GREAT LAKES FS COUNCIL
BOY SCOUTS OF AMERICA



2019
NOMINATING COMMITTEE GUIDE

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OUR VITAL TASK

"To get enough of the right people, in the right places, for the right reasons."

The purpose of the nominating committee is to ensure that the district has leadership of sufficient quality and quantity to meet Scouting's needs in the community.

ENOUGH OF THE RIGHT PEOPLE

The job of the District is a big one. It's too big for just a few people to do by themselves. It's big if we are truly committed to providing every interested young person the opportunity to join Scouting. The best tool we have for finding enough of the right people is the district Nominating Committee. In your hands, the Nominating Committee will result in a strong and growing Scouting program for Southeast Michigan.

Helpful Reference Material

District Nominating Committee Worksheet (#14-33157)
Highlights of District Volunteer Recruiting (#34730)
Selecting District People (#34512A)

The Mission of the BSA

It is the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

The District's Purpose

A Scouting district is a geographical area of the BSA local council, determined by the council executive board. District leaders mobilize resources to ensure *the growth and success of Scouting units within the district's territory.* **The purpose of the district is to work through chartered organizations and community groups to organize and support successful units.** The end result of effective district support: more and more youth members receiving a better and better program.

The Functions of the District

All districts are responsible for carrying out three standard functions:

1. **Membership**

   The **membership** function strives for growth through the organization of new Scouting units and growth through new members joining existing units.

2. **Finance**

   The **finance** function sees that the district provides its share of the funds to the total council operating budget.

3. **Unit or Commissioner Service**

   The **Unit Service** function provides direct coaching and consultation by district volunteers for unit adults to help ensure the success of every Scouting unit.

The membership, and finance functions are carried out by members of the district committee. The unit service function is carried out by the district commissioner staff and the district committee. The order in which the functions are listed is not meant to suggest the order of importance but the natural interrelationship and flow of the functions. The movement cannot achieve its purpose without first organizing units and enrolling members. The district cannot support its units without the funds to do it. Unit programs are supported by the district through the program coordinators and unit service. All three functions are equally important and necessary. If one suffers from lack of attention, all the work of the district suffers.

Meetings of the District

Key 3 Meetings

The district Key 3 (district chair, district commissioner, and unit serving executive) meet as often as necessary to ensure proper coordination of the work of the district. (Probably once a month for about an hour.) They also keep in close telephone contact throughout the month. Usually they work together in building the agenda for the district committee meeting and district commissioner meeting.

District Committee Meetings

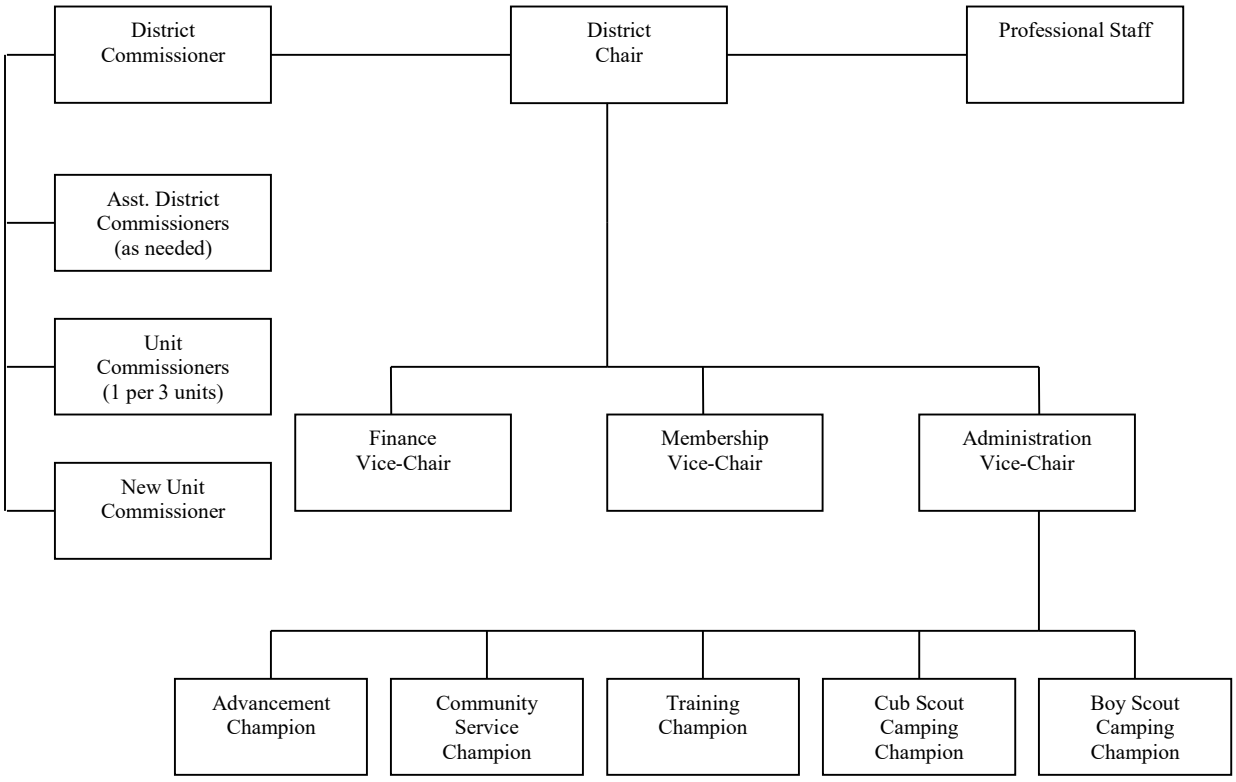
Once a month on a regularly scheduled date to review current projects, assess progress toward district goals and develop action plans. Functional operating committees of the district meet during a break-out portion of the district committee meeting, or on a separate basis. The key is for everyone to leave with a specific assignment for the coming month.

Commissioner Staff Meetings

Once a month on a regularly scheduled date to assess health and needs of individual units. Specific plans and assignments are made to help struggling units.

