

**Responsibilities of the  
Lead Commissioner**

The Lead Commissioner is the personal representative of the Camp Director to all units and is directly responsible to the Program Director at all times. The Commissioner must possess the ability to work with Scouts, Unit Leaders, and Adult Volunteer Commissioners. The Lead Commissioner must be cheerful, sincere, tactful, creative, and above all, strongly motivated by the Scouting program. Active participation as a leader in a troop during the off-season is strongly recommended.

The Lead Commissioner must:

1. Be at least 18 years of age. (preferably 21)
2. Possess or be willing to obtain a current registration in the Boy Scouts of America.
3. Have a strong Boy Scouting background.
4. Have a current National Camping School Certification.

The Lead Commissioner is further encouraged to obtain as much unit leader training as possible through active participation in the training opportunities available in the districts of the Council and is encouraged to obtain a certification in American Red Cross Standard First Aid or its equivalent.

The Lead Commissioner is further responsible for:

1. Serving as a liaison between the Camp Director/Program Director and the Adult Volunteer Commissioners for the following:
  - A. Unit Campsite Inspection Coordination.
  - B. Unit morale.
  - C