



# UNIT COMMISSIONER WORKSHEET (COMMITTEE)

FOR USE AFTER VISITING A COMMITTEE MEETING OF

Under each heading (bottom half of this page and reverse), circle the number of the statement that most closely resembles the unit committee meeting.

- 1 = An ideal situation
- 2 = Could be improved
- 3 = Needs action

To profile these statements, place a dot in the Unit Profile next to the heading and under the number that corresponds to the number you circled under the statement below and on reverse. To form a profile, connect the dots with a line.

For example, in the category titled "Leadership," a nearly ideal situation would be indicated by circling the 1 next to "Meeting had several adults involved in a smooth operation," and a dot in column 1 on the "Leadership" line of the unit profile.

Check the ways you intend to help by dating the appropriate boxes (bottom half of this page and reverse).

Keep this form with the unit roster.

UNIT PROFILE			
	1	2	3
Preparation			
Participation			
Committee records			
Unit Finance			
Activity planning			
Membership			
Outdoor program			
Advancement			
Recognition			
Committee Training			

## PREPARATION

- Meeting begins and ends on time, room reserved, tables and chairs properly arranged, agenda prepared, and members notified of meeting.
- Meeting starts and runs a little late, room is not ready, some people sitting along back walls or in corners, **only** the chairman has the agenda, some key members are missing without notice.
- Meeting is late, location is uncertain, seating is not organized for easy interaction, no agenda used, key members are absent.

### Some Ways to Help

- Recommend use of unit email list to remind members about meetings.
- Suggest the room reservations are made in writing with the site coordinator.
- Discuss the advantages of publishing the agenda prior to the meeting.
- Review roster of members and suggest that it be updated.
- Show the chairman effective ways to arrange the meeting room.

## PARTICIPATION

- Adult participation is over 30% of the number of registered youth, committee jobs are assigned, tone is courteous and friendly, members and parents are good listeners, discussion involves nearly everyone, work is shared and delegated, the unit leader reports but does not run the meeting.
- Adult participation is over 15% of the number of registered youth, some jobs are assigned, tone is generally cordial, a few members or parents dominate the conversations, unit leader has a major role in running the meeting.
- Adult participation is less than 15% of the number of registered youth, the chairman or unit leader controls/controls the meeting, little input or discussion by members or parents is evident.

### Some Ways to Help

- Encourage parents to attend and join into the discussions.
- Convince unit leader that the Committee should be led by the chairman and that this is not a unit leader role.
- Suggest to the chairman that a broader base of participation by parents will make his/her job much easier.

## COMMITTEE RECORDS

- The agenda for the meeting is published and distributed, minutes of the previous meeting are read or published, the budget status is summarized and published.
- The agenda is sketchy and may not be available at the meeting, previous minutes are lacking detail or require many corrections before being accepted, budget status is not easily understood by the members, records appear to be maintained.
- There is no apparent agenda for the meeting, previous meeting minutes are missing, budget status is uncertain, or records appear to be incorrect.

### Some Ways to Help

- Review with the chairman the advantages of a good agenda towards a successful meeting.
- Remind the chairman that keeping good minutes of the meetings will avoid misunderstandings and possible discord in the future.
- Ask the treasurer to prepare and present monthly treasurer's reports.

## UNIT FINANCE

1. A detailed budget is followed, money earning projects have parent and youth support, fees and dues are adequate, summer camp fees are announced and well managed.
2. A sketchy budget is available for most financial decisions, money earning activities are handled informally, summer camp fees may be late.
3. There is no written budget and one adult controls the disbursements, money earning events are not planned in advance, and summer camp fees are handled late or not collected through a savings plan.

### Some Ways to Help

- Suggest that a treasurer be named and offer to assist him/her in setting up the necessary records.
- Remind the Unit Leader and the Chair of the liabilities of informally handling the unit funds themselves.
- Discourage use of informal "slush" funds, and recommend an account be established at the Scout Shop.

## OUTDOOR PROGRAM

1. Tour permits are always used for outings, driver records are maintained, adequate auto transportation is always available, permission slips are used for each outing, two-deep leadership is assured.
2. Tour permits are usually obtained, drivers are usually the same parents for all events, an "annual permission slip" is used, two-deep leadership is sometimes difficult to get.
3. Tour permits are not always used, parent drivers are not always available, permission slips are not always used, two-deep leadership rule is being violated.

### Some Ways to Help

- Verify tour permit use at council.
- Supply tour permit forms and samples of unit permission slips to the Committee.
- Offer to show the *Youth Protection* video at a Committee meeting.

## Literature References

*Cub Scout Leader Book*  
*Troop Committee Guidebook*  
*Varsity Scout Guidebook*  
*Venturing Leader Manual*

## ACTIVITY PLANNING

1. The unit has a published activity plan for the next three months, the Committee reviews past activities and plans details of upcoming events, a newsletter is printed, summer activity is planned.
2. A general outline of the upcoming events is known, activities are discussed, summer activity dates are set.
3. There is no activity plan available to the youth, leaders, and parents, few events are discussed, summer activities remain unplanned.

### Some Ways to Help

- Encourage frequent advancement activities in the unit.
- Encourage the use of a newsletter.
- Remind the Committee that in a Boy Scout troop, the Scoutmaster and the Patrol Leaders' Council has the primary role in establishing the program plan for the troop with Committee support.
- Use the Quality Unit requirements and the National Camping Award or the Summertime Pack Award standards for recommended level of activity.

## ADVANCEMENT

1. In Scout troops, boards of review are scheduled and conducted at least monthly, courts-of-honor are planned in detail and held at least quarterly. In Cub packs, advancement presentations are made at all Pack meetings.
2. In Boy Scout troops, boards of review are held every several months if needed, at least three courts-of-honor are held each year. In Cub Scout packs, advancement presentations are made at only a few pack meetings.
3. In Scout troops, boards of review are held only on demand, courts-of-honor are held when there are "enough" awards to give out. In Cub Packs, advancement presentations are usually handled by each den leader.

### Some Ways to Help

- Encourage frequent advancement activities in the unit.
- Recommend the use of the wall chart to show unit advancement progress.

## MEMBERSHIP

1. Published current rosters are available, the committee is growing in size, parents help on outings and advancement, parents of Webelos Scouts visit troop meetings and there are joint troop-pack activities.
2. Some lists of parents and Committee exist, the Committee is sustaining current size, a few parents assist with outings and advancement, sometimes parents of Webelos Scouts visit troop Committee meetings.
3. Chair is uncertain as to the current Committee and adult makeup of the unit, the Committee is losing members, parents of older youth have quit coming, parents of Webelos Scouts rarely visit Boy Scout troops.

### Some Ways to Help

- Help update adult and youth membership roster from ScoutNet.
- Encourage use of special activities and guest skill instructors.
- Provide the contact information for nearby Cub Scout packs and Boy Scout troops.

## RECOGNITION

1. Coordinators for the Committee tasks are acknowledged, adult leaders are recommended for Unit, District, or Council recognition, good performance is noted publicly at the unit's family gatherings.
2. Some coordinators are identified by titles, occasionally adult leaders are submitted for District or Council awards, a few adults are given public recognition at unit family gatherings.
3. Most tasks are done as a committee-of-the whole, rarely are adult leaders recognized at district or council events, adults are not given recognition at unit family functions except for the unit leader and Chair.

### Some Ways to Help

- Furnish the Committee with forms to recommend adult awards.
- Compliment the adult leaders when asked to appear at unit gatherings.