DISTRICT COMMITTEE ORGANIZATION

District: _____



The Nominating Committee supports the district chair until ALL positions that report through the district chair are filled. If vacancies occur during the year, the Nominating Committee may be reactivated by the district chair.

District Nominating Committee's Timeline

October District Chairs Call	District Chair Briefing on Nominating Committee Process
Early November	Chairs get approval of Nominating Committee Chair prospects from FSC President
November	Districts recruit Nominating Committee Chairs
Early December	Nominating Committee Chair Briefing/Training
December/January	Recruit Nominating Committee members
By February 1	Nominating Committee Meeting #1 conducted (Plan and district chair prospecting)
Between Meeting #1 and Meeting #2	Council President approves District Chair prospects Recruit District Chair
February/March	Nominating Committee Meeting #2 conducted (Who do we have? Who do we need?)
Early April	Nominating Committee Meeting #3 conducted (Clean-up and wrap-up)
April	District Annual Meeting notice published and slate announced
May	District Annual Meetings
By May 31	District Committee and Commissioner Staff registration and rechartering completed
June	District Committee Training held

Great Lakes Field Service Council, BSA

_____ DISTRICT

DISTRICT NOMINATING COMMITTEE CHAIR

Position Description

Position Concept:

The District's Nominating Chair and committee identify and recruit those persons needed to lead their district to the highest possible achievement of Scouting's mission.

Staff Support:

The Unit Serving Executive is directly responsible for providing all needed support to the nominating committee process and chair.

Training:

Attend a District Nominating Committee Chair briefing.

Responsibilities:

1. Organize a committee of community leaders to help carry out the nominating committee functions of the district. (Select committee prospects and invite their participation).

2. Attend Nominating Committee Chair briefing.

3. Call, host and preside at two to three meetings of the committee. (Timing should be built around chair's schedule and that of committee members between January and April).

4. Through your Unit Serving Executive, report to the Council President no later than April 30, of each year (slate of officers and those who have agreed to serve as a member-at-large).

Timeline:

All work of nominating committee should be completed for presentation to the Council Vice President of District Operations by April 30 annually.

Staff Support:

Unit Serving Executive:_____ Phone: _____

DISTRICT NOMINATING COMMITTEE

ORIENTATION MEETING

Suggested Agenda Outline

I. Welcome & Introductions ..... Nominating Chair

A. Objective of Meeting

1. To become acquainted with the Scouting operation

2. To learn our job which is to:

a. Nominate district chair to lead _____District, which serves _____ members in_____ scouting units

b. Nominate additional community leaders to serve as members-at-large of the district

II. The Job of the Nominating Committee ..... Nominating Chair

A. Review Qualifications of positions to fill.

B. Review the participation & performance of last year's leadership team and members at large

C. Make suggestions for District Chair, District Commissioner and members at large.

D. Participate as requested in personally contacting each nominee and securing agreement to serve

E. Support fully the final action of the committee

F. Treat all information as confidential

III. What Do Scouting Districts Do? ..... Unit Serving Executive

A. Our Purpose & Mission

B. The Three Functions of a District

IV. How Are We Doing .....District Chair

A. Review current district organizational chart

a. What operating committee chairs do we know will be stepping down

b. How many members does each operating committee need to be fully effective

V. Key Leadership Positions to be Selected ..... Nominating Chair & USE

A. Review profile(s) of the kinds of people needed (Chair, Commissioner, Members at Large)

B. Review resources available

- Eagle Directory
- Large donors
- Volunteers stepping down from unit positions
- Parents of Scouts
- Existing members of the district committee and commissioner's staff

VI. Brainstorm ..... All

A. Begin developing prospect lists
B. Make recruiting assignments

VII. Next Steps ..... Nominating Chair

A. Set date for next meeting

B. At second meeting we will:

1. Rank candidates for district chair

2. Continue developing prospects for district volunteers

3. Make additional recruiting assignments

IX. Adjourn..... Nominating Chair

DISTRICT NOMINATING COMMITTEE

MEETING #2

Suggested Agenda Outline

I. Welcome..... Nominating Chair

II. Review District Leadership.....Nominating Chair and All

District Chair

- Review prospects for district chair from last meeting
- Add additional names
- Rank

District Commissioner

- Review prospects for District Commissioner from last meeting
- Add additional names
- Rank

District Committee Members at Large

- Review prospects for District Committee from last meeting
- Add additional names

III. Make Additional Recruiting Assignments ..... Nominating Chair

(Pending approval by Council VP of District Operations and Council Commissioner prospects)

Recruit in teams of 3 for top leadership, two volunteers and the Unit Serving Executive.

IV. Next Steps……Nominating Chair

Set Next Meeting Date

- Report recruiting results
- Fill gaps in leadership
- Finalize slate
- Make plans for district annual meeting and election

DISTRICT NOMINATING COMMITTEE
MEETING #3

Suggested Agenda Outline

I. Welcome – Call to Order..... Nominating Chair

II. Report of Recruiting Teams..... Nominating Chair

A. District Chair results (if successful have new chair attend)

B. District Commissioner results

C. Other district leadership results

D. Member at Large results

*E. Are we done?

III. Prepare Slate..... Unit Serving Executive

A. Complete District Nominating Committee worksheet

B. Explain district election procedure

C. Review date and time of district annual meeting

IV. Adjourn..... Nominating Chair

* If an additional meeting will be needed, continue brainstorming prospects, reviewing lists and making recruiting assignments.

Qualities the District Chair and Key District Leaders should have:

- A recruiter. People with a broad enough acquaintance and contacts so that they can recruit people to work toward the objectives of their district. They must be able to delegate as well as recruit and know how to expect accountability for results.

- Initiative. They must be people with the reputation for "taking hold".

- Objective oriented. People who can keep before them those district objectives related to their area of responsibility and possess competency in evaluating results.

- Breadth of interest. People capable of council-wide interest that their membership on the council board of directors will require.

- Respect and influence. People who are highly regarded by those who know them and preferably one who is known by many people in all parts of the district, in and out of Scouting.

- Concern for youth. People who feel a strong and sincere concern for meeting the needs and concerns of youth. For instance, a person who may have no Scouting background whatsoever, but has a sincere concern and some convictions about the needs of youth and young adults, could be a very logical prospect as a chair.

