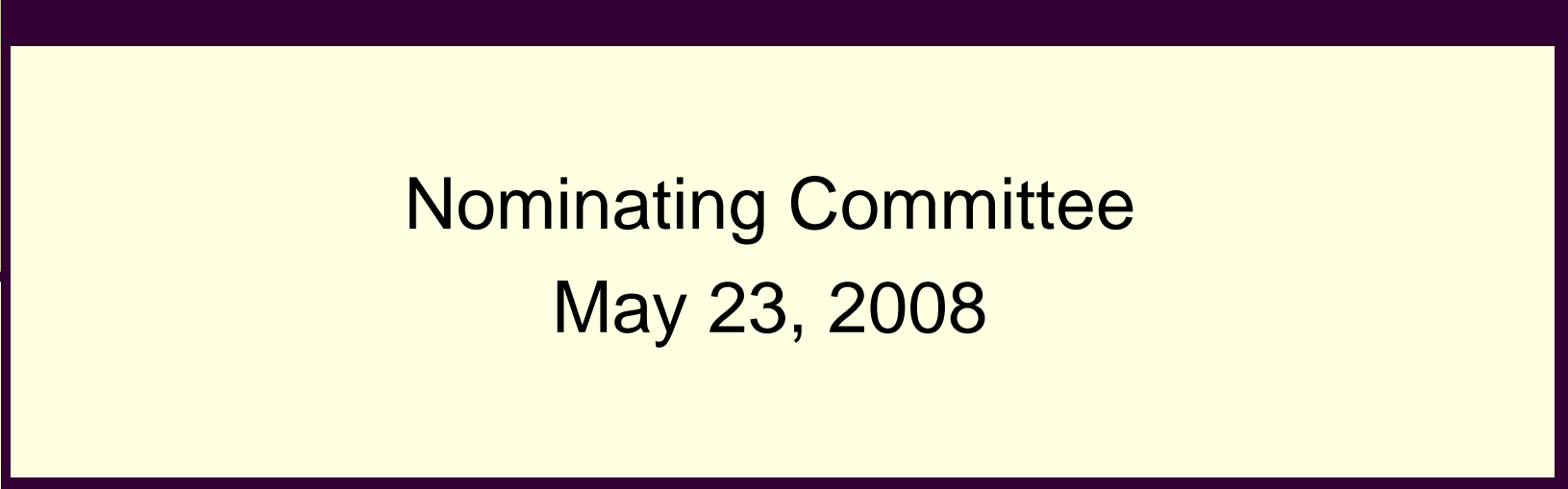



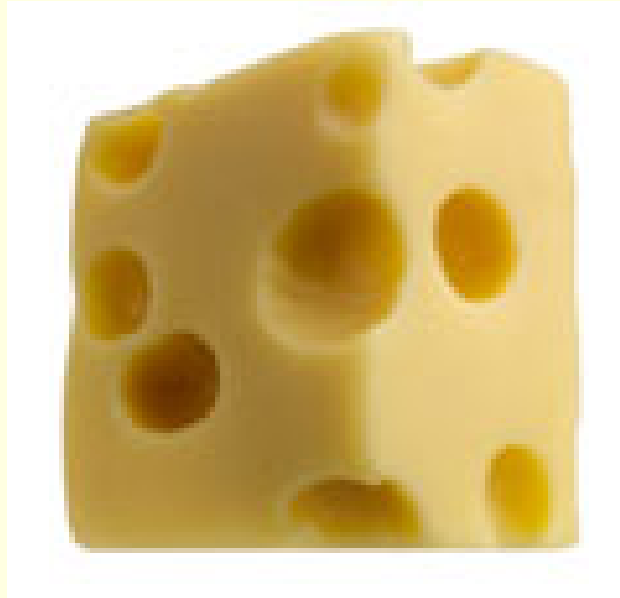


Liberty District Knox Trail Council



Nominating Committee
May 23, 2008

Liberty District Current Needs



Help us fill in the holes

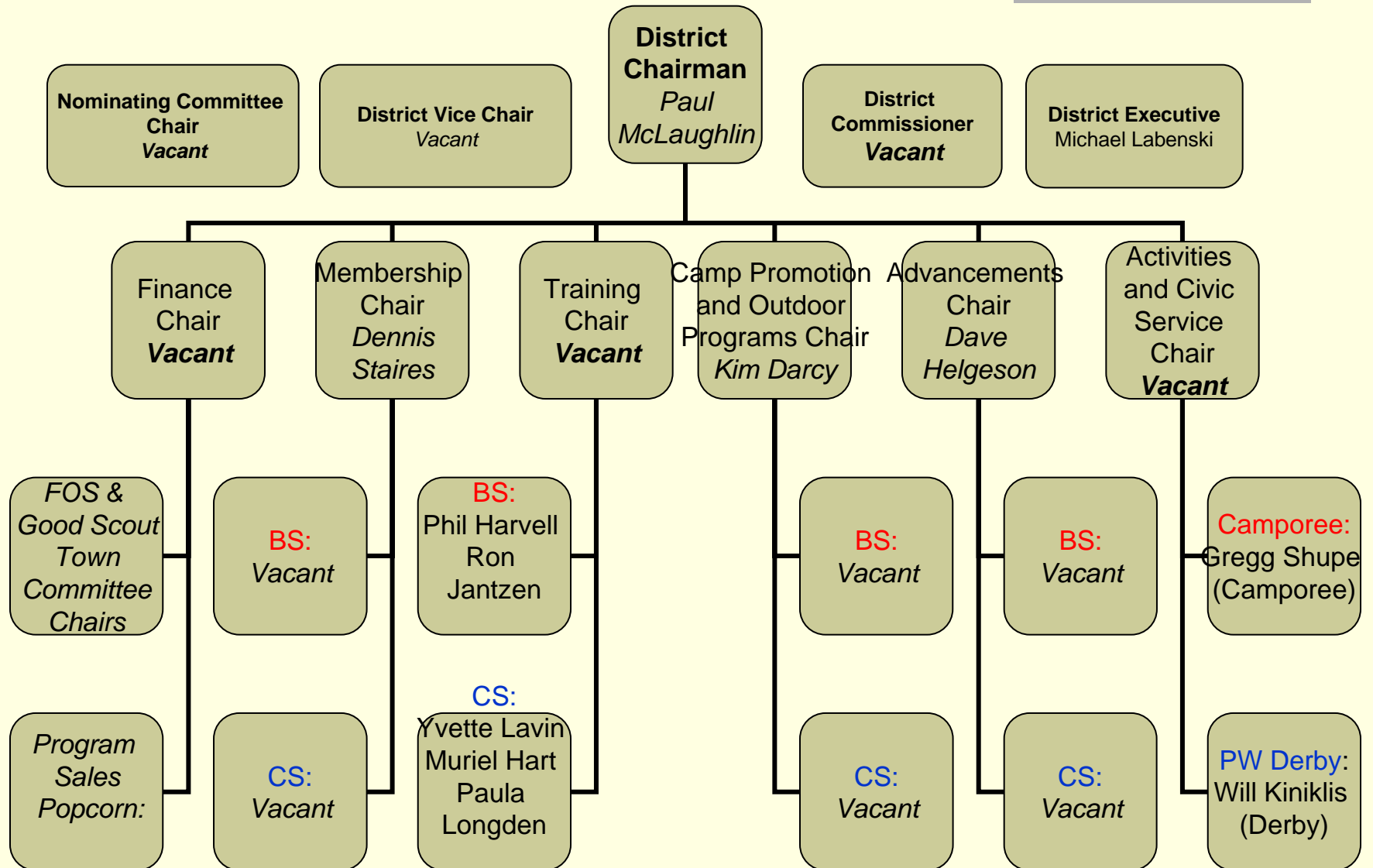
Agenda

- District Organization and Open Positions
- Job Descriptions and Time Commitments
- Purpose of the nominating committee
- Brainstorming and other means for identifying candidates
- Researching Candidates
- Recruiting Methods
- Presentation and Election of Candidates
- Training and Orientation of Candidates

