



ASSISTANT DISTRICT COMMISSIONER CONTINUING EDUCATION (ADC/CE)

HEART OF AMERICA COUNCIL, BOY SCOUTS OF AMERICA
COMMISSIONER BEST PRACTICE MEMORANDUM, 2014, No. 008 (CBP 14-008)
(Prepared by: J. Nick Badgerow)

I. DESCRIPTION:

HOAC has implemented a program of monthly training topics for commissioners. This will include an outline and handout on a topic of current relevance, keyed to JTE metrics and the Commissioners' Service Plan, distributed by the ACC/CE. The ADC/CE in each district should be provided time at least ten minutes at each monthly commissioner meeting for the ADC/CE to present that month's topic and handout. In this way, current, useful, uniform information will get into the hands of working commissioners, who perform the essential task of assisting units in the delivery of a great program to Scouts. These handouts will be distributed to the ADC/CE's each month.

II. BACKGROUND AND NEED SERVED:

Continuing education is a hallmark of quality commissioner service. Volunteers want to know their jobs, and need to have the most current and accurate information to share with the units they serve. The position of ADC/CE assists in providing this current information, through a structured program of monthly presentations, on topics which should be of interest to working commissioners.

III. RESPONSIBILITIES:

The ADC/CE is responsible for the ongoing continuing education of the commissioners in the ADC/CE's district, and should be a visible, vocal advocate for the Commissioner College. The ADC/CE should keep apprised of developments in commissioner tools, and present them as needed.

IV. PROCEDURES:

1. Ensure that time (at least ten minutes) is set aside by the District Commissioner at each monthly commissioner meeting for the presentation of CE topics.
2. Receive, study and present the monthly training topic at the commissioner meeting, providing sufficient copies of the handout for all commissioners.

3. Distribute the handout by e-mail to any commissioners who did not attend the monthly meeting.
4. Solicit input from commissioners on topics of interest for future monthly presentations, and communicate that input to the ACC/CE.
5. Educate commissioners on the benefits of attending the Commissioner College, and provide details, resources, and contacts for commissioners to register and attend.
6. Attend and participate in the Commissioner College at least biennially.

V. REPORTING:

The ADC/CE reports to the District Commissioner. The ACC/CE is a resource.

VI. REFERENCES:

Continuing Education for Commissioners Manual.

<http://www.scouting.org/scoutsource/commissioners/manuals/33615.aspx>

Administration of Commissioner Service, ch. 10.

<http://www.scouting.org/filestore/pdf/34501.pdf>

VI. PROPOSED REVISIONS:

Please report proposed revisions to the person who prepared this memorandum.