- Has Freedom of Action. Controls own calendar.

- Can afford the position.

- Has no reluctance to reach beyond the current district leadership

Keys to Volunteer Selection and Recruitment

The four most important elements of successful volunteer selection are:

- Identification
- Research
- Recruitment
- Inspiring to significance

The paragraphs that follow describe the proven and time tested principles involved in each of these volunteer selection elements.

Identification

Sources of District Committee Members

1. **Current Scouters** (but do not "pirate" unit leaders for the district). Consider active Scouters in each program who have sons about to graduate into the next age group.

2. **Scouting families**. Check the youth & adult applications. Parents you met at Scout activities. Utilize the occupation and employer searches available from ScoutNET to target specific companies or skills

3. **Former Scouters** not now involved.

4. **Friends of Scouting** donors.

5. **Council List of Eagle scouts.**

6. **Community Leaders** including members of service clubs, professional associations, chambers of commerce, civic groups, country clubs, fraternal orders, organized labor, etc.

7. **Churches.** Names you collected during Institutional Head visits

8. **Large employers, Utility Companies, Banks, Hospitals, etc.**

9. **School Superintendents and principals** Names you collected during Principal visits

RESEARCH

The purpose of research is threefold:

First, to verify the individual represents quality leadership.

Second, to determine associations. . . successful people enjoy associating with one another.

Third, to find out who is the best person to ask someone to do a job for Scouting.

Research is basically done by asking others, and reviewing lists collected in our first step of identification. Ideally, we are in this step trying to build a profile of the prospective district volunteer.

Perhaps one can see we approach the need for all volunteers in a method that leads to selective recruiting. The mission of Scouting is just too important to settle for less than the best.

There are two ways to research people: Hard research is utilizing printed and electronic information. Soft research is asking others about your prospect. The latter reveals much more detail about the individual than the hard facts. Ask key people in your community, ask members of your service club, bring up names at your district committee meeting and your Key 3.

RECRUITMENT

Before we go unprepared, let's get a couple of recruiting principles in mind:

1. **Who does the asking is the single most important factor of the recruiting process.**
2. **People do things for people…who represent worthy causes.**

We would like it to be different perhaps, but the cold, hard facts of life are that no one is completely altruistic. So in effect, our research was an effort to find out whom the prospect might respond positively to, and what are the person's interests and associations.

In preparation, it is usually wise to prepare a simple one-page position description along with a simple one-page organizational chart, and a single page of anticipated dates of meetings. Please take a minimal amount of paper when recruiting. Remember we experts tend to overpower a prospect when recruiting…We have too much material, and we talk too much.

<u>If the right person is doing the asking, it won't make any difference what materials you bring along</u>.

As to the setting for recruiting, it is always best face-to-face with three people (or at least two) doing the asking…never over the telephone. Recruiting should never be a casual occurrence. A few principles to keep in mind as you recruit:

1. Don't oversell and promise too much.
2. Don't overwhelm your candidate.
3. Don't say, "You won't spend very much time on this project".
4. Do promise support and/or training.

STEPS USED IN RECRUITING:

1. Make an appointment. Have the person of influence set the meeting, not the professional Scouter.

2. Make sure that someone the prospect respects goes with you and never, never, never recruit alone.

3. Shoot the Breeze – but not so long the prospect becomes uncomfortable.

4. Build a positive atmosphere for the interview.

5. You control the interview from the very start.

6. Get to the point – don't beat around the bush.

7. Remind the prospect that you have researched him and you think he is the best person for this job and tell him why.

8. Be honest about the job and be prepared for objections.

9. Sell the benefits of the job, don't minimize the commitment.

10. Ask for the commitment – you need this person, tell him so.

11. Be patient…wait for the answer. It is best to get an answer that day. If not, clarify when you can expect one.

Finally, it's usually appropriate to have a fall back position ready even if the candidate says "no". Try to involve him in the process. For example, "if you can't do the job, Charlie, will you join us and find someone who will?"

There are lots of fitting sales approaches, but none is more important than genuine confidence and enthusiasm. You are doing a person a "favor" by getting him/her involved.

INSPIRING TO SIGNIFICANCE

The most precious asset of Scouting is the right volunteer at the right level. When the "fit" is right, the contribution to Scouting and to the lives of young people can indeed be significant. Its value is priceless.

To improve the odds of significant achievement by a volunteer, those of us already involved must work hard to ensure certain volunteer support systems are in place.

Those volunteer support systems are:

1. Quality communication
2. Recognition
3. Success

Frequent, quality communication seems to be the most important single element necessary to support volunteers. Communication, whether verbal or written reinforces the idea that we need their service, and that they are important and necessary to our success.

Quality communication must clearly, in a professional manner, tell who, where and why, and must inspire as to the importance of our mission. Training is part of communications that is important to the new volunteer. However, training must be geared to the individual's needs.

Recognition is of vital importance to a volunteer in Scouting. However, recognition should never be more than a way of expressing a sincere thank you. Having the right person give that sincere thank you is even more important.

The last support system that must have a high rate of probability is that of achieving success in a volunteer role. Obviously, one cannot guarantee success in every volunteer assignment. However, quality leadership isn't attracted to failure or mediocre endeavors.

Whatever the volunteer task, they must feel a sense of accomplishment, reward, and know that they are making a vital contribution to the mission of Scouting.

GUIDELINES FOR RECRUITING DISTRICT CHAIRS

List Prospect Names across top →					
1. Has control of their own time. Attendance at district meetings, executive board, breakfast meetings, regional meetings, and specially called meetings.					
2. Can financially afford position. Cost of board meetings, regional meetings, travel and hosting key meetings.					
3. Asking power – known and respected in the community by several levels of people-power.					
4. Ability to demonstrate leadership giving. Must believe in program and enroll as Friends of Scouting.					
5. Have demonstrated interest in program. Concerned about aims and objectives.					
6. Ability to delegate and hold people accountable.					
7. Is goal oriented.					
8. Is potential Council President candidate.					
SCORE					

HOW TO SELECT AND RECRUIT

A. SELECTING THE RIGHT PEOPLE

District Chair

The chair is the top volunteer of the district. We seek a person universally recognized in the community whose prestige, character, and achievements mark him/her as a leader, one whose personality and executive ability will inspire confidence and win support and cooperation of the Scouting program.

