

# District Job Descriptions

## Key Three

***District Chairman:*** With cooperation of the district executive (professional) and the district commissioner (volunteer) s/he will be responsible for meeting the needs of Scouting's chartered partners by recruiting and motivating volunteers to carry out the functions of membership, program, unit service, and finance in the district. The district chairman will also be a member of the council executive board - responsible for representing the district to the vice president, operations.

***District Commissioner:*** As the key volunteer responsible for unit service, the DC recruits, appoints, trains, and supervises and motivates the commissioner staff so that all units in the district receive regular, helpful services as promised in the charter agreement. S/he will also oversee and give leadership to the charter renewal procedures and work closely with the roundtable commissioners to ensure quality results and see that roundtables are well attended. S/he will be a member of the Council Commissioner Staff reporting to the Council Commissioner.

***District Executive:*** Employed by the Council Executive Board and works under the direction of the Scout Executive. S/he provides behind the scenes administrative support to a primarily volunteer Scouting movement. They have responsibilities to propose plans, to make sure recognition is given, to keep district records up-to date, to maintain contact with heads of chartered organizations, and to give inspiration and encouragement.

## Committee Descriptions

***Camp Promotion and Outdoor Committee*** - will implement the Council Outdoor Promotion plan in the district by promoting youth's interest in camping and outdoor programs such as: Order of the Arrow, summer Camp, High Adventures, and CUB Day Camp as well as assist packs in earning the National Summertime Pack Award. It will assist troops in planning outdoor activities that will include 10 days and nights of camping and long-term summer camp.

***Advancement Committee*** - will stimulate advancement and recognition of Cub Scouts and Boy Scouts and establish advancement goals for troops and packs. The committee will also track and attain advancement objectives while giving special assistance to troops and packs with advancement progress. The committee follows the Council Advancement and Recognition program, including recommending unit and district Scouters for special district and council recognition. This committee also produces a district merit badge counselors directory.

***Activities and Civic Service Committee*** - will develop and implement a plan for activities and Civic Service projects in the district and will assist units in accomplishing activities and civic service with program visibility and balance of activities. Such committee projects might include: Cub Olympics, Camporee, Pinewood Derby, Scout Show participation enrollment, Good Turn events, Lock-In, Bike Rodeo, Scouting for Food, Summertime Pack Award, etc.

***Training Committee*** - will help to establish district training objectives. This will partially be accomplished by preparing an inventory of all unit level Scouting jobs which require training and offering training opportunities to every unit leader. The chairman will work through Scout, Varsity, and Cub Training Sub-committees to plan, schedule, coordinate and keep records of an annual district training program based on the training inventory.

***Membership Committee*** - will establish a plan and objectives for membership growth as well as serve as organizers for new units. The committee will plan and conduct youth fact and chartered organizations surveys as well as help cultivate the interest of potential chartered organizations and community groups.

***Health and Safety Committee*** - will develop and implement the council plan for Health and Safety, Drug Abuse Prevention, and Youth Protection Training projects in the district.