

# Appendix A—Orientation Meeting for New Unit Commissioners

The new commissioner's future effectiveness can be determined by what happens at his or her first orientation meeting. A special "trainer" carefully plans and conducts this brief, relaxed, information meeting. Here are some guidelines:

1. Help new commissioners feel genuinely welcome.
2. Help them feel comfortable with the person or persons who are there to help them. Keep the meeting informal, and provide ample opportunity for questions and answers.
3. Ask everyone present to tell something about themselves and their background.
4. Talk about the satisfaction this responsibility will bring them and the importance of Scouting for the youth of their communities.
5. Use a map to show the territory of the local council and its districts. If units have been selected where commissioners will serve, indicate their locations on a district map.
6. Distribute copies of the *Commissioner Fieldbook for Unit Service*. Review the orientation items on pages 3-7.
7. Refer to the chart comparing the several phases of the Scouting program, but do not read it in detail. Rather, suggest that they cover it at their leisure.
8. Carefully read the "Commissioner Concept" pages. Encourage discussion of this important subject. Briefly explain the five roles of the unit commissioner.
9. Discuss where unit commissioners get help to do their jobs.
10. Be sure each person knows the commissioner who will be their coach or to whom they will report. Refer to the orientation projects on page 8 to be completed with the help of their ADC.
11. Before adjourning, be sure that each person present knows exactly what their next step will be—meet with their ADC? Participation in a formal training event? A visit to one of the units they will serve? Attendance at a roundtable meeting? Above all, make it absolutely clear how and where that activity will take place and who will accompany them there.
12. (Optional) Show the orientation video, *The Unit Commissioner's Orientation: Helping Units Succeed*, AV-04V001R.
13. Adjourn in time to take part in the closing portion of the regular commissioner meeting, where, once again, the newcomers are welcomed.