Suggested Criteria:

- Recognized business professional.
- Knowledgeable about Scouting's purposes.
- Leads a life that conforms to the Scout Oath and Law.
- Financial supporter of Scouting.
- Able and willing recruiter.
- Has control of own time.
- Ability to interact with the members of the Chairman's Cabinet.

District Vice-Chairs

Ideally, a person who has the same qualifications as the district chair.

District Commissioner

In general terms, the candidate would possess the same qualities and qualifications as the district chair, including the ability to recruit people. The individual should be well known and respected by the organizations that partner with Scouting and by the community.

The district commissioner is the administrative executive of a large staff of volunteers whose primary role is helping units succeed. Ideally, the district commissioner should have a practical knowledge of Scouting and unit administration.

District Members-At-Large

People of character and standing in the community who, because of their interest, organizational experience, ability, or general knowledge, may be available for service as chair or members of operating committees or to serve in some special capacity in the district as a consultant.

B. FINDING THE LEADERSHIP

Have no reluctance to reach beyond the current district leadership. Some ideas include:

1. Review those volunteers who are currently active.
2. List business, social and religious associates with the aforementioned qualifications.
3. Put a form in the hands of everyone at your next district committee meeting, asking them to make their suggestions.
4. Secure the support of your district commissioner; ask for the suggestions of assistant district commissioners and unit commissioners.
5. Appeal to heads of institutions for their suggestions.

C. RECRUITING TECHNIQUES

After listing the prospects in the order of their desirability:

<u>District Chair</u>

1. Learn as much as you can about the individual
    a. Business connections – this can tell you a great deal about one's ability to organize.
    b. Family – number of children – are children currently involved in Scouting? Have they been in the program?
    c. What clubs…business, social, professional…does the prospect belong to?
    d. Does the prospect "control" their own time? Can they generally be reached during the day, available for luncheons, for daytime appointments upon occasion…District Chair calls and district committee meetings?
    e. Would you like to know this person and be proud of your association with them?

2. Appoint a committee to go with you to see the prospect.

    Here is an "ideal" team:
    - One who associates with the prospect, preferably someone who has a Scouting affiliation (Business associate).
    - One who can explain the job and has influence (Nominating Committee Member).
    - One who can be "inspirational" (Unit Serving Executive).

3. Where and when to see the prospect.

    - At their place of business, if agreeable with the prospect.
    - At lunch/breakfast (business day appointments should be kept short and to the point).
    - At home in the evening.

4. What you should be prepared to tell the prospect.

   - What the job specifications are, responsibilities, meetings where attendance is expected. (Have job description in hand!)
   - How to accomplish the objective through the district organization.
   - What the results of effort can be (in terms of helping young people, families, etc.)

5. Get an answer

   - The chances of an affirmative response usually diminish with the passing of time. However, a few days for consideration are reasonable.
   - Any lengthy delay will hamper your opportunity to secure someone else if necessary.

6. When the answer is "yes".

   - Be sure that the prospect knows the official election procedure and is aware of the district annual meeting in the spring at which time new district personnel will be installed.

District Commissioner

Follow the same procedure as outlined for the district chair. Remember, the Council Commissioner and the Scout Executive will appoint this person. Prior consultation and consent to serve are essential.

Members-At-Large

New: If we really want the individual, then a personal visit is in order. Remember that the new people attach the same importance to a job as we give it in approaching them.

For re-election: They may be contacted by mail or telephone, but with a personal contact they should agree to have their names submitted.

DISTRICT ANNUAL MEETING

Suggested format for a meeting that can be scheduled to serve solely as the district meeting.

Pre-Opening: - Members of District nominating committee
- Arrange for a table to be placed near the entrance to a meeting room and be ready to welcome voting members at least 45 minutes prior to the start of the meeting.
- Have voting members, as they arrive, sign a register indicating their affiliation as Chartered Organization Representatives, district members at large or council members at large living within the district.

Call to Order: - **Opening Ceremony ..... Cubs, Scouts, Explorers in uniform**
Chair of the meeting could be current District Chair or the Chair of the District Nominating Committee.

Highlights of the past year of district program.....District Chair

- Reports from each member of District Key Three
- Recognition of out-going District committee members

Report of the District Nominating Committee..... Nominating Committee Chair

- Election of slate (District members at large)
- Election of Chair

Installation of District Members at Large..... Nominating Committee Chair

Installation of District Chair..... Nominating Committee Chair

Acceptance Remarks from District Chair.....District Chair-Elect

- Plans and aspirations for the year ahead
- Comments on the results of FOS and their impact to council operation

Recognition of District Members at Large.....District Chair-elect

Unit Serving Executive Remarks..... Unit Serving Executive

- Recognition of all district Scouters
- Thank Nomination Committee
- The year ahead – focus on giving a quality program opportunity to every youth that is either in the Scouting program or wants to become a part of it.

Brief reminder of upcoming District and Council programs .....District Committee

Closing Ceremony

Refreshments

- An opportunity for Scouters to congratulate District Chair-Elect and Members at Large
- Opportunity for district and unit Scouters to socialize

SUGGESTED SCRIPT

INSTALLATION OF DISTRICT COMMITTEE AND CHAIR

Voting Members of District annual meetings are: Chartered Organization Representatives, District Members at Large and Council Members at Large residing in the district.

As voting members of your district, you are charged through the office of the District Chair to carry out the total program of the Boy Scouts of America in the district. You have met tonight to approve the election of your district chair and district members at large.

(District Committee members please stand)

The District Committee is charged with the responsibility of making Scouting happen in the lives of youth in the district.

(Please give the Scout sign and repeat)

On my honor, I will do my best, to fulfill all of the responsibilities of my respective position on the District Committee.

On behalf of the Board of Directors and officers of the Great Lakes Field Service Council, I hereby duly install you in your respective positions as the District Committee of _____ District.

