

# Join the Crow River District Team



We currently are in need of the following positions:

- **Cub Scout Round Table Commissioner**
- **District Webmaster**
- **Webelos Transition Coordinator**
- **Boy Scout Membership Chair**
- **Venturing Membership Chair**
- **New Unit Organizer**
- **Additional members of the Finance, Camping, Membership, and Advancement Committees**
- **Unit Commissioners**

If you are interested, please contact one of the Crow River Key 3 listed below.

**District Executive**  
Jake Twaddle  
651-399-2187  
jtwaddle@nsbsa.org

**District Committee Chair**  
Jerry Carter  
763-412-6597  
Carter@lakedalelink.net

**District Commissioner**  
JT Hargreaves  
763-439-5772  
jt.hargreaves@charter.net



## Roundtable Commissioner & Staff

- Report to the District Commissioner
- Conduct monthly Roundtable meetings:
  - Develop regular Roundtable plans
  - Participate in the annual Council Roundtable planning conference
  - Meet with the DE and District Commissioner to review the Council's master Roundtable plan and to adapt to the District plans
  - Lead a monthly Roundtable planning session
  - Use National aids: *Boy Scout or Cub Scout Roundtable Planning Guide, Roundtable Planning Sheets, Scouting Magazine, Program Helps, Boys' Life, etc*
  - Determine what contributions can be made by resource people, and arrange for their participation
- Recruit Roundtable Staff, as needed, to handle elements, projects, physical arrangements, hosting, and participation
- Coach the Chartered Organization Representatives
- Involve Unit adult in training and Roundtables
- Train Roundtable Staff:
  - Use the *Boy Scout or Cub Scout Roundtable Planning Guide*
  - Working well in advance, assign specific Roundtable program projects
  - Follow through with those who have accepted assignments
- Secure help from Commissioner Staff:
  - Report on Roundtable plans regularly at each District Commissioner Staff meeting
  - Enlist the District Commissioner's cooperation in getting Unit Commissioners to attend Roundtables
- Promote Roundtable attendance:
  - Obtain the UC's help in bringing new leaders to Roundtables
  - Follow up on Units not participating
  - Keep Roundtable attendance records and share them with the District Commissioner
- Evaluate Roundtables:
  - At least twice a year appraise the effectiveness of Roundtables
  - Seek suggestions from Unit leaders
- Attend Commissioner Staff meetings; report on the Roundtable program and attendance

## District Webmaster



- Reports to the District Chair
- Works with the Key 3, committee chairs and members to ensure website information is thorough and updated
- Maintains the District website



## Unit Commissioner

- Reports to the District Commissioner or Assistant District Commissioner as assigned
- Helps each Unit earn the Journey To Excellence Award
- Use the annual Commissioner service plan, with its scheduled opportunities for Commissioner contact with Units
- Know each phase of Scouting, its literature, and be able to describe how each works
- Visit meetings of assigned Units; usually once a month
- Visit regularly with the Unit leader:
  - Listen to what the Unit leader has to say
  - Offer encouragement and support
  - Using the literature and profile sheet, help the leader see opportunities for improvement
  - Maintain good Unit leader relationships
  - Encourage Unit participation in District and Council events and training
- Work to ensure effective Unit Committees:
  - Visit with the Unit Committee periodically
  - Observe the Committee, offer suggestions for improvement, and work to solve problems
- Make certain that proper techniques are used to select and recruit Unit leaders
- Facilitate on-time charter renewal of all units:
  - Help the Unit conduct a membership inventory of youth and adults
  - Help the Unit Committee Chair conduct the charter renewal meeting
  - See that a completed charter renewal application is returned to the Council Service Center
- Contact the head of the Chartered Organization following the charter renewal meeting to describe the Unit's progress and to make arrangements for the charter presentation ceremony
- Attend all meetings of the Commissioner Staff
- Become trained:
  - Initial orientation and Basic training
  - Arrowhead Honor and Scouter's Key
  - Annual Council Commissioner Conference
- Set the example:
  - Adopt an attitude of helpfulness
  - Keep promises
  - Be concerned about proper uniforming
  - Be diplomatic
- Know the resources available to the Unit in the neighborhood, District, and Council
- Conduct own Self-Evaluation



## Boy Scout & Venturing Membership Chair

- Responsible to the District Chair
- Maintain open communications with the Council Membership/Relationships Chair
- Establish year-round plan and objectives for Unit and membership growth
- Track and attain membership growth objectives
- Recruit and train new-Unit organizers
- Work with District Commissioner and District Training team to provide new Units with training
- Plan and conduct youth and chartered organization surveys
- Cultivate relationships with potential chartered organizations and community groups
- Organize new Packs, Troops, Crews, Teams, and Posts
- Analyze District level membership figures for all programs
- Be sure a new Unit is under the care of a Commissioner before the organizer leaves
- Conduct membership events in the District:
  - Roundup plans
  - Together plan
  - Relationships conference
- Track and attain membership growth objectives



## Webelos Transition Chair

1. In cooperation with the District Membership Chair, recruit a staff to promote, coordinate and achieve a successful Webelos Transition.
2. Lead the district Webelos Transition process:
  - Determine which packs have fifth grade Webelos dens and how many boys are active. Identify troops with a large number of transitioning Scouts. This may be a good opportunity for a new troop.
  - Work with the commissioner staff to ensure those Scoutmasters and fifth grade Webelos Leaders are communicating. Encourage open communication about graduation dates and camp promotion meetings. All Webelos parents should be invited to these meetings.
    - Monitor these events to achieve maximum results:
      - Scoutmaster and Webelos Leader planning meeting.
      - Dates for Webelos parents' camp promotion meeting and troop visits.
      - Number of active Webelos in each den/pack.
      - Graduation dates are set.
      - Track the transition for each pack and troop.
  - Work with every pack that does not have January-March graduation plans to: (1) prepare for the following year and (2) to get Webelos into a troop before March 31.
  - By April 15, follow-up on 100% of untransitioned boys, notify district Membership chair why they did not transition, by June 1.

***The Crow River District Committee meets the first Tuesday of the month or the Tuesday prior to the Roundtable meeting. Check the calendar at [cr.nbsa.org](http://cr.nbsa.org) for more information***