



BOY SCOUTS
OF AMERICA®

GREATER ALABAMA COUNCIL

The District

This overview provides information on how Districts within the Greater Alabama Council of the Boy Scouts of America can assist Scouters throughout each level of Scouting.



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The District

Our Council is divided into geographic areas known as Districts. District leaders ensure the growth and success of the units within their territory. These responsibilities are broken into four categories. The result of effective district support is more youth members receiving the mountain-top Scouting experience.

THE FOUR FUNCTIONS OF THE DISTRICT

1. Membership:

The District Membership committee works to grow Scouting in our communities, they strive to recruit more youth into our program and retain those who are currently members. They build relationships with chartered partners and work to create new scouting units in areas that are underserved.

2. Finance:

The District Finance committee is responsible for the financial aspects of Scouting. They assist units with their finances, providing fundraising opportunities and trainings on proper budgeting practices. They foster relationships with current supporters of Scouting and work to develop relationships with new supporters. They raise the funds required to get more families involved in our great program.

3. Program:

The District Program committee concentrates on ensuring Scouts receive the mountain-top experience. They create and provide program experiences for our youth. These experiences can include: Camporees, Day Camps, Summer Camps, Merit Badge Fairs, etc. They work to ensure that every leader is trained and provide leadership trainings during the year. They help unit leaders understand Scouting's advancement program and help youth become Eagle Scouts. They promote and encourage attendance and participation in service projects, summer camp and other events.

4. Unit Service:

The customer service function of Scouting is carried out through the District's Commissioner Corps. Commissioners are experienced Scouters who help chartered organizations, unit leaders, and parents achieve the aims of Scouting. Commissioners are the unit leaders' best friend, they work with them, they provide coaching and consultation to help ensure the success of every Scouting unit.

District Overview

- A District is a geographic area of a local BSA Council, determined by the Councils Executive Board. *Districts are not entities*. District leaders are our Council's representatives to each unit.
 - District leaders ensure the growth and success of the units within the district's territory.
 - Districts are responsible for carrying out four standard functions:
 - District Committee
 - Membership
 - Finance
 - Program
 - District Commissioner
 - Unit Service
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Nominating Committee

- Works year-round with the District Chair and Commissioner to recruit and fill vacancies in the District Committee and Commissioner Corps.
- Nominating Committee Chair is selected and approved by the Council President through recommendations from the District Chair.
- Annual District Meeting
 - Each October the District Nominating Committee prepares a slate of competent officers and members-at-large who will serve on the District Committee for the next year.
 - The slate is presented by the Nominating Committee Chair at the Annual Business Meeting and is reviewed by the voting members of the district.
 - For the slate to pass, a vote of the majority of those present at the meeting is required.
 - Newly elected officers take office immediately following the Annual District Business Meeting.
 - Voting members of the District:
 - Chartered Organization Representatives
 - Registered District Members-at-Large who have served for 1 year
 - Council Members-at-Large who reside in the boundaries of the District

District Key 3 – District Chair, Commissioner and Executive

- District Chair
 - Responsible for all aspects of the District Committee which include Membership, Finance and Program.
 - Recruits, trains, and leads the District Committee.
 - Serves as a member of our Council Executive Board.
 - Ensures attainment of membership growth and fundraising goals and objectives.
- District Commissioner
 - Recruits, trains, and leads a staff of Commissioners who support unit leaders.
 - Responsible for all aspects of Unit Service:
 - District Roundtable(s)
 - Unit Commissioners
 - Commissioner Service
 - Overall Unit Health
 - Unit Journey to Excellence
 - Annual Unit Re-Charter

- **District Executive**
 - Full-time professional who works under the Council Scout Executive.
 - Supports the Nominating Committee, District Chair and Commissioner to ensure all aspects of a District are functioning properly and that all goals and objectives are achieved.
 - Ensures all BSA policies are followed.
 - Provides professional coaching, proposing plans for consideration and suggesting action plans for recruiting new volunteers.
 - Gives inspiration and encouragement.
 - Maintains regular contact with heads of chartered organizations.
 - Provides behind-the-scenes administration, such as updating records, auditing finances, running reports, and arranging council services.
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Membership Growth Committee *(Vice Chair of Membership)*