(Ask the chair-elect to come forward)

As the principal administrative officer of Scouting in the district, it is the District Chair who sets the pace. The District Chair, more than any other individual, is in a position to make our leaders aware of the purpose of Scouting and to place emphasis on those phrases that help today's youth "Be Prepared" as citizens of character. As the elected chair of this district, do you accept as guiding principles the Scout Oath and Law – the policies of programs of the Boy Scouts of America and this council?

("I do")

To the extent of your time and ability, will you accept as a sacred trust this opportunity in achieving the full value of the Scouting program?

("I do")

By the authority vested in me by the Boy Scouts of America and Great Lakes Field Service Council, I now declare you duly installed as District Chair. On behalf of the Council, I pledge you its support.

(Call on new District Chair for brief remarks)

SAMPLE LETTER TO PROSPECTIVE NOMINATING COMMITTEE MEMBERS

Dear _____:

I would like to invite you to participate as a member of the _____ District's Nominating Committee. More than _____ young people are members of Scouting in our area, which includes the communities of _____, _____ and _____.

Annually, a nominating committee of community leaders gather to identify prospective volunteers for key leadership positions for the year ahead. As a result, the nominating committee sets the course for the future of the Scouting program for the Great Lakes Field Service Council, Boy Scouts of America.

Your commitment to serve on this committee will require attendance at only two meetings, the first of which will be held on _____. Our second meeting will be held in _____ (date, time and location).

Please RSVP to _____ (contacts name) at _____ (telephone number). I look forward to seeing you on _____ (date).

Sincerely,

_____
District Nominating Committee Chair

GREAT LAKES FS COUNCIL
BOY SCOUTS OF AMERICA



VOLUNTEER POSITION DESCRIPTIONS

_____DISTRICT
DISTRICT CHAIR

Position Concept:
Lead geographic service area by mobilizing resources to ensure the growth and success of Scouting within the district territory.

Accountable to:
Council Vice President for District Operations:

_____ Phone: _____.

Training:
Attend District Committee Training in June.

Responsibilities:
1. Support and uphold the policies, procedures and programs of the Great Lakes Field Service Council and the Boy Scouts of America.

2. In cooperation with the unit serving executive, recruit, train and give leadership to the following vice-chairs:

    a) Membership
    b) Finance (Friends of Scouting/Popcorn)
    c) Administration (unit program service)

3. Initiate plans to assist vice-chairs to recruit an adequate number of members to carry out the functions of the district. Special attention should be given to recruitment of top community leaders for future leadership roles.

4. Recognize individuals, committees, and chartered organizations for their Scouting accomplishments.

5. Give leadership to achieving national "Journey to Excellence" status.

6. Make a financial contribution to the District Friends of Scouting campaign.

Time Considerations
1. Chair and conduct monthly district committee meetings to monitor progress towards goals and refocus efforts as needed.
2. Meet with unit serving executive and district commissioner (Key 3) monthly to plan and manage district goals and objectives.
3. Serve on the Great Lakes Field Service Council's Board and attend board meetings (six per year) as the districts' representative.
4. Participate in District Chairs' meetings.
5. Key committee chair recruitment and volunteer cultivation as needed.

Length of Service
The Council Executive Board appoints the District Chair for a one-year term that ends May 31.

Staff Support:

Unit Serving Executive:_____, Phone: _____

_____DISTRICT
DISTRICT VICE CHAIR of ADMINISTRATION

Position Concept:
To recruit, train, and, retain promotion coordinators in the areas of advancement, camping, civic service, and training to improve unit health and positively impact the district's Journey to Excellence

Accountable to:
District Chair: _____ Phone: _____

Training:
Attend District Committee training in June.

Responsibilities:
1. Recruit enough of the right people as district promotion coordinators.

2. In cooperation with the unit serving executive, recruit, train and give leadership to the following district coordinators:

    - Cub Scout Camping Promotions
    - Boy Scout Camping Promotions
    - Advancement Promotions
    - Training Promotions and Records
    - Community Service Promotions

3. Serve as the primary "driver" of the district's Journey to Excellence.

4. In cooperation with the Unit Serving Executive, maintain the district's annual calendar.

5. Encourage the district's role to attain public support for Scouting.

6. Represent the District to the Field Service Council's Program Cabinet.

7. Make a financial contribution to the District Friends of Scouting campaign.

Time Considerations:
1. Assist the district chair in conducting monthly district committee meetings to monitor progress toward goals and refocus efforts as needed.
2. Meeting with key three once a month to plan and manage district goals and objectives.
3. Serve as the district's representative if the district chair is unable to attend district operations meetings.
4. Attend monthly Field Service Council Program Cabinet meetings
5. Key committee chair recruitments and volunteer cultivation as needed.

Length of Service:
The District Vice Chair is appointed by the Key 3 to serve from six to twelve months.

Staff Support:

Unit Serving Executive: _____ Phone : _____

_____DISTRICT
DISTRICT COMMISSIONER

Position Concept:
Lead the district commissioner staff to provide coaching and consultation to unit leaders to ensure the success of every Scouting unit.

Accountable to:
District Chair _____ Phone:_____

Training:
Attend District Committee Training in June.

Responsibilities:
1. Support and uphold the policies, procedures and programs of Great Lakes Field Service Council and the Boy Scouts of America.
2. In cooperation with the unit serving executive, recruit and train, and give leadership to the following commissioners:
   - Assistant District Commissioner(s)
   - New Unit Commissioner(s)
   - Unit Commissioners, through Assistant District Commissioner, at a ratio of one unit commissioner to every three units.
3. Develop an annual service plan with the unit serving executive for unit commissioners, which provides the basis for written monthly assignments for unit visits.
4. Oversee charter renewal process to ensure on-time registration.
5. Work with unit commissioners to ensure unit visits are recorded in Commissioner's Tools in a timely manner.
6. Promote the Journey to Excellence Unit Award Program. Ensure every unit is met with annually to establish annual goals.
7. Support and, where possible, assist with council-approved commissioner activities (i.e. commissioner training, and conference).
8. With the District Key 3, give leadership to achieving the District Journey to Excellence Award.
9. Make a financial contribution to the District Friends of Scouting campaign.

