	Provides onboarding, coaching and mentoring
	District Committee	Leaders ready to serve
	Website	<a href="http://www.samhoustonbsa.org/district-operations#District-Committee">http://www.samhoustonbsa.org/district-operations#District-Committee</a>
	Key Manuals	<i>The District</i> (No. 33070) <i>A Handbook for District Operations</i> (No. 34739) <i>District Key 3</i> (No. 513-630) <i>Selecting District People</i> (No. 34512) <i>A Plan for Functioning Districts</i> (No. 513-622) <i>Council and District Plan Book</i> (No. 33032) <i>Council and District Relationships</i> (No. 14-632)

## BSA Volunteer Position Description District Key 3: District Commissioner

*The District Commissioner leads a staff of Unit Commissioners to support unit success.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• District and Unit Journey to Excellence (JTE) programs</li> <li>• Youth membership growth and retention</li> <li>• Unit leadership development</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A competent, motivated Unit Commissioner             <ul style="list-style-type: none"> <li>○ Visits units &gt; 6 times/year</li> <li>○ Unit Commissioners link Unit leaders to District resources</li> <li>○ The Unit Commissioner is trained, and receives at least a Masters in Commissioning within three years</li> </ul> </li> <li>• A Roundtable event             <ul style="list-style-type: none"> <li>○ Attended by 70% of units</li> <li>○ Includes a program element for Cub Scouts and Scouts BSA</li> </ul> </li> <li>• Recharter of the District and all District Units             <ul style="list-style-type: none"> <li>○ Maintains low error rates year-after-year</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Recruiting</li> <li>• Relationship Building</li> <li>• Connecting with Others</li> <li>• Problem solving</li> <li>• Negotiation</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence District Recognition Level</li> <li>• Journey to Excellence Unit Recognitions</li> <li>• Unit health evaluations</li> <li>• Unit On-time Recharts Percentage</li> <li>• <i>Self-Evaluation Guide for Successful District Operations</i> (No. 34207)</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• Online or Facilitator-led Commissioner Basic Training</li> <li>• Commissioner's College</li> <li>• Key Leaders Conference (usually January)</li> <li>• Council Coordinated Meetings (Quarterly except Q1)</li> </ul>	
<b>Resources</b>	District Executive	Provides council connection, reports, and coaching
	Division Commissioner	Provides coaching and mentoring
	Records	Commissioner Tools
	Website	<a href="http://www.samhoustonbsa.org/commissioners">http://www.samhoustonbsa.org/commissioners</a>
	Manuals	<i>Administration of Commissioner Service</i> (No. 34501) <i>Commissioner Fieldbook for Unit Service</i> (No. 33621) <i>Commissioner Helps for Packs, Troops, and Crews</i> (No. 33618) <i>The District</i> (No. 33070) <i>Selecting District People</i> (No. 34512) <i>Council and District Relationships</i> (No. 14-632)

## BSA Volunteer Position Description District Finance Chair

*The District Finance Chair oversees all fundraising activities performed through the District.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• District and Unit Journey to Excellence (JTE) programs</li> <li>• Operations funds</li> <li>• Facilities and resources for activities and outings</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A Functioning District Finance Committee             <ul style="list-style-type: none"> <li>○ Includes leadership for Popcorn, Scout Fair, and Friends of Scouting fundraising campaigns</li> <li>○ Includes assistants to chairs to train future leaders</li> <li>○ Committee members are trained and receive mentoring</li> </ul> </li> <li>• A financial report to the District Committee             <ul style="list-style-type: none"> <li>○ Updated monthly</li> <li>○ Includes information requested in the <i>Finance Committee Work Plan</i></li> </ul> </li> <li>• A supported Unit             <ul style="list-style-type: none"> <li>○ Unit receives financial counseling needed</li> <li>○ Unit participates in FOS and at least one fundraising event</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Recruiting</li> <li>• Influence</li> <li>• Fundraising</li> <li>• Coaching Feedback</li> <li>• Recognition &amp; Motivation</li> <li>• Communication</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence District Recognition Level</li> <li>• District Fundraising Metrics; actual vs. goals</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• <i>District Committee Training Workshop</i> (No. 34160)</li> <li>• Key Leaders Conference (usually January)</li> <li>• Council Coordinated Meetings (Quarterly except Q1)</li> </ul>	
<b>Resources</b>	District Executive	Provides council connection, reports, and coaching
	District Chair	Provides onboarding, coaching and mentoring
	Website	<a href="http://www.samhoustonbsa.org/district-operations#finance">http://www.samhoustonbsa.org/district-operations#finance</a> <a href="http://www.samhoustonbsa.org/unit-finance">http://www.samhoustonbsa.org/unit-finance</a>
	Key Manuals	<i>The District</i> (No. 33070) <i>District Finance Committee Guide</i> (No. 33779) <i>Selecting District People</i> (No. 34512)

