
Administration of Commissioner Service

**Instructors:
Jack Sears – John Kiernan**

Orienting and Training Commissioners

Instructor: John Kiernan

Introduction

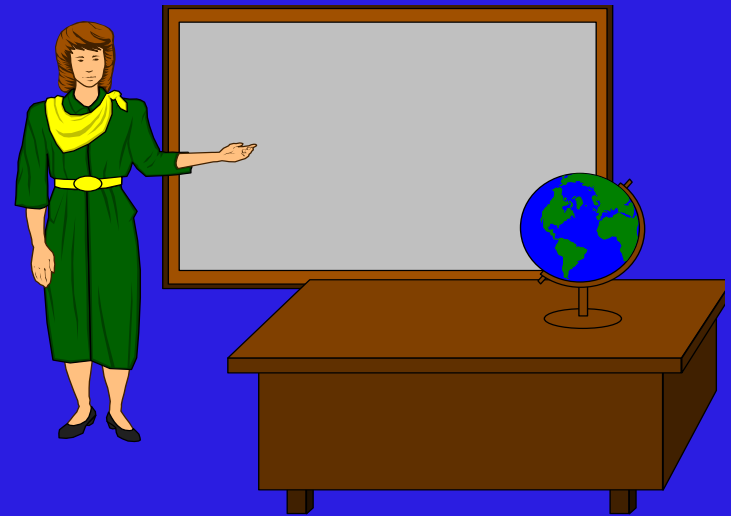
| | |
|--|------------------|
| Orientation video | 48 hours |
| Personal coaching / orientation | 2 weeks |
| Commissioner basic training | 2 months |
| Arrowhead Honor | 1 year |
| Commissioner's Key | 3 years |
| Continuing education | regularly |

3 Approaches to Training

Group training

Personal coaching

Self-study



Orientation

View orientation video, ***The Unit Commissioner's Orientation: Helping Units Succeed***

ADC (or DC / DE) conduct orientation

Short, bite-size

Commissioner Fieldbook, pp. 4-9, then more

Orientation projects, page 8



Orientation Projects

ORIENTATION PROJECTS

Complete the following projects with the help of your district commissioner or assistant district commissioner:

- 1. View the video *The Unit Commissioner's Orientation: Helping Units Succeed*, AV-04V001R, and read *Highlights for Unit Commissioners*, No. 34721.
- 2. Be sure you have been registered as a commissioner. (Commissioners must not be registered unit leaders.)
- 3. Fill in your personal calendar and *Commissioner Program Notebook* with dates and places for commissioner staff meetings, council and district events, roundtables, and other dates from the council calendar.
- 4. Confirm the date for the next commissioner training opportunity.
- 5. Study the unit rosters assigned to you and put them in your notebook.
- 6. Have your district commissioner or assistant district commissioner review the various persons involved with your assigned units.
- 7. With your district commissioner or assistant district commissioner, visit a unit meeting or unit committee meeting for each of your assigned units.
- 8. Have your district commissioner or assistant district commissioner review a basic kit of materials to help you help your units succeed.
- 9. Review the contents of this *Commissioner Fieldbook* to personally help you better understand your role as a commissioner.
- 10. Exchange phone numbers with each of your unit leaders as well as your district and assistant district commissioners.

Basic Training



Basic training within 60 days

Schedule training every 2 months

Visit a unit before training, then after

TRAINED strip

Commissioner Basic Training Manual

One-day course

Three evenings, intervening unit visits

Arrowhead Honor

Unique to commissioner staff

Complete within a year of being recruited

Different requirements for:

Unit Commissioners

District Commissioner / ADC

Roundtable Commissioners



Commissioner's Key

Commissioner's Key

Requires earning the Arrowhead Honor

Requires three years tenure (out of five)

Four Keys: UC, RTC, DC/ADC, Council



Distinguished Commissioner

Complete Commissioner's Key

Five years consecutive service

Recharter 90%+ of units served for last two years

Quality Unit Award for 60%+ of units served for last two consecutive years

RTC provide minimum 9 RTs for two years

Bronze, Gold and Silver Awards



Continuing Education

Monthly

At each commissioner meeting (council / district)

Brief and Topical

Good Start in *Commissioner Admin of Unit Service*

Depth in *Continuing Education for Commissioners*

Annually

Commissioner Conference (either format)

Other Training Events

Classroom Techniques

Keys to a Good Presentation

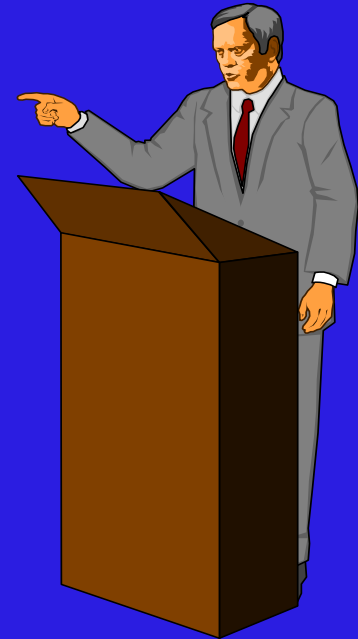
Be prepared

Handle questions properly

Don't apologize for yourself

Be familiar with your topic

Use audiovisuals professionally



Keys to a Good Presentation

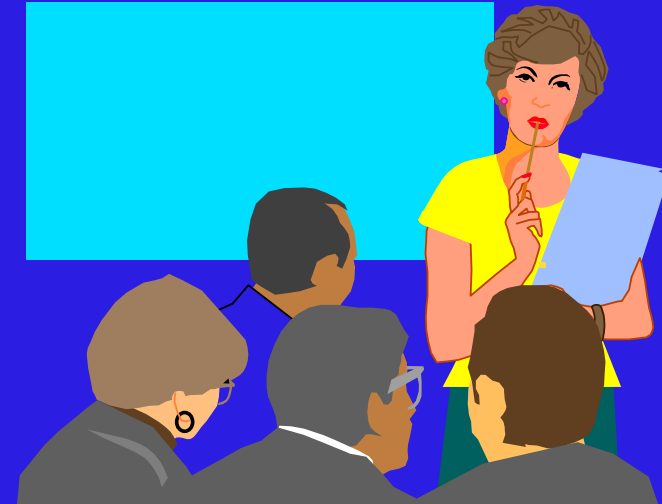
Stick to the schedule

Involve the participants

Establish personal rapport

Don't appear disorganized

Start off quickly to establish an image



Summary

| | |
|--|-------------------|
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Questions?