Time Considerations:
1. Chair the monthly district commissioners staff meeting
2. Attend the monthly district committee meeting
3. Attend council commissioner meeting (monthly)
4. Meet with district executive and district chair (Key 3) monthly to plan and manage district plans and objectives.

Length of Service:
The District Commissioner is appointed by the Council Commissioner, upon recommendation of the District Chair, for a one-year term ending on May 31.

Staff Support:

Unit Serving Executive: _____ Phone: _____

_____ DISTRICT
COMMUNITY SERVICE PROMOTIONS COORDINATOR

Position Concept: To promote community service opportunities to packs, troops, teams, and crews and assist units in recording community service hours

Accountable to:

District Vice-Chair of Administration_____ Phone #:_____

Training:
Attend District Committee training in June.

Responsibilities:
1. Develop and implement a plan for conducting and recording community service projects within the district.

2. Encourage Good Turn ideas through unit's participation in community projects and civic service activities.

3. Support the planning, promotion, and execution of the annual Scouting for Food drive.

4. Track district's progress towards community service hours goal for Journey to Excellence

5. Assist units in recording their community service hours online.

6. Make a Financial Contribution to the District Friends of Scouting campaign.

Time Considerations:
A. Attend monthly District Committee Meetings.
B. Attend monthly Council Program Cabinet Meetings as necessary.
C. Recruitment and assistance with community service event planning as needed.
D. Visit unit committee meetings as necessary.

Length of Service:
All appointments end on May 31 and are subject to review by the District Key 3.

Staff Support:

Unit Serving Executive:_____ Phone: _____

_____ District
ADVANCEMENT PROMOTIONS COORDINATOR

Position Concept:
To provide packs, troops, teams, and crews with ongoing training to maintain awareness of updated procedures, best practices, and details related to advancement.

Accountable to:
District Vice-Chair of Administration: _____ Phone: _____

Training:
Attend District Committee Training in June.

Responsibilities:
1. Establish objectives and implement action plans that stimulate advancement and lead to maximum success in the Journey to Excellence.

2. Maintain advancement records and share them with commissioners, trainers, and other district volunteers who serve units. Point out units with little or no advancement.

3. Support and promote the BSA's Internet portal for advancement reporting. Accurate advancement records are critical to program planning and analysis. Districts should work toward 100 percent electronic data entry.

4. Participate in Council Advancement Committee meetings.

5. Make a Financial Contribution to the District Friends of Scouting campaign.

6. Help strengthen units through strong advancement programs, through the following:
   a) Assist unit commissioners and others who serve units.
   b) Serve as a resource for roundtables.
   c) Develop relationships with unit advancement volunteers.
   d) Provide units with advancement reports, summarizing and explaining what they mean.
   e) Assist unit leadership with advancement planning and promotion.
   f) Visit unit committee meetings, as warranted.
   g) Recognize units excelling in advancement.

Time Considerations:
- Attend monthly District Committee Meetings.
- Represent the District at monthly Council Advancement Committee Meetings.
- Recruitment of committee members and committee work as needed.
- Visit Unit Committee Meetings as necessary.

Length of Service:
All appointments end on May 31 and are subject to review by the District Key 3.

Staff Support:

Unit Serving Executive _____ Phone: _____

_____ DISTRICT
BOY SCOUT CAMPING PROMOTIONS COORDINATOR

Position Concept: To promote council camping and outdoor activities to troops and teams within the district

Accountable to:
District Vice-Chair of Administration: _____ Phone: _____

Training:
Attend District Committee training in June.

Responsibilities:

1. Track Boy Scout camping and outdoor objectives for Journey to Excellence.

2. Implement the council's outdoor promotion plan in the district.

3. Work with commissioners to help troops and teams plan a year-round schedule of camping and outdoor program events.

4. Promote unit attendance at Camporees, Resident Camps, and National High Adventure Bases and other Boy Scout outdoor activities.

5. Promote National Camping Award.

6. Make a Financial Contribution to the District Friends of Scouting campaign.

Time Considerations:
A. Attend monthly District Committee Meetings.
B. Attend monthly Council Camping Committee Meetings.
C. Recruitment of committee members and committee work as needed.
D. Visit District Unit meetings as necessary.

Length of Service:
All appointments end on May 31 and are subject to review by the District Key 3.

Staff Support:

Unit Serving Executive:_____ Phone: _____

_____ DISTRICT
CUB SCOUT CAMPING PROMOTIONS COORDINATOR

Position Concept: To promote council camping and outdoor activities to packs within the district.

Accountable to:
District Vice-Chair of Administration: _____ Phone: _____

Training:
Attend District Committee training in June.

Responsibilities:

1. Track Cub Scout camping and outdoor objectives for Journey to Excellence.
2. Implement the council's outdoor promotion plan in the district.
3. Work with commissioners to help packs plan a year-round schedule of camping and outdoor program events.
4. Promote unit attendance at Cub Scout Day Camps, Resident Camps, and other Cub Scout outdoor activities.
5. Promote National Summertime Pack Award.
6. Make a Financial Contribution to the District Friends of Scouting campaign.

Time Considerations:
A. Attend monthly District Committee Meetings.
B. Attend monthly Council Camping Committee Meetings.
C. Recruitment of committee members and committee work as needed.
D. Visit District Unit meetings as necessary.

Length of Service:
All appointments end on May 31 and are subject to review by the District Key 3.

Staff Support:

Unit Serving:_____ Phone: _____

_____ DISTRICT
DISTRICT VICE-CHAIR FOR FINANCE

Position Concept:
Give leadership to the District Finance Committee, whose responsible for overseeing the Friends of Scouting Campaign in the district as well as the annual popcorn sale and ensuring the district fulfills its council budget requirements.

Accountable to:
District Chair: _____ Phone: _____

Training:
Attend District Committee training in June.