## BSA Volunteer Position Description District Membership Chair

*The District Membership Chair guides youth membership growth activities in the District.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• District and Unit Journey to Excellence (JTE) programs</li> <li>• Youth membership growth and retention</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A membership campaign             <ul style="list-style-type: none"> <li>○ Each Unit involved obtains new members</li> <li>○ Each Unit involved runs at least one recruiting event</li> </ul> </li> <li>• A membership campaign training event for all involved Units             <ul style="list-style-type: none"> <li>○ Coincides with a membership campaign</li> <li>○ Includes use of the Council membership campaign theme</li> <li>○ All Units receive the training during the event or by other means</li> </ul> </li> <li>• A membership committee             <ul style="list-style-type: none"> <li>○ Includes leaders to support Cub Scout Packs and Scouts BSA Troops</li> <li>○ The team is engaged during each membership campaign</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Recruiting</li> <li>• Influence</li> <li>• Passionate</li> <li>• Marketer</li> <li>• Recognition &amp; Motivation</li> <li>• Communication</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence District Recognition Level</li> <li>• District and Unit membership and retention</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• <i>Training Chair Orientation</i></li> <li>• <i>District Committee Training Workshop</i> (No. 34160)</li> <li>• Monthly Council Membership Meetings</li> <li>• Key Leaders Conference (usually January)</li> <li>• Council Coordinated Meetings (Quarterly except Q1)</li> </ul>	
<b>Resources</b>	District Executive	Provides council connection, reports, and coaching
	District Chair	Provides onboarding, coaching and mentoring
	Council Membership Chair	Provides frequent meetings and will onboard, coach, and mentor
	Website	<a href="http://www.samhoustonbsa.org/district-operations#membership">http://www.samhoustonbsa.org/district-operations#membership</a> <a href="http://www.samhoustonbsa.org/membership">http://www.samhoustonbsa.org/membership</a>
	Key Manuals	<i>The District</i> (No. 33070) <i>Membership Committee Guide</i> (No. 33080)



## BSA Volunteer Position Description District Nominating Committee Chair

*The District Nominating Committee Chair leads the nominating committee as they recruit key leaders.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• District and Unit Journey to Excellence (JTE) programs</li> <li>• Quality District leaders</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A slate of qualified, motivated key leaders for the District             <ul style="list-style-type: none"> <li>○ Leaders nominated for the following positions: District Chair, District Vice Chair, District Commissioner</li> <li>○ Leaders have been approved by Council</li> <li>○ Leaders have been personally invited and have accepted the nomination</li> <li>○ Additional at-large leaders to fill other functional District roles</li> <li>○ Includes a mix of experienced Scouters and community leaders</li> </ul> </li> <li>• An election of key leaders for the District             <ul style="list-style-type: none"> <li>○ Held during the November District Committee meeting</li> <li>○ Follows the format as provided by Council leadership</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Recruiting</li> <li>• Influence</li> <li>• Networker</li> <li>• Assertiveness</li> <li>• Diplomacy</li> <li>• Communication</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence District Recognition Level</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• Council Nominating Committee Training</li> </ul>	
<b>Resources</b>	District Executive	Provides council connection, onboarding and coaching
	District Chair	Provides onboarding, coaching and mentoring
	Website	<a href="http://www.samhoustonbsa.org/district-operations">http://www.samhoustonbsa.org/district-operations</a>
	Key Manuals	<i>The District</i> (No. 33070) <i>Selecting District People</i> (No. 34512) <i>District Nominating Committee Worksheet</i> (No. 513-332)

## BSA Volunteer Position Description District Training Chair

*The District Training Chair coordinates the district's training offerings and promotes unit leader training.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• Increased adult volunteer program</li> <li>• Trained unit leaders that provide quality programs for youth</li> <li>• Unit safety</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A District training schedule             <ul style="list-style-type: none"> <li>○ Anticipates leader inflow times and recharter needs.</li> <li>○ Coordinated with other Districts to maximize opportunities.</li> </ul> </li> <li>• A training opportunity for each leader in the District             <ul style="list-style-type: none"> <li>○ The leader has an opportunity to receive all required training within two months of assignment.</li> <li>○ Training provided uses approved BSA syllabi.</li> <li>○ The training is properly recorded in Scouting records.</li> </ul> </li> <li>• A staff of qualified trainers             <ul style="list-style-type: none"> <li>○ Each trainer is BSA qualified for their topic.</li> <li>○ Qualifications cover 100% of required training courses.</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Event Coordination</li> <li>• Event Promotion</li> <li>• Training</li> <li>• Recognition &amp; Motivation</li> <li>• Delegation</li> <li>• Communication</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Percent District Trained Leaders</li> <li>• Number of Training Awards received by District and Unit Leaders</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• Training Chair Orientation (PowerPoint on SHAC website)</li> <li>• <i>District Committee Training Workshop</i> (No. 34160)</li> <li>• Key Leaders Conference (usually January)</li> <li>• Council Coordinated Meetings (Quarterly except Q1)</li> </ul>	
<b>Resources</b>	Council Training Program Director	Provides council connection, reports, and coaching.
	District Committee Meeting	Allows coordination with other committee members. Source to help determine Unit and District needs.
	Website	<a href="http://www.samhoustonbsa.org/district-operations#training">http://www.samhoustonbsa.org/district-operations#training</a> <a href="http://www.samhoustonbsa.org/training">http://www.samhoustonbsa.org/training</a>
	Key Manuals	<i>The District</i> (No. 33070) <i>A Handbook for District Operations</i> (No. 34739) <i>Selecting District People</i> (No. 34512) <i>A Plan for Functioning Districts</i> (No. 513-622) <i>Council and District Plan Book</i> (No. 33032) <i>Council and District Relationships</i> (No. 14-632)

