

# DISTRICT KEY 3



The district Key 3 consists of the district chair, district commissioner, and district executive. They meet as often as necessary to ensure proper coordination of the work of the district (probably twice a month for about an hour). The district's purpose is to support units to ensure that our youth members get the best possible Scouting experience in the safest possible environment. The best way to ensure this is to make sure that all units show continuous improvement in Journey to Excellence. The district Key 3 also keep in close telephone contact throughout the month and usually work together in building the agenda for the district committee meeting.

## How the Key 3 Work Together

- Establish district goals and plans to achieve them.
- Accept accountability for the success of the district.
- Confer regularly.
- Coordinate and support one another's plans and projects.
- Face up to facts of the district together.
- Share successes and failures.
- Welcome each other's suggestions and constructive criticism.
- Strive for mutual helpfulness based on good teamwork, common courtesy, and mutual respect.
- Furnish the liaison between the commissioner staff and district committee.
- Train, coach, and mentor district leaders.

## Key 3 Meeting Agenda

A typical Key 3 meeting is an informal meeting to plan, strategize, and openly share needs and concerns of the district prepared by and run by the district executive. One or more of these topics may be discussed:

- Balanced unit and membership growth.
- Help units improve in their Journey to Excellence.
- Personnel needs of the commissioner staff and district committee.
- Progress toward achieving district goals.
- Training of unit and district personnel.
- Camp promotion and outdoor program.
- Advancement in packs, troops, and crews.
- Unit problems.
- Unit rechartering.
- Planning and review of the district plan book.
- Friends of Scouting.
- Current district activities.
- Chartered organization relationships.
- District meeting agenda.
- Commissioner meeting agenda.
- Review of *A Self-Evaluation Guide for Successful District Operation*.

The week before the district meeting, the Key 3 meeting might be expanded to include operating committee chairs and other officers to:

- Report on the past month's assignments and priorities.
- Set assignments and priorities for the next month.
- Make a final check on the district meeting agenda.
- Promote the district meeting.

The district executive prepares the final agenda and work plans for the district committee meeting.



## District Chair

The district chair is nominated by the district nominating committee and elected at the district annual meeting. He or she is automatically nominated for membership on the council executive board subject to approval by the council executive board.

In leading the district, the district chair does the following:

1. Identify and continually recruit enough of the right people as operating committee chair, and introduce them to their council counterpart.
2. Initiate plans and help committee chairs recruit an adequate number of members to carry out the functions of the district.
3. Plan (with the district executive and district commissioner) and preside at district committee meetings.
4. Work with the district commissioner and district executive to stimulate and coordinate the work of the district, to ensure the success of the Scouting units.
5. In cooperation with the district executive, ensure the completion of district goals by monitoring operating committees.
6. Recognize individuals, committees, and chartered organizations for their Scouting accomplishments.
7. Support local and national Scouting policy, procedures, and practices.
8. Help to secure support for Scouting from top community leaders throughout the district.
9. Annually appoint a new district nominating committee to meet year-round and select nominees for district officers and district members at large.
10. Train, coach, and mentor district committee members.
11. Aid in the development of the district executive.

## District Commissioner

The district commissioner is approved and appointed by the council executive board, with the concurrence of the Scout executive, on the recommendation of the district nominating committee. This Scouter represents the district as a member of the council commissioner cabinet.

The district commissioner leads the commissioner staff and does the following:

1. Identify and recruit enough of the right people as commissioners so that all Scouting units in the district receive regular, helpful service.
2. Train, coach, and mentor members of the commissioner staff.
3. Supervise and motivate unit commissioners to visit each unit regularly, identify unit needs, and make plans to meet unit needs.
4. Make sure that every unit commissioner is trained in the use of the unit visit tracking system and uses it consistently.
5. Administer the annual commissioner service plan, which gives specific purposes for commissioner contact with units at designated times of the year.
6. Oversee the unit charter renewal plan so that each unit reregisters on time and with optimum membership.
7. Guide roundtable commissioners to ensure that monthly roundtables are well-attended, and provide practical and exciting unit program ideas.
8. Plan and preside at monthly meetings of the district commissioner staff, and set a good personal example of Scout uniforming.
9. Help meet district goals.
10. Support local and national Scouting policy, procedures, and practices.
11. Attend district committee meetings to report on the condition of units and to secure specialized help for units.
12. Promote the commissioner recognition plan to all commissioners.

