



**DISTRICT  
DISTRICT COMMISSIONER**

**Position Concept:**

Lead the district commissioner staff to provide coaching and consultation to unit leaders to ensure the success of every Scouting unit.

**Accountable to:**

District Chair \_\_\_\_\_ Phone: \_\_\_\_\_

**Training:**

Attend District Committee Training.

**Responsibilities:**

1. Support and uphold the policies, procedures and programs of Northern Star Scouting and the Boy Scouts of America.
2. In cooperation with the district executive, recruit and train, and give leadership to the following commissioners:
  - Assistant District Commissioner(s)
  - District Cub Scout Roundtable Commissioner and Staff
  - District Boy Scout Roundtable Commissioner and Staff
  - Unit Commissioners, through Assistant District Commissioner, at a ratio of one unit commissioner to every three units.
3. Develop an annual service plan with the district executive for unit commissioners, which provides the basis for written monthly assignments for unit visits.
4. Oversee charter renewal process to ensure on-time registration.
5. Promote the Centennial Quality Unit Award Program. Ensure every unit is met with annually to establish annual goals.
6. Support and, where possible, assist with council-approved commissioner activities (i.e. commissioner training, and conference).
7. With the District Key 3, give leadership to achieving the national "Quality District" Award and the Northern Star Scouting Commissioner Award of Excellence.

**Time Considerations:**

1. Chair the monthly district commissioners staff meeting
2. Attend the monthly district committee meeting
3. Attend council commissioner meeting (monthly)
4. Meet with district executive and district chair (Key 3) monthly to plan and manage district plans and objectives.

**Length of Service:**

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

**Staff Support:**

District Executive: \_\_\_\_\_ Phone: \_\_\_\_\_



Northern Star Council, BSA

\_\_\_\_\_ District  
**ACTIVITIES CHAIR**

**Position Concept:** The District Activities Chair is responsible for implementing a broad range of district program and civic activities through the staff of an active committee.

**Accountable to:**

\_\_\_\_\_ District Chair Phone #: \_\_\_\_\_

**Training:**

Attend District Committee training.

**Responsibilities:**

1. Support and uphold the policies, procedures and programs of the Northern Star Council Activities Committee and the Boy Scouts of America.
2. In cooperation with the District Key 3, recruit, train, and give leadership to the following committee members:
  - A. Fall Camporee Chair
  - B. Winter event - Klondike Derby, Blizzardfest, etc. Chair
  - C. District Annual Recognition Dinner Chair
  - D. Webelos event Chair
  - E. Cub Scout event Chair (like District Pinewood Derby, etc.)
  - F. Scouting for Food Chair
  - G. Special Activity Chairs (Scout Fair Chair(s), Ripley Rendezvous, etc.)
  - H. Members at Large (as needed)
3. Promote participation by units in all activities and ensure quality of programs offered through these activities.
4. Give leadership, with the district executive, to budget planning process for all district events, including prior approval of planned budget and approval of final budget within 30 days of event.
5. Give leadership to achieving the Activities Committee Award of Excellence.

**Time Considerations:**

- A. Chair district Activities Committee Meetings (frequency as needed, minimum of quarterly).
- B. Attend monthly District Committee Meetings.
- C. Attend monthly Council Activities Committee Meetings.
- D. Recruitment and assistance with event planning as needed.

**Length of Service:**

All appointments end on May 31 and are subject to review by the District Key 3.

**Staff Support:**

District Executive: \_\_\_\_\_ Phone: \_\_\_\_\_