## BSA Volunteer Position Description District Vice Chair

*The District Vice Chair works with the District Chair to provide leadership to the District Committee.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• District and Unit Journey to Excellence (JTE) programs</li> <li>• Youth membership growth and retention</li> <li>• Fundraising support</li> </ul>	
<b>The Outputs that You Produce</b>	Direct support and counsel to the District Chair in producing the District Chair outputs of: <ul style="list-style-type: none"> <li>• A District Committee Meeting             <ul style="list-style-type: none"> <li>○ Each committee presents status and commits to actions</li> <li>○ District goals are reviewed and plans to meet them are created</li> </ul> </li> <li>• A competent, motivated District Committee             <ul style="list-style-type: none"> <li>○ All Committee Chair roles are filled</li> <li>○ Each Committee Chair makes a contribution at least monthly</li> <li>○ An identified successor for each Committee Chair role</li> <li>○ Each Committee Chair is properly trained</li> </ul> </li> <li>• A comprehensive District Program             <ul style="list-style-type: none"> <li>○ Fund-raising campaigns are held and goals are achieved (FOS, Scout Fair, Popcorn)</li> <li>○ Two Cub Scout District events are held.</li> <li>○ One Scout BSA District Event is held.</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Recruiting</li> <li>• Meeting facilitation</li> <li>• Coaching Feedback</li> <li>• Recognition &amp; Motivation</li> <li>• Delegation</li> <li>• Communication</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence District Recognition Level</li> <li>• <i>Self-Evaluation Guide for Successful District Operations</i> (No. 34207)</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• District Chair Orientation (PowerPoint on SHAC website)</li> <li>• <i>District Committee Training Workshop</i> (No. 34160)</li> <li>• Key Leaders Conference (usually January)</li> <li>• Council Coordinated Meetings (Quarterly except Q1)</li> </ul>	
<b>Resources</b>	District Executive	Provides council connection, reports, and coaching
	Division Chair	Provides onboarding, coaching and mentoring
	Website	<a href="http://www.samhoustonbsa.org/district-operations#District-Committee">http://www.samhoustonbsa.org/district-operations#District-Committee</a>
	Key Manuals	<i>The District</i> (No. 33070) <i>A Handbook for District Operations</i> (No. 34739) <i>District Key 3</i> (No. 513-630) <i>Selecting District People</i> (No. 34512) <i>A Plan for Functioning Districts</i> (No. 513-622) <i>Council and District Plan Book</i> (No. 33032) <i>Council and District Relationships</i> (No. 14-632)

## BSA Volunteer Position Description

### Unit Key 3: Pack Committee Chair

*The Pack Committee Chair works with the Cubmaster and COR to develop the Pack.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• Youth membership growth and retention</li> <li>• Adult volunteer recruitment and success</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A Pack Committee Meeting             <ul style="list-style-type: none"> <li>○ Action items are created, delegated, and followed-up with</li> <li>○ Pack activities are planned and approved.</li> <li>○ The Cubmaster and Den Leaders obtain the support needed to meet their training and provide a quality program.</li> </ul> </li> <li>• A competent, motivated Pack Committee             <ul style="list-style-type: none"> <li>○ At minimum, the roles of Cubmaster, Finance, and Programs are filled.</li> <li>○ Each Committee Member is properly trained.</li> <li>○ Recharter is prepared and submitted accurately and on time.</li> </ul> </li> <li>• A comprehensive Pack Program             <ul style="list-style-type: none"> <li>○ Fundraising campaigns are held and goals are achieved (FOS, Scout Fair, Popcorn)</li> <li>○ The Pack program and supporting budget is planned yearly.</li> <li>○ The program includes a Blue &amp; Gold Dinner, a Pinewood Derby or equivalent, monthly Pack meetings, and at least one campout.</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Excitement</li> <li>• Event Promotion</li> <li>• Recruiting</li> <li>• Recognition &amp; Motivation</li> <li>• Delegation</li> <li>• Communication</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence Unit Recognition Level</li> <li>• Youth membership growth and retention</li> <li>• Cub Scout rank advancements</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• Pack Committee Training</li> <li>• Youth Protection Training</li> <li>• BALOO</li> <li>• University of Scouting (Twice each year)</li> </ul>	
<b>Resources</b>	Unit Commissioner	Unit and personal coaching and support
	District Roundtable	Monthly meeting that provides guidance and district program information
	Website	<a href="http://www.samhoustonbsa.org/pack-committee-resources">http://www.samhoustonbsa.org/pack-committee-resources</a>
	The Scout Shop	Handbooks, guides, and other informative books