Assessment of the Current Staff

- A core group of dedicated volunteers that has dropped below critical mass
 - Many doing more than one role
 - District Committee, Unit Commissioner, Unit level positions
 - All members are from Scouting
 - No business or community leaders
 - All members have a number of years experience; some have ten or more years
 - Some new members

Current District Organization



Note: Dave Helgeson has announced his intent to step down from Advancements Chair

Finance Committee

■ FOS Town Committee Chairs

- | | |
|----------------------|-------------------------------|
| ■ Ashland | Paul McLaughlin |
| ■ Framingham | Richard Clarke/Dennis Staires |
| ■ Holliston | Paul McLaughlin |
| ■ Maynard | Eliot Madow/Troop only |
| ■ Natick | Open |
| ■ Sherborn | Paul McLaughlin |
| ■ Stow | Jack Boyle |
| ■ Sudbury | Al Williamson |
| ■ Wayland | Bill Judy |
| ■ District Committee | Paul McLaughlin |

■ Good Scouts Awards

- Open 9 (town based)

Unit Commissioner Staff

- Town Commissioner(s)
 - Ashland 4 Units (2 - CS/2 - BS Units)
 - Open 1 - 2
 - Framingham 14 Units (8 - CS/6 - BS Units)
 - Howie Holmes – ADC
 - Paula Longden
 - Open (3)
 - Holliston 6 Units (3 - CS/3 - BS Units)
 - Yvette Lavin (Cub Packs only)
 - Open 1

Unit Commissioner Staff

- Town Commissioner(s) (Cont)
 - Maynard 2 Units (1 - CS/1 - BS Units)
 - Open 1
 - Natick 8 Units (5 - CS/3 - BS Units)
 - Thom Townsend – BS
 - Open 2
 - Sherborn 2 Units (1 - CS/1 - BS Units)
 - Mike Linehan
 - Stow 2 Units (1 - CS/1 - BS Units)
 - Open 1
 - Sudbury 7 Units (4 - CS/3 - BS Units)
 - Open 2
 - Wayland 3 Units (2 - CS/1 - BS Units)
 - Bill Judy

Roundtable

- Round Table Commissioner – Philip Harvell
 - Boy Scout RT – Philip Harvell
 - Cub Scout RT – Yvette Lavin, Muriel Hart

District Committee Time Commit

- Monthly District Committee Meetings
 - 1 hour/month September-June on 1st Wednesday
- Other activities typically 3-7 hours/month

District Chairman

■ Job Description

- Identify and recruit enough of the right people as operating committee chairs
- Initiate plans and help committee chairs recruit an adequate number of members to carry out the functions of the district
- Plan (with the executive) and preside at the district council meetings
- Work with the district commissioner and district executive to stimulate and coordinate the work of the district to ensure the success of Scouting units
- In cooperation with the district executive, ensure the completion of district goals
- Recognize individuals, committees, and chartered organizations for their Scouting accomplishments
- Support local and national Scouting policy, procedures, and practices
- Help to secure support for Scouting from top community leaders throughout the district
- Annually appoint a district nominating committee to select nominees for district officers and members at large

District Chairman (Cont.)

■ Skills Needed

- Strong leadership and organizational skills
- Management experience a plus
- Scouting background desired but not required

■ Special Time Commitments

- Key 3 Meeting (with district executive and commissioner) Monthly and regular phone and email communication throughout each month
- Plan and Chair District Committee Meetings Monthly
- Meet with each chair for each committee monthly
- Council and community meetings
- 4-5 hours per week

District Vice Chairman

- Job Description
 - Assistant to the District Chairman
 - Assumes some of the chairman's responsibilities as agreed upon with the chairman
 - Development position for District Chairman
- Skills Needed
 - Same as the Chairman
- Special Time Commitments
 - As required based on above

District Commissioner

- District Commissioners are approved and appointed by the council executive board, with the concurrence of the Scout executive, on the recommendation of the district nominating committee.
- The district commissioner leads the commissioner staff of the district, guiding and measuring the district's unit service program. Major responsibilities include:
 - Recruit and train a full staff of commissioners.
 - Oversee the commissioner training program.
 - Work with the district chairman and district executive as a member of the district's Key 3.
 - Plan and preside at the monthly meeting of the district commissioner staff.
 - Attend district committee meeting to report on conditions of units and to secure specialized help for units
 - Represent the district as a member of the council commissioners cabinet

District Commissioner

■ Skills Needed

- Be widely respected in the community
- Be an enthusiastic leader of adults
- Have the ability to recruit a complete team of commissioners for their districts
- Have the ability to guide and motivate commissioners to visit units regularly, identify unit needs, and help unit adults to meet needs
- Be a role model of Scouting ideals

■ Special Time Commitments

- 4-5 hours per week

Unit Commissioners

- Commissioners are district and council leaders who help Scout units succeed
 - They coach and consult with adult leaders of Cub Scout packs, Boy Scout troops, and Venturing crews
 - Commissioners help maintain the standards of the Boy Scouts of America
 - They oversee the unit charter renewal plan so that each unit reregisters on time with an optimum number of youth and adult members
 - Unit Commissioners are appointed by the district commissioner with the approval of the council executive board
- Skills Needed
 - Have excellent people skills
 - Have a Scouting background or be fast-track learners
 - Know and practice Scouting ideals
- Special Time Commitments
 - 4-8 hours per month

Camping and Outdoor Programs Chair

■ Job Description

- Promote unit participation in council camping opportunities including camp promotion presentations to units
- Help select leaders and develop programs for district Cub Scout day camp, resident camp, and family camps
- Work with commissioners to help units plan and carry out a year round schedule of camping and outdoor program events
- Give special guidance on the health and safety concerns of outdoor program activities
- Promote the use of camperships for members with financial need
- Working closely with its officers, guide the Order of the Arrow to help promote camping in the district

Camping and Outdoor Programs Chair

- Skills Needed
 - Strong organizational and recruiting skills
 - Good presentation and communication skills required
 - Camping and hiking experience required
 - Scouting background desired but not required
- Special Time Commitments
 - Annual review of outdoor programs for each unit in the district
 - Camp promotion delivery in early spring
 - District Committee meetings
 - Camping Committee Meetings
 - Council Camping Meetings
 - 4-8 hours per month

Activity and Civic Service Chair

■ Job Description

- Plan and promotes a well-balanced schedule of district events and recruits teams to carry them out (e.g. District Camporee, Pinewood Derby, etc)
- Decides how Scouting can become involved in selected needs and interests of communities in the district. Helps units take part in community service projects (e.g. food, clothing drives, flag ceremonies)
- Promotes and assists with the planning of council events (such as a Recognition or Eagle Scout dinner)
- Promotes and carries out the districts share of national events (such as a national jamboree)
- Conducts an annual poll of unit leaders to determine unit needs and interests for district activities

Activity and Civic Service Chair

- Skills Needed
 - Strong organizational and recruiting skills
 - Good presentation and communication skills required
 - Scouting background desired but not required
- Special Time Commitments
 - 4-8 hours/month

BS Camporee or PW Derby Chair

- Job Description
 - Member of the activities committee
 - Responsible for planning, promoting, recruiting members, and organizing the District Camporee or pinewood derby
- Skills Needed
 - Scouting background required
 - Strong organizational and communication skills
- Special Time Commitments
 - 4-8 hours/week in the six weeks leading up to the camporee or pinewood derby
 - 2-4 hours per month in the six months leading up to the camporee

Advancements Chair

■ Job Description

- Set district advancement goals
- Visit all units at least annually to interpret advancement and evaluate progress. Help units establish an active advancement program
- Recruit and train merit badge counselors
- Responsible to see there is an up to date merit badge counselor directory available and that all merit badge counselors are registered as adults with the Boy Scouts of America
- Provide assistance in Eagle Scout advancement including Eagle Scout boards of review
- Provide recognition to district scouters
- Provide program resources for the units

Advancements Chair

■ Skills Needed

- Strong organizational and recruiting skills
- Good presentation and communication skills required
- Strong Scouting knowledge and background required
- Project management skills

■ Special Time Commitments

- Eagle Boards 30/year @ 2hrs per
- Service project reviews @ 1 hour per
- Life to Eagle Seminars
- Merit Badge College Coordination
- Cub Activity Pin Events

Membership Chair, BS & CS Members

■ Job Description

- Gather information to keep the membership committee informed of conditions and needs of the district
- Cultivate relationships with community organizations in the district. Help maintain healthy relationships and conduct events like relationship conferences
- Organize Units. Recruit and train organizers for new units as well as those needing reorganization. Organize new units
- Help youth join existing units. Plan and carry out district roundups and other youth recruiting projects. Help units do year round recruiting.

■ Skills Needed

- Strong organizational and recruiting skills
- Good presentation and communication skills required
- Scouting background desired but not required

Membership Chair, BS & CS Members

- Special Time Commitments
 - Cultivating and recruiting charter organizations
 - Reorganizing units that need a new start
 - Organizing Signup/Roundup Activities
 - Promotion of Scouting Recruiting

Finance Committee

- Job Description
 - Organize fundraising programs that support the fair share portion of the council operating budget
 - Friends of Scouting
 - Project Sales (Popcorn etc)
 - Good Scout Awards
- Skills Needed
 - Sales, marketing, and promotion skills a plus
- Special Time Commitments
 - 4-8 hours per month

Members at Large

- Job Description
 - All positions that do not hold a specific committee chair position
 - Assist the various committees as required
- Skills Needed
 - Scouting background desired but not required
- Special Time Commitments
 - 2-4 hours per month

Purpose of the nominating committee

- Identify potential candidates for the open committee positions and members at large
- Research and understand the candidates to ensure they will be a good fit and how best to pitch the position
- Recruit the candidates
 - Two on one, face to face, recruiting at the candidate's home especially for key positions
 - Open recruitment meetings for members at large
- Present the slate of candidates to the district for election

Identifying Candidates

- Brainstorming is one of the methods for identifying potential candidates
 - Committee looks at the open positions and tries to identify candidates from within and outside Scouting
- Solicit candidate names from the district executive and district commissioner and the commissioner staff
- Solicit names of volunteers and recommended candidates from your local units

Researching Candidates

- Understanding the candidates well enough to:
 - Ensure they are a good fit for the position and will support the principles of Scouting
 - Understand how to best pitch the position to the candidate
 - Look for the candidate's strengths and interests
 - Match them to the open positions
 - Prepare and practice a formal "elevator pitch" on why this person should want to serve

Recruiting Methods

- BSA recommends two methods
 - Direct recruiting
 - Should be done for all committee level positions
 - Done at the candidate's home with spouse present
 - Two nominating committee members for each candidate
 - Explain the council needs and deliver the elevator pitch on why the candidate is the best choice
 - If successful, explain the next steps re district election
 - If unsuccessful, solicit for a member at large position
 - Open meeting recruiting
 - Gather together all candidates and explain the needs of the district
 - Deliver broad based pitch on why they are there and how they could help

Presentation and Election of Candidates

- All candidates that have agreed to serve are presented for election at the district level
- Normally done at the annual district meetings

Training and Orientation of Candidates

- Once elected, it is important that the candidate be given training on the new responsibilities within a few days
- Getting people involved quickly with training and responsibilities is critical for cementing their relationship to Scouting