

FULL POSITION DESCRIPTION:

Council Service Territory Commissioner-Elect

CHARGE:	Prepare to serve as CST Commissioner. Step up as needed to help guide the CST’s support of youth and units.
----------------	--

QUALIFICATIONS that Contribute to Success in this Role

Personal Attributes	Skills and Competencies	Experience
<ul style="list-style-type: none"> • Passion for Mission • Vision • Commitment to learning and training • Energy • Team spirit • Adaptability • Resilience • Decision-making courage 	<ul style="list-style-type: none"> • Talent for building a relationship-oriented, trust-based, forward-thinking culture • Ability to organize and lead collaborative teams • Capacity for shared decision-making • Listening, speaking, and writing aptitude • Knowledge of current BSA policies, programs, and resources • Time prioritization and management 	<ul style="list-style-type: none"> • Prior unit service leadership, including Area and/or Council Commissioner or -Elect • Other Scouting leadership at Council or beyond, especially Program or Membership • Board of Director responsibilities in Scouting and other non-profits • Strong technology use and history of adapting to new platforms • Leadership of Council progress reviews

Summary of RESPONSIBILITIES

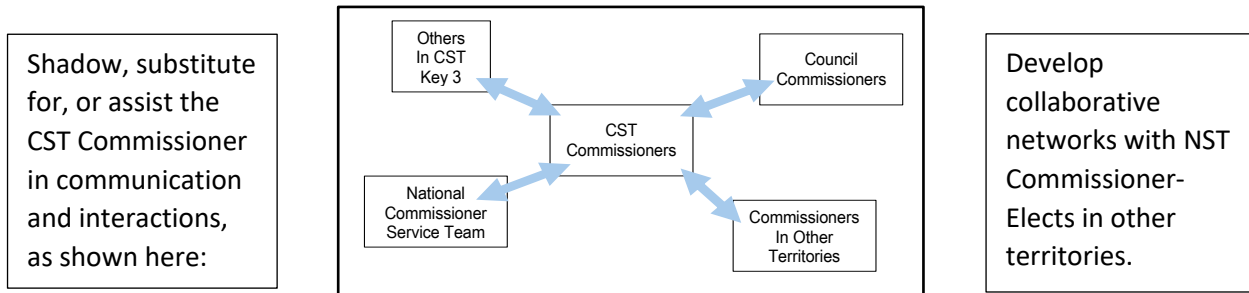
Substituting for the Commissioner as a member of the Key 3 and/or preparing to serve as a member of the Key 3

<p>At the direction of the CST Commissioner or the other Key 3 members (Chair and Director), perform general and specific tasks in accordance with the duties listed at the next column.</p>	<ul style="list-style-type: none"> • Help lead and oversee the work of the CST in helping councils. • Help establish a culture of collaboration and inclusion in keeping with the Scouting America Mission. • Help uphold the policies and standards of the BSA. • Help guide council performance appraisals and make decisions regarding council (re-)chartering.
--	--

Substituting for the CST Commissioner, assisting the Commissioner with delegated assignments, and/or preparing to assume the duties of the CST Commissioner (outlined below)

<p>At the direction of the CST Commissioner or (in the Commissioner’s absence) the other Key 3 members (Chair and Director), perform general and specific tasks in accordance with the duties listed in the next column.</p>	<ol style="list-style-type: none"> 1. Act as an inspirational leader and morale builder within the CST team and in relationships with council representatives, particularly commissioners. 2. Help lead and oversee unit service throughout the CST by working closely with Council Commissioners. 3. Represent the CST as part of the national unit service leadership structure. 4. Represent youth and unit volunteers in CST conversations and decision making. 5. Work with other CST leads to ensure that resources are in place to help councils. 6. Help guide councils in upholding Scouting America policies and standards.
--	---

Overview of Multi-Directional COMMUNICATION & INTERACTIONS



Examples of TASKS (BEST-PRACTICE INTERACTIONS) in this Role

Shadow, substitute for, or assist the CST Commissioner in communication and interactions, participating in any of the following at the direction of the Commissioner or, in the Commissioner’s absence, at the direction of the other two members of the Key 3:

Communication with GROUPS	What the CST Commissioner is Expected TO DO (Partial List – Not all-inclusive)	Frequency
Within CST Team	Confer with Key 3 team to set priorities, establish action plans	Continuously
	Help to plan and lead CST meetings	6 to 12 annually
	Build and maintain communication networks	Continuously
	Organize subject-matter teams for improvement initiatives in councils	As needed
	Keep in touch via email, newsletter, or social media messages	Periodically
	Help guide decision-making re council performance and re-chartering	Periodically
With Councils in CST	Model and motivate morale building and inspiration efforts in councils	Continuously
	Help plan and lead territory-wide conferences	2 or 3 times a year
	Meet with Council Commissioners (phone/Zoom)	At least monthly
	Represent the CST in talking with council reps (building relationships)	As needed
	Help assign ad hoc teams to assist councils	As needed
	Assist with conflict mitigation and resolution	As needed
	Keep in touch via email, newsletter, or social media messages	Periodically
With the National Commissioner Service Team	Represent the CST in national commissioner cohort meetings	As scheduled
	Share national updates and other information with CST and councils	Periodically
	Seek guidance from National Commissioner Service Team Chair	As needed
With Counterparts in other CSTs	Discuss best practices and shared concerns	Regularly
	Provide mutual support and encouragement	Regularly
Information Gathering	What the CST Commissioner is Expected TO DO (Partial List)	Frequency
Unit service data	Monitor Commissioner Tools and other Data Sources	At least monthly
Program data	Keep current on program changes and big events	At least monthly
Membership data	Analyze data and prepare to support recruitment and retention	At least monthly

In CST 10, specific commitments of the Commissioner-Elect related to tasks above include

(1) Active participation in scheduled Zoom meetings

- with CST Council Commissioners – monthly, or as scheduled
[help to schedule, set agenda, send notification, keep attendance, facilitate discussion, follow up as needed]
- with CST Key 5 - every other month
- with CST 10 Team (Committee) – every other month
- with 9-16 National Commissioner Facilitator and CST counterparts – monthly, or as scheduled

(2) Assistance with planning, presentation, and participation in CST 10 conferences

- fall Key Leadership Conference
- spring conference for membership, commissioners, program, NCAP, etc.

(3) Participation in annual CST 10 Council performance reviews

(4) Delegated projects or initiatives

(5) Attendance at National Annual Meeting, if possible

as well as shadowing, substituting for, or assisting the CST Commissioner as needed.

TERM

CST Commissioner-Elect candidates make a commitment to serve for one or two years in the “elect” position and would generally succeed to the Commissioner position. However, appointment is on an annual basis, and moving to the Commissioner position is not automatic.