## BSA Volunteer Position Description Roundtable Commissioner

*The Roundtable Commissioner facilitates idea sharing throughout the District.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• District and Unit Journey to Excellence (JTE) programs</li> <li>• Quality Den, Pack, and Scouts BSA meetings</li> <li>• Leadership development</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A Roundtable event             <ul style="list-style-type: none"> <li>○ Attended by over 70% of District Units</li> <li>○ Includes the presentation of a skill</li> <li>○ Provides at least one idea that can be implemented by a Unit to improve their program</li> </ul> </li> <li>• A Roundtable Staff             <ul style="list-style-type: none"> <li>○ Each breakout has a leader (Cub, Troop, Venturing, etc.)</li> <li>○ Roundtable staff coordinate their breakouts</li> </ul> </li> <li>• A rolling six-month Roundtable plan             <ul style="list-style-type: none"> <li>○ The next six months are at least partially planned</li> <li>○ The topics next two-three meetings are shared with the Units for their planning</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Influence</li> <li>• Presentation</li> <li>• Recruiting</li> <li>• Recognition &amp; Motivation</li> <li>• Communication</li> <li>• Creativity</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence District Recognition Level</li> <li>• Roundtable attendance (% units, total attendance)</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• Commissioner Basic Training</li> <li>• College of Commissioner Science</li> </ul>	
<b>Resources</b>	District Commissioner	Provides onboarding, coaching and mentoring
	Website	<a href="http://www.samhoustonbsa.org/commissioners">http://www.samhoustonbsa.org/commissioners</a>
	Key Manuals	<i>Boy Scouts Roundtable Planning Guide</i> <i>Cub Scouts Roundtable Planning Guide</i> <i>District Roundtables (No. 14-633B).</i>

## BSA Volunteer Position Description Unit Commissioner

*The Unit Commissioner supports Units through mentoring and matching their problems to solution providers.*

<b>Contribution to the Unit</b>	Your efforts contribute to the following results: <ul style="list-style-type: none"> <li>• Unit Journey to Excellence (JTE) programs</li> <li>• Unit leadership development</li> <li>• Unit problem solving</li> </ul>	
<b>The Outputs that You Produce</b>	<ul style="list-style-type: none"> <li>• A strong Scouting Unit             <ul style="list-style-type: none"> <li>○ Achieves Journey to Excellence Gold level award</li> <li>○ Greater than 6 visits to the Unit within a year</li> <li>○ Unit demonstrates connection to District resources                 <ul style="list-style-type: none"> <li>▪ Includes Unit Commissioner in at least 6 meetings within a year</li> <li>▪ Participates in at least 2 district events</li> <li>▪ Provides volunteers to district event</li> </ul> </li> <li>○ Unit leaders have taken all required training</li> </ul> </li> <li>• Recharter of assigned Units             <ul style="list-style-type: none"> <li>○ Recharter is on time and complete</li> </ul> </li> </ul>	
<b>Key Behaviors</b>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Problem solving</li> <li>• Mediation</li> <li>• Tactful</li> <li>• Passionate</li> </ul>	
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Journey to Excellence Unit Recognitions</li> <li>• Unit health evaluations</li> <li>• Unit On-time Recharterers Percentage</li> </ul>	
<b>Training Available</b>	<ul style="list-style-type: none"> <li>• Online or Facilitator-led Commissioner Basic Training</li> <li>• Commissioner's College</li> <li>• District Commissioners Meetings</li> </ul>	
<b>Resources</b>	District Commissioner	Provides coaching and mentoring
	Records	Commissioner Tools
	Website	<a href="http://www.samhoustonbsa.org/commissioners">http://www.samhoustonbsa.org/commissioners</a>
	Manuals	<i>Administration of Commissioner Service</i> (No. 34501) <i>Commissioner Fieldbook for Unit Service</i> (No. 33621) <i>Commissioner Helps for Packs, Troops, and Crews</i> (No. 33618) <i>The District</i> (No. 33070)