



Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record

Commissioner Name: _____

Registration

1. Register as a roundtable commissioner.
Completion Date: _____
2. If you have not already done so, create a personal my.scouting.org account.
Completion Date: _____

Training / Information

3. Complete Roundtable/Assistant Roundtable Commissioner Online or Instructor-Led Position-Specific Training.
Completion Date: _____
4. Review the information and resources available on www.scouting.org/commissioners, including Roundtable Support, the Awards and Recognition, and the current issue of *The Commissioner*.
Completion Date: _____
5. Obtain contact information of your assistant council commissioner, district/assistant district commissioners, assistant roundtable commissioners, and district executive.
Completion Date: _____
6. Review Commissioner Tools's most recent roundtable entries and familiarize yourself with the *Delivering Roundtable* booklet.
Completion Date: _____
7. Review Commissioner Tools to determine which units are attending roundtable and invite a unit that is not.
Completion Date: _____
8. Review with your coach how to make a roundtable entry and log a simple assessment in Commissioner Tools.
Completion Date: _____
9. Discuss with your coach how to work with a roundtable team to conduct virtual and in-person roundtables.
Completion Date: _____
10. Discuss with your coach ways to conduct virtual and in-person roundtables.
Completion Date: _____
11. Discuss and review with your coach the current roundtable plans for the year.
Completion Date: _____

Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record

2

Performance

12. Attend your first district commissioner staff meeting and discuss unit health with unit commissioners.

Completion Date: _____

13. Facilitate a virtual or in-person breakout session for your roundtable.

Completion Date: _____

Continuing Education / Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____

Approved by: _____

Coach