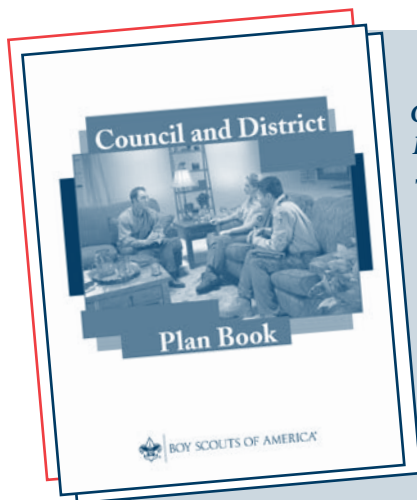


## District Executive

The district executive is employed by the council executive board upon recommendation of the Scout executive, and works under the direction of the Scout executive.

As the full-time professional in the district, the district executive has a close working relationship with the district chair and the district commissioner to accomplish the district's objectives through volunteers. The district executive will:

1. Provide professional coaching.
2. Propose plans and agendas, usually "pencil drafts," for consideration.
3. Suggest action plans for recruiting district personnel.
4. Give inspiration and encouragement.
5. Maintain regular contact with heads of chartered organizations.
6. Keep district records up to date.
7. Arrange for the council's office services such as mailings, meeting notices, etc.
8. Provide vital behind-the-scenes administrative skill.
9. Develop his or her own work schedule.
10. Work with and support volunteers.
11. Maintain a good working relationship with district volunteers.



### ***Council and District Plan Book, No. 33032***

The district Key 3 will find this workbook a valuable tool in setting annual objectives for all committee functions and setting dates for committee tasks and meetings.



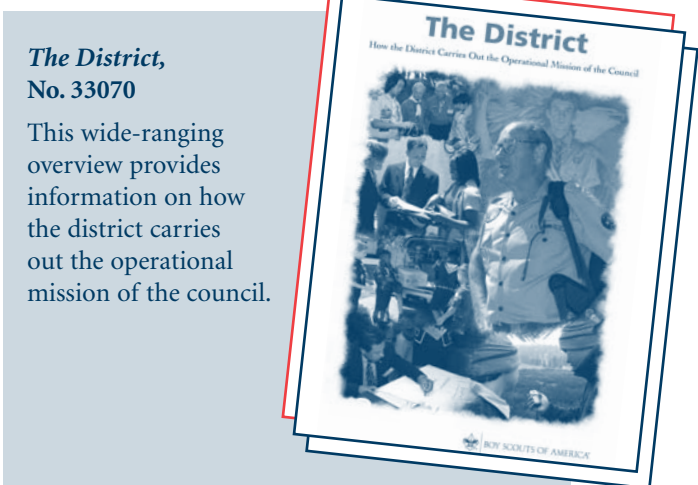
### ***A Self-Evaluation Guide for Successful District Operation, No. 34207***

This is a companion piece to the plan book. It helps the Key 3 to annually evaluate how they are doing. A comprehensive list of evaluation items covers every aspect of successful district operation.



### ***District Operations Handbook, No. 34739***

This manual includes details on the roles and responsibilities for operating committees of the district committee and commissioner staff. It also provides an outline for monthly work plans for each committee.



### ***The District, No. 33070***

This wide-ranging overview provides information on how the district carries out the operational mission of the council.



## District Key 3 Work Plan

Date \_\_\_\_\_ Location \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

**1. Participating:** District chair \_\_\_\_\_

District commissioner \_\_\_\_\_

District executive \_\_\_\_\_

**2. Review prior work plans for assignments not completed**  
(Tasks not completed are carried forward.)

**3. District personnel needs**      Assigned To      Date to Be Done  
(Includes vacancies to be filled.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**4. Review of district Journey to Excellence Progress**  
(Do monthly using the district JTE dashboard.)

Date to Be Done

_____	_____
_____	_____
_____	_____

**5. Review of district goals** (Review goals for district and plan of implementation by the various functions.)

_____
_____
_____
_____

**6. Critical unit needs that require support**

Unit No.	Unit Need	Assigned To	Date to Be Done
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**7. Agenda for next district meeting**

Items	Assigned To	Date to Be Done
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**8. Review of council's plans, promotions, and actions from the last executive board meeting.**

Items	Assigned To	Date to Be Done
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**9. Other items**      Assigned To      Date to Be Done

_____	_____	_____
_____	_____	_____
_____	_____	_____

**10. Adjournment**