



Council Commissioner and Assistant Council Commissioner Onboarding Progress record:

Commissioner Name: _____

Registration

1. Register as a council commissioner or assistant council commissioner.

Completion Date: _____

Training

2. Complete Council Commissioner/Assistant Council Commissioner Online or Instructor-Led Position-Specific Training.

Completion Date: _____

3. Review the information and resources available on www.scouting.org and www.scouting.org/commissioners, including the current issue of the commissioner newsletter, the awards and recognition section, the Commissioner Manuals and Resources sections.

Completion Date: _____

4. Determine the meeting dates of your council's board of directors and executive committee.

Completion Date: _____

5. Obtain an organization chart for your council, including all executive committee and professional staff members.

Completion Date: _____

6. Determine the Council Service Territory for your Council.

Completion Date: _____

7. Identify your CST commissioner and obtain their contact information.

Completion Date: _____

Performance

8. If council commissioner, meet with your scout executive and council president to establish yourself as a member of your council's Key 3. If you are assistant council commissioner, meet with your council commissioner to identify your responsibilities and the members of your council's Key 3.

Completion Date: _____

9. Understand each commissioner position's training requirements and continuing education opportunities.

Completion Date: _____

10. If council commissioner, develop an organizational chart for your cabinet. If an assistant council commissioner, obtain a copy of the cabinet's organization chart.

Completion Date: _____

11. Identify the strengths and needs of Unit Service in your council.

Completion Date: _____

12. Determine the number of active commissioners in the council and the number needed to provide effective unit service and engage your district commissioners in developing a recruiting plan.

Completion Date: _____

13. Review reports available from Commissioner Tools and assess the frequency of unit contacts and the development of detailed unit assessments and unit service plans.

Completion Date: _____

Continuing Education/Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____

Approved by: _____

Coach