

**LAKE MINNETONKA DISTRICT
ASSISTANT DISTRICT COMMISSIONER**



Position Concept:

Is responsible for an assigned share of units in the district, and is responsible to the unit commissioners who serve those units. Assistant District Commissioners are often assigned to a geographic area of the district. Strategically works closely with the District Executive and District Commissioner.

Accountable to: District Commissioner

Training: Attend District Committee training and Annual District Planning Meeting.

Responsibilities:

- Support the vision and uphold the mission, policies, procedures and programs of the Northern Star Council Boy Scouts of America.
- Recruit enough unit commissioners to serve their assigned units and area and be familiar with program themes.
- Help District Commissioner train unit commissioners and roundtable commissioners:
 - Conduct personal coaching/orientation sessions including performance reviews.
 - Participate in the formal basic training courses.
 - Help unit commissioner attain the Arrowhead honor, Commissioner's Key, and Distinguished Commissioner Service Award.
- Maintain regular contact with their unit commissioners to provide guidance in unit service needs to be more successful:
 - Assess units' strengths and weaknesses.
 - Help find solutions to struggling units by providing information, informal training, program ideas, and recognition.
 - Help unit commissioners work successfully with unit committees, chartered organization representatives, and chartered organizations.
- Serve units with no assigned unit commissioner.
- Track the charter renewal status of all their units.
- Give leadership to achieving national "Quality District" status with continued growth to the District and Northern Star Council.

Time Considerations:

- Attend the monthly district commissioners staff meeting
- Attend monthly district committee meetings
- Attend Council Commissioners meetings when District Commissioner is unable

Length of Service:

The Assistant District Commissioner is appointed by the Council Commissioner, upon recommendation of the District Commissioner, for a one-year term ending on May 31.

Staff Support:

District Executive Patti Czech Phone: 763-231-7223 Email: pczech@northernstarbsa.org