Responsibilities:
1. Recruit, support and train committed volunteers to carry out the finance responsibilities.
2. Ensure implementation of council finance policies.
3. Recruit and train committee on tasks provided by council finance committee.
4. Implement Friends of Scouting campaign.
5. Develop prospects and retain interest of contributors.
6. Ensure donor recognition program is followed.
7. Support council "popcorn selling" program.
8. Support council endowment development.
9. Inform units of unit financing policy.
10. Review units' funding project applications.
11. Achieve district's share of council finance campaigns.
12. Make a Financial Contribution to the District Friends of Scouting campaign.

Time Considerations:
A. Chair District Finance Committee Meetings (frequency as needed, minimum of quarterly).
B. Attend monthly District Committee Meetings.
C. Attend monthly Council Finance Committee Meetings.
D. Recruitment of committee members and committee work as needed.

Length of Service:
All appointments end on May 31 and are subject to review by the District Key 3.

Staff Support:

Unit Serving Executive:_____ Phone: _____

_____ DISTRICT
DISTRICT VICE-CHAIR FOR MEMBERSHIP

Position Concept:
Lead the membership growth function of the district committee through established recruiting programs, new programs and starting new Scouting units to ensure the opportunity to join is available to all youth.

Accountable to:
District Chair: _____ Phone: _____

Training:
Attend District Committee training in June.

Position Responsibilities:
1. Support and uphold the policies, procedures and programs of the Northern Star Council and the Boy Scouts of America.

2. In cooperation with the District Key 3, recruit, train and give leadership to the following committee members and their related projects:
   A. New Unit Organizers
   B. Fall Youth Recruiting Chairperson
   C. Spring Youth Recruiting Chairperson
   D. Cub Recruiting Chairperson
   E. Webelos Transition Chairperson
   F. Boy Scout Recruitment Chairperson
   G. Venturing Chairperson

3. Establish annual district membership and new unit growth objectives and a plan to achieve them.

4. Make a Financial Contribution to the District Friends of Scouting campaign.

Time Considerations:
- Chair District Membership Meetings (frequency as needed, minimum of quarterly).
- Attend monthly District Committee Meetings
- Attend monthly Council Membership Committee Meetings.
- Supervision of ongoing projects (i.e. Fall Youth Recruiting) as needed.
- Committee recruitment and planning as needed.

Length of Service:
All appointments end on May 31 and are subject to review by the District Key 3.

Staff Support:

Unit Serving Executive: _____ Phone: _____

_____DISTRICT
TRAINING PROMOTIONS AND RECORDS COORDINATOR

Position Concept:
To promote training opportunities to packs, troops, teams, and crews and ensure district training records are recorded accurately.

Accountable to:
District Vice-Chair of Administration: _____ Phone: _____

Training:
Attend District Committee training in June.

Responsibilities:
1. Establish district training objectives to train leaders.
2. Participate in council meetings dealing with training policies, program, and procedures.
3. Prepare an inventory/schedule of training for all leadership positions.
4. Evaluate and report on training progress.
5. Maintain district training records through my.scouting.org.
6. Encourage a pack trainer in every Cub Scout pack.
7. Promote attendance at all training courses.
8. Give special assistance to untrained leaders.
9. Give special attention to offering training to new-unit leaders and new leaders in existing units.
10. Track and attain Journey to Excellence training objectives.
11. Promote all online training.
12. Make a Financial Contribution to the District Friends of Scouting campaign.

Time Considerations:
- Attend monthly District Committee Meetings.
- Attend monthly Council Training Committee Meetings.

1. Recruitment of committee members and committee work as needed.
2. Visit Unit Committee meetings as necessary

Length of Service:
All appointments end on May 31 and are subject to review by the District Key 3.

Staff Support:

Unit Serving Executive _____ Phone: _____

_____DISTRICT
DISTRICT MEMBER AT LARGE

Position Concept:
District members at large are people of character and standing in the community who, because of their interest, organization experience, ability or general knowledge, may be available for service as members of operating committees or to serve in some special capacity in the district. Members at large are willing to be identified with Scouting but for one reason or another find it difficult to be involved on a day-to-day basis.

Accountable to:
District Chair: _____ Phone: _____

Responsibilities:

1. Members at large are important resource people with special expertise and/or contacts that can help the district and staff as special needs arise.

2. Members at large are not expected to attend monthly meetings of the district but are always welcome.

3. To serve upon, if asked, the district finance committee during the annual Friends of Scouting Community fundraising campaign.

4. Members at large should also possess the ability to recruit additional people to serve as members at large.

5. Knowledge of the Scouting program is not essential and members at large will not be called upon to act as unit leaders.

6. As a member at large of the district committee, you will receive mailings and newsletters that are Scouting related. This will keep you informed as to what is going on in Scouting in general and in your district specifically.

7. Make a Financial Contribution to the District Friends of Scouting campaign.

Time Considerations:
- Attend monthly District Committee Meetings as schedule permits.
3. Recruitment of committee members and committee work as needed.
4. Serve on a district operating committee as schedule permits.

Length of Service:
All appointments end on May 31 and are subject to review by the District Key 3.

Staff Support:

Unit Serving Executive _____ Phone: _____

DISTRICT NOMINATING COMMITTEE PROCEDURES



A district committee is responsible for increasing the effectiveness of Scouting throughout a district through the achievement of district goals. Thus, the task of the district nominating committee selecting a slate of competent officers and members at large for the next year is an extremely important one.

The appointment and report of this committee are provided for in article VIII, section 4 of the Standard *Local Council Articles of Incorporation and Bylaws*, No. 33736C. A suggested model, "District Election Procedures, "appears in the appendix and is included in this folder.

Essential steps to be taken by the committee include the following:

1. View The District Nominating Committee video, https://www.youtube.com/watch?v=36UqPp87IME.
2. Review qualifications listed on this page.
3. Study the participation and performance of last year's officers and members at large.
4. Make suggestions for each officer and member at large, matching skills to needs and participate in committee effort to reach unanimous agreement on each nominee.
5. Participate as requested in personally contacting each nominee and securing agreement to serve. This step and the plans for recruitment are vital to the process. Use *Selecting District People*, No. 34512 as a guide.
6. Support fully the final action of the committee.
7. Treat all information as confidential.

District Chair

An individual of character recognized in the community as outstanding because of achievements as a leader, with recruiting and organizing ability that will inspire confidence and win support and cooperation for Scouting. This individual should be acceptable to the business leaders, the educators, and the religious leadership of the community.

Vice Chair

One or more individuals who have the same qualifications as the district chair.

District Commissioner

An individual of character and standing in the community with organizing, administrative and leadership ability. This individual should be a person who can successfully work with the commissioner staff and other Scouters to strengthen the packs, troops, teams and crews in the district. The nominating committee, after consultation with the district executive, recommends a district commissioner to the executive board for appointment and commissioning. The district commissioner is an elected member at large of the district.

District Members at Large (registration code No. 75)

Individuals of character and standing in the community who, because of interest, organization experience, ability, or general knowledge, may be available for service as a chair or member of one of the committees in the district or for service in some special capacity to the district. The incoming district chair appoints the chairmen and chairwomen of the various operating committees and other special or ad hoc committees with the approval of the district committee. District members at large are voting members of the district committee. They are nominated by the district nominating committee and are duly elected by the district committee. They may be elected at the last district annual meeting or during the interim at a regular duly called, monthly district committee meeting.

Chartered Organization Representatives

Automatic voting members of the district committee selected by their respective chartered organizations.

DISTRICT ELECTION PROCEDURES

Purpose

To elect district officers and district members at large.

Those eligible to vote

1. Chartered organization representatives registered and currently representing chartered organizations within the district's geographical boundaries. (See "chartered organization representative".)
2. Registered district members at large duly elected at the last annual district committee meeting or during the interim at a regular, duly called district committee meeting.
3. Registered council members at large residing in the district.

Time

The district committee meeting in April or May should be the district annual meeting.

Process

1. Ninety days prior to the district annual meeting, the district chair will submit suggestions for members of the nominating committee to the council president for approval. This committee should consist of three to five members. The president has the discretion to add or delete names for the nominating committee from the council executive board or the community at large. It is recommended that the council president appoint a member of the council executive board to serve on this committee. In the event of a vacancy in the office of district commissioner, the president may ask the council commissioner to serve on the committee.

2. When approval is received from the council president, the nominating committee will meet with the district executive as adviser to form the slate comprised of nominees for district chair, one or more vice-chairs and district members at large, plus a nominee to be submitted by the district chair for council executive board approval to serve as district commissioner.
3. The nominating committee will not only agree on the slate but will also secure the nominees' permission to stand for election and to serve if elected.

4. The members of the nominating committee will be identified to the district Scouters between 60 and 30 days prior to the annual district committee meeting so that suggestions may be given to them for consideration. (This information may be included in one formal notice of the annual meeting.)
5. Suggestions may be made in writing to the nominating committee for inclusion in their report providing the nominees thus entered are received by the nominating committee at least two weeks prior to the annual meeting of the district. If accepted by the nominating committee, the candidate will be contacted by the nominating committee and permission received from the person to stand for election and to serve.
6. To provide a fair and orderly nominating process, nominations will not be accepted from the floor at the time of election. This procedure also permits sufficient time to consider in advance all aspects of a nominee's suitability to serve.
7. At the district annual meeting the district chair will call upon the chair of the nominating committee for the committee's report and "turn over the chair to conduct the elections."
    a. The chair of the nominating committee will present first the committee's nominees for district members at large; call for a motion, second and a vote.
    b. The chair of the nominating committee then will present the committee's nominees for district chair and vice-chair; call for a motion, second and vote.
    c. The district commissioner is to be an elected member at large but is offered for appointment and approval as district commissioner by the council executive board through the report of the district nominating committee and with the concurrence of the Scout Executive. The district commissioner is not elected at the district annual meeting.
    d. Vote of the majority of the members present at the district meeting is required for election.

Details and Contingencies

1. Newly elected officers and members at large take office immediately following the district business meeting.
2. If any portion of the nominating committee's report is rejected, this portion must be reintroduced at a special or adjourned or recessed meeting of the district committee to be held within 30 days of the present meeting. Formal notice of this meeting must be sent to eligible voters immediately so that it is received at least two weeks prior to the meting. Additional names may be submitted to the nominating committee during that period. The nominating committee will, at the next meeting, proceed with the portion of the election that failed passage. It is hoped that the nominating committee members will discover the reasons for the failure of acceptance and attempt to deal with them.
3. In the event that a resolution is still not obtained, then the matter will be referred to the council president and/or executive board for final resolution.
4. Because members at large take office immediately upon election, they and the chartered organization representatives are eligible to vote at postponed elections if they were elected and the officers' slate was not accepted.
5. Voting may be done by ballot but voice or hand votes are acceptable since a district is a non-policy-making body. If ballots are used, the secretary should be instructed to collect ballots only from those eligible to vote, marked with the name of eligible voters and counted by clerks appointed by the chair of the nominating committee. A motion to cast a unanimous ballot for the proposed candidates is acceptable.

Chartered Organization Representative

1. The chartered organization representative is automatically a voting member of the council and the district upon selection or appointment by the community organization and when registered as a

member of the Boy Scouts of America. The individual is to be registered during the time that the chartered organization designates this person as chartered organization representative and shall have one vote.
2. Primary responsibilities are (a) help units to be successful and (b) serve as a liaison between the chartered organization and Scouting.
3. The chartered organization representative is encouraged to become an active, participating member of one the district's committees.

Note: Council bylaws are the "final word."

Additional Guidelines

1. The unit serving executive is responsible for the orientation/training of the committee at its first meeting. Be sure to have the committee view *The District Nominating Committee* video, https://www.youtube.com/watch?v=36UqPp87IME
2. Many district nominating committees also need to view one or both of the videos *Highlights of District Operation for the 21st Century and Recruiting District Volunteers.* They are on one videotape, AV-06V002A. The district highlights books also are helpful for orienting committee members and for use in recruiting officers and members at large.
3. The nominating committee has a major responsibility mandated in the bylaws and clearly defined above. However, the nominating committee should also operate after the annual business meeting to help fill vacancies, and to encourage the process of recruiting district volunteers throughout the year.
4. In supporting the work of the committee, unit serving executives should use *Selecting District People*, No. 34512 as the central resource on recruiting district volunteers.