



HEART OF AMERICA COUNCIL, BOY SCOUTS OF AMERICA

COMMISSIONER BEST PRACTICE MEMORANDUM, 2016, No. 002 (CBP 16-002)

DISTRICT COMMISSIONER'S MINUTE

(Prepared by: Stan Lloyd)

I. DESCRIPTION:

District Commissioners send a brief, monthly email message to the unit Key 3 (unit leader, committee chair, and charter organization representative) for each unit within their district. The email provides useful Scouting information. The monthly email is referred to as the District Commissioner's Minute.

II. BACKGROUND AND NEED SERVED:

The District Commissioner's Minute (the Minute) is intended to provide the unit Key 3 accurate, timely, and relevant information to help each unit succeed.

The Minute will ensure that there is an established line of communication between each unit and the Commissioner Corps.

The Minute will improve understanding and communication among the Commissioner Corps and unit Key 3.

The Minute will help Unit Commissioners by ensuring that unit Key 3 are knowledgeable of important terms and concepts related to the delivery of Commissioner services to the unit, as well as the scope and purpose of Commissioner services.

These monthly emails promote understanding, and strengthen the relationship between the Commissioner Corps and the Key 3 for every unit in the district.

III. RESPONSIBILITIES:

The Council Commissioner and/or a designated Assistant Council Commissioner will develop and prepare a short, but complete, written topic that can be transmitted via email by District Commissioners to the unit Key 3 for each unit within their district.

Approval of subject matter, content, and final review of the Minute will be by the Council Commissioner and Staff Advisor, or their designees.

District Commissioners are responsible to ensure that they maintain an accurate email roster for each member of the Key 3 for every unit within the district.

District Commissioners are responsible to ensure accurate and timely recording of unit contacts in Commissioner Tools.

IV. PROCEDURES:

The District Commissioner's Minute will be drafted each month by the Assistant Council Commissioner responsible or a designee.

The Minute will be no more than two to three paragraphs in length. The Minute will be written in plain English with no use of acronyms.

The Minute will be reviewed and approved by the Council Commissioner and his or her Staff Advisor, or their designees. The drafting and review process will be completed not later than the monthly Council Commissioners meeting.

The Minute will be distributed by email to the District Commissioners not later than the monthly Council Commissioners meeting.

District Commissioners will forward the Minute to the unit Key 3 for each unit in the district not later than the Friday following the monthly Council Commissioners Meeting. The District Commissioner may add additional language regarding a matter of significance to the district but should avoid making the email too long.

Following are some example topics. All Commissioners are encouraged to submit additional topic ideas to their District Commissioner who will submit the idea to the responsible Assistant Council Commissioner.

- What is a Unit Commissioner and what do they do?
- Who can be a Commissioner?
- How can I become a Commissioner?
- When should I contact my Unit Commissioner?
- What is a District Commissioner and what do they do?
- What is a Council Commissioner and what does he or she do?
- How to contact/find your Unit Commissioner.
- How to contact/find your District Commissioner.
- How to contact your Council Commissioner.
- Unit Commissioner Job Description.
- District Commissioner Job Description.
- The Four Objectives of a Commissioner.
- When should I invite my Unit Commissioner to a meeting?
- What is a detailed unit assessment?
- What is a unit service plan?
- What is the Voice of the Scout and why do we care?
- Why record advancement?
- Why recruit?

- Webelos to Scout Transition.
- Why turn-in the unit charter renewal on time?
- Why turn in Service Hours?
- Succession Planning, why does your Unit need one?

V. REPORTING:

A “unit contact” that is reportable in Commissioner Tools is a “meaningful” interaction between a commissioner and one or more members of a unit. Meaningful contacts can be “virtual” such as a phone call or an e-mail. The Council Commissioner or a designated Assistant Council Commissioner will ensure that each District Commissioner Minute provides unit Key 3 meaningful, current, accurate, and relevant information to assist the unit to succeed. Therefore, the District Commissioner’s Minute is a “unit contact” for each unit to which the email is sent. Count as one contact per unit even though the email is sent to each of the Key 3 for the unit.

Each District Commissioner or their designated Assistant District Commissioner is responsible for recording in Commissioner Tools the contacts made by forwarding the District Commissioner’s Minute. In a district with a large number of units, it may be necessary for the District Commissioner to delegate the recording responsibilities to several Assistant District Commissioners.

VI. REFERENCES:

None.

VII. PROPOSED REVISIONS: Please report proposed revisions to the person who prepared this memorandum.