- **New Unit Growth**
 - Identifies, recruits, and develops relations with new chartered organizations.
 - Helps organizations adopt Scouting as a part of their overall program.
 - Recruits, trains, and supports new unit organizers.
 - Works with District Training Committee to ensure new leaders are trained.
 - Ensures new units have a Unit Commissioner.
 - Recruits new youth and adults into the program.
- **Membership Recruitment**
 - Executes both Spring and Fall Membership Recruitments and ensures that all units participate and are successful.
 - Works with units to develop and implement individual recruitment plans.
 - Maintains regular contact with the leadership of local schools.
 - Tracks and attains membership growth objectives annually.
 - Ensures that all Troops and Crews hold activity-based recruitment events in the fall.
 - Ensures that all Exploring Posts hold first nighter sign-up night events in the fall that utilize the career interest surveys and additional promotion.
- **Home School**
 - Develops and maintains relationships with all Home School groups in the District
 - Encourages these groups to adopt Scouting as part of their overall program
- **Arrow of Light to Scout Transition**
 - Ensures all Arrow of Light Cub Scouts cross over into a Scouts BSA Troop.
- **Beascout.org**
 - Works with unit leaders to ensure their Beascout.org information current.
 - Ensures units properly use the online applications features in Beascout.org.
 - Ensures units contact and follow up with leads generated from Beascout.org.

Finance Committee *(Vice Chair of Finance)*

- **Ensures all BSA Financial Policies are followed**
- **Unit Money Earning**
 - Camp Card Council Fundraiser (Spring)
 - Promotes, oversees, and ensures obtainment of goal.
 - Popcorn Council Fundraiser (Fall)
 - Promotes, oversees, and ensures obtainment of goal.
 - Ensures all units participate in the sale.
 - Organizes orders and pickups and manages the overall sale.
 - Ensures Show-and-Sell Locations are fully utilized.
 - Approves all Unit Money Earning applications according to BSA Fundraising Guidelines.
- **Friends of Scouting**
 - Raises the District's fundraising goal by June of each year.
 - Family FOS
 - Ensures every unit in the district participates in the FOS Campaign.
 - Raises their fundraising goal and ensures all current families and all past givers are contacted and invited to donate.
 - Works to ensure the majority of pledges get paid.
 - Community FOS
 - Facilitates all FOS Campaigns in the local community, including FOS Events, and American Values Luncheon(s).
 - Raises their fundraising goal and ensures all past donors are contacted.
 - Ensures the majority of pledges are paid.
 - Leadership Campaign FOS
 - Ensures all District Leadership, Commissioners, and Merit Badge Counselors participate in the annual FOS Campaign.
 - Raises their fundraising goal and ensures all past donors are contacted.
 - Ensures the majority of pledges are paid.
 - Provides recognition to all donors, along with information about how their donation helped serve youth.
 - Ensures that donors receive at least 7 contacts during the year.
- **Donor Development**
 - Maintains and fosters list of individuals who currently do not have a relationship with Scouting and works to invite these individuals to "point of entry" events.
 - Maintains and fosters list of current Friends of Scouting donors who contribute at a high level and works to invite these individuals to "point of entry" events.
 - District Events – Day Camp, Camporee, Webelos Woods, District Banquet, Belt Loop Saturdays, Service Projects, Eagle Projects, etc.
 - Council Events – Scouts BSA Summer Camp, Eagle Reception, Cub Summer Camp, Order of the Arrow events, etc.
 - Scouting Heritage Luncheons or 2nd Century Events – free events where no financial inquiry is made.
- **Endowment**
 - Fosters our Council's Endowment by soliciting James E. West Fellowship Awards and other endowment gifts.

- **Budgets**
 - Manages District budgets and ensures the district is fiscally sound.
 - Supports, trains, and instructs leaders on unit budgeting and finance.
 - Ensures units have a strong annual financial plan that is shared with families.
- **United Way**
 - Cultivates and maintains a cooperative relationship with the local United Way.

Program Committee *(Vice Chair of Program)*

- **Training Committee**
 - Establishes training objectives to train leaders, not just run training courses.
 - Inventories and works to get every leader trained for their specific position including outdoor leader training.
 - Works with the Membership Committee to train all new adults when a new unit is established.
 - Plans and executes all District Trainings, which include:
 - Introduction to Outdoor Leader Skills (IOLS)
 - Basic Adult Leader Outdoor Orientation (BALOO)
 - Unit Leader Training (Cubmaster, Committee Chair, Scoutmaster, etc.)
 - Online resources such as Beascout.org, my.scouting.org, & Scoutbook.
 - Provides additional training opportunities as needed.
- **Advancement and Recognition Committee**
 - Rank Advancement
 - Works with unit leaders to ensure youth are earning rank advancements.
 - Ensures advancement is being properly recorded.
 - Coaches and supports units on best practices for conducting Boards of Review, Courts of Honor, and Blue and Gold Banquets.
 - Provides assistance to units with little or no advancement.
 - Scoutbook & Internet Advancement 2.0
 - Supports and assists units with Scoutbook & Internet Advancement.
 - Works with the Training Committee to train unit leaders on these tools.
 - Eagle Rank
 - Reviews and approves Eagle Scout service projects.
 - Conducts District Eagle Scout Candidate Boards of Review.
 - Reviews Eagle Scout candidate appeals, if their application is denied.
 - Merit Badge Support
 - Organizes and holds Merit Badge Days.
 - Recruits, trains, and approves an adequate group of counselors.
 - Publishes and maintains a current list of counselors.
 - Awards & District Banquet
 - Organizes and holds the annual District Awards Banquet.
 - Recommends youth, unit and District Scouters for special awards and recognitions, such as adult leader knots and lifesaving awards.
 - Submits nominations for the Council Silver Beaver Award.
 - If assigned by the District Chair, nominates, and selects the annual District Award of Merit recipients.

- **Marketing Committee**
 - Responsible for District communications and marketing that may include website, newsletters, social media, etc.
 - Ensures volunteers and units follow the BSA Brand Marketing Guide.
 - Collects Scouting stories that highlight local youth and the impact Scouting is having in the community.
 - Works with local media to submit “Good News” stories that highlight Scouting and Scouting’s impact in the community.

- **Religious Committee**
 - Fosters and maintains relationships with chartered partners and religious organizations within the boundaries of the district.
 - Works with both adults and youth in achieving their Religious Awards (Duty to God, Ad Altare Dei, God and Church, etc.)
 - Assists units in having unit religious services as part of their program.
 - Provides vespers services and prayers at District functions.

- **Camping Committee** (*Scouts BSA, Venturing, & Exploring focus*)
 - Plans and executes District Scouts BSA, Venturing, & Exploring events such as:
 - Camporee(s), Webelos Woods, Venturing Weekend, etc.
 - Outdoor Program
 - Works with Commissioners to understand and support each unit’s year-round camping and outdoor plan.
 - Actively promotes Summer Camp & Winter Camp attendance and strives to increase unit and youth participation. Ensures obtainment of goals.
 - Promotes and supports units in earning the National Camping Award.
 - Promotes the use of camperships, and works with the District Executive to distribute camperships, as needed.
 - Order of the Arrow
 - Guides the Order of the Arrow through the chapter officers and adviser.
 - Promotes camping and outdoor activities.
 - Health, Safety, & Risk Management
 - Gives guidance on health and safety concerns.
 - Ensures that a Short-Term Camp Administrator inspects and approves all Short-Term camps and that a Medical Officer is on site.
 - Quartermaster
 - Inventories and manages supplies purchased for District events.
(Districts are not entities and cannot own anything. District supplies are owned by our Council.)

- **Activities and Civic Service Committee** (*Cub Scout Focus*)
 - Plans and executes District Cub Scout events such as:
 - Fishing Derby, Day Camp, Pinewood Derby, Webelos Pin Day, etc.
 - Promotes and ensures high attendance at Cub Scout events such as Day Camp, Cub Haunted, Cub Adventure, Cub Camp, and Webelos Resident Camp.
 - Promotes units earning the National Summertime Pack Award.
 - Scouting for Food
 - Promotes and coordinates the Scouting for Food drive within the district.
 - Service Projects
 - Encourages unit participation in community service projects including participation in the BSA’s Adopt-A-School program.
 - Supports unit leaders to ensure service hours are being properly recorded in Internet Advancement 2.0
 - May organize District-wide community service projects.

Commissioner Service

Commissioners are Scouters who strive to ensure every member of the BSA has a great Scouting experience. The customer service function of Scouting is carried out through their efforts. Commissioners support unit leaders in developing a safe, welcoming environment and delivering Scouting's programs effectively. They are available to offer advice, program suggestions, and to support unit leaders. They help ensure each unit has strong leadership and a program that attracts and retains Scouts and families.

- Roundtable
 - Roundtables are a District-wide meeting and training, typically held monthly, that provides unit leaders with the **skill to do** and the **will to do** what is needed to ensure that every member of every unit has a great Scouting experience.
 - Roundtable Commissioners plan and organize the meeting which typically include breakout sessions for Cub Scouts, Scouts BSA, & Venturing leaders.
 - Roundtable may include important trainings such as: Fall Membership Recruitment Training, Popcorn Kick-off & Training, Re-charter Training, etc.

- Assistant District Commissioners (ADC)
 - At the direction of the District Commissioner, an Assistant District Commissioner recruits, trains, and supports between three to five Unit Commissioners, ensuring their success and helping them with any major issues or concerns their units might be experiencing.
 - Assistant District Commissioners meet with their Unit Commissioners monthly to review and make action plans to support and provide assistance to their units.
 - Assistant District Commissioners ensure that a Detailed Assessment is completed on all of their assigned units at least once annually (preferably twice) and that unit's recharter on-time.

- Unit Commissioners (UC)
 - The Unit Commissioner is a Scouting generalist whose passionate overriding mission in Scouting is to help units better serve more youth through scouting.
 - They support unit growth and retention through the Journey to Excellence program and use the Unit Service Plan to help guide unit leaders to continuous improvement.
 - They serve as the unit leader's friend and coach. They offer encouragement and support. They link unit needs to the District Operating Committees and other resources.
 - They complete a detailed assessment with the unit's leadership, preferably twice a year, to review the unit's strengths and needs.
 - They ensure the timely annual membership renewal (re-charter) of their assigned units and present the new charter at an appropriate meeting of the chartered organization.
 - Ensure their units are actively participating in all activities available to them and they work with the District Committee to help their units have the best program available
 - They Identify individuals who they feel should be asked to serve as a member of the District Committee or Commissioner Corps and provides their information to the Assistant District Commissioner.
 - They rescue our dropped & separated Scouting units and strive to ensure that all units are active, supported, and operating.

GREATER ALABAMA COUNCIL - DISTRICT POSITIONS OVERVIEW CHART

<u>District Executive</u>	<u>District Chair</u>	<u>District Commissioner</u>
<p><u>Vice Chair of Finance</u></p> <p><u>Finance Chair</u> Popcorn Chair Camp Card Chair Fiscal Operations Chair Committee Members</p> <p><u>Friends of Scouting Chair</u> Family FOS Chair Community FOS Chair(s) Committee Members</p> <p><u>Donor Development Chair</u> Committee Members</p> <p><u>Endowment Chair</u> Committee Members</p> <p><u>United Way - (Where Applicable)</u> Committee Members</p>	<p><u>Vice Chair of Program</u></p> <p><u>Training Committee Chair</u> Cub Scout Lead Trainer Scouts BSA Lead Trainer Venturing Lead Trainer Exploring Lead Trainer Committee Members</p> <p><u>Marketing Committee Chair</u> District Newsletter Chair Social Media Chair Committee Members</p> <p><u>Advancement Committee Chair</u> Eagle Coordinator(s) Merit Badge Counselor Chair Adult Recognition Awards Chair District Banquet Chair Scoutbook Support Chair Committee Members</p> <p><u>Religious Committee Chair (Chaplain)</u> Religious Emblems Coordinator Committee Members</p> <p><u>Camping Committee Chair</u> Scouts BSA Summer Camp Promotions Chair Scouts BSA / Venturing / Exploring Event Chairs (as needed) - Camporee, etc. District Quartermaster Health, Safety & Risk Management Chair / Short Term Camp Administrator Order of the Arrow Advisor Committee Members</p> <p><u>Activities Committee Chair</u> Day Camp Director, Program Director, & Committee Members Cub Camping Promotions Chair (Day Camp / Cub Summer Camp / Webelos Camp) Service Projects Chair Scouting For Food Chair Cub Scout Event Directors (as needed) - Pinewood Derby, Science Day etc. Committee Members</p>	<p><u>Vice Chair of Membership</u></p> <p><u>New Unit Committee Chair</u> Committee Members</p> <p><u>Membership Recruitment Chair</u> Cub Scout Recruitment Chair Scouts BSA Recruitment Chair Arrow of Light to Scout Chair Venturing Recruitment Chair Exploring Recruitment Chair Committee Members</p> <p><u>Home School Committee Chair</u> Committee Members</p> <p><u>BeAScout.org Chair</u> Committee Members</p>
		<p><u>Assistant District Commissioners</u> Unit Commissioners</p> <p><u>Roundtable Commissioner</u> Cub Roundtable Commissioner Scouts BSA Roundtable Commissioner Venturing Roundtable Commissioner</p>



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Council President Appoints:
District Nominating Committee Chair
District Nominating Committee Members