



## **CUB FOCUSED UNIT COMMISSIONER**

HEART OF AMERICA COUNCIL, BOY SCOUTS OF AMERICA  
COMMISSIONER BEST PRACTICE MEMORANDUM, 2014, No. 004 (CBP 14-004)  
(Prepared by: Keith Sickendick, Council Commissioner, April 2014)

### **I. DESCRIPTION:**

The selection of Cub Focused Unit Commissioners is adopted as a best practice.

**II. BACKGROUND AND NEED SERVED:** Cub Scout Packs pose a unique challenge for Commissioners. Frequent changes of adult leadership, minimally trained and experienced adult leaders, and adult leaders' lack of long-term commitment to the Scouting program, require the assigned Unit Commissioner to work diligently to establish a relationship with adult unit leaders to permit counseling and mentoring to be effective. Commissioners with recent Cub Scout related experience will establish the necessary relationship more quickly and effectively than Commissioners long removed from the Cub Scout program.

### **III. RESPONSIBILITIES:**

The Cub Focused Unit Commissioner serves as a unit commissioner for 1 to 3 Cub Scout packs. This commissioner has a first-hand and recent understanding of the Cub Scout program and how it works. Aids assigned units in:

- Creating and implementing an annual program plan and budget using the Ideal Year of Scouting (IYOS) program,
- Unit leader succession planning,
- New member recruitment and Webelos to Scout transition,
- Ensures active and vibrant outdoor program within unit, and
- Aids in re-charter process.

Cub Focused Unit Commissioners, as all unit commissioners, will focus on the following four primary areas:

- Supporting unit growth in the Journey to Excellence criteria: JTE measures performance characteristics that unlock the door to a successful unit. We should analyze the unit's program and identify JTE areas where help is needed to move the unit to a higher level of JTE success.

- Linking district committee resources to the unit: We should support the district committee's delivery of a "catalog of services" to support the specific JTE elements needed for a particular unit's health and success.
- Visiting units and logging the visits into the Unit Visit Tracking System (UVTS) or its successor. Our core task remains visiting the unit. UVTS input feeds critical information to the district committee to help link resources to the unit.
- Supporting on-time charter renewal: The commissioner's focus is the retention of the unit, though we should be especially mindful of supporting new youth membership efforts as we move more toward a volunteer-led, professionally guided approach to increasing membership.

#### IV. QUALIFICATIONS:

- Served as a direct contact leader in a Cub Scout pack or pack committee chairman within the past 3 years.
- Currently has a son active in the Cub Scout or Boy Scout program.
- Attended day camp, bear camp, or Webelos camp as a unit leader or staff member within the past 3 years.
- Is not currently serving as a direct contact leader in a Cub Scout pack or as Scoutmaster (May be on pack/troop committee or assistant Scoutmaster).

#### V. REPORTING: Reports to the District Commissioner.

#### VI. REFERENCES:

Commissioner Fieldbook for Unit Service, <http://www.scouting.org/filestore/pdf/33621.pdf>.

Commissioner Helps for Packs, Troops, and Crews, [http://www.scouting.org/filestore/commissioner/pdf/33618\\_WB.pdf](http://www.scouting.org/filestore/commissioner/pdf/33618_WB.pdf).

Unit Performance Guide, [http://www.scouting.org/filestore/membership/pdf/522-025\\_WB.pdf](http://www.scouting.org/filestore/membership/pdf/522-025_WB.pdf).

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

# **Unit Commissioner**

## **Cub Scout Focused**

### **Position Description**

**Reports to:** District Commissioner or assigned Assistant District Commissioner

#### **Profile:**

- Served as a direct contact leader in a Cub Scout pack or pack committee chairman within the past 3 years.
- Currently has a son active in the Cub Scout or Boy Scout program.
- Attended day camp, bear camp, or Webelos camp as a unit leader or staff member within the past 3 years.
- Is not currently serving as a direct contact leader in a Cub Scout pack or as Scoutmaster (May be on pack/troop committee or assistant Scoutmaster).
- Willing to complete Commissioner training.

#### **Duties/Responsibilities:**

Serve as a unit commissioner for 1 to 3 Cub Scout packs. This commissioner has a first-hand and recent understanding of the Cub Scout program and how it works. Aids assigned units in:

- Creating and implementing an annual program plan and budget using the Ideal Year of Scouting (IYOS) program.
- Unit leader succession planning
- New member recruitment and Webelos to Scout transition
- Ensures active and vibrant outdoor program within unit
- Aids in re-charter process
- Attend monthly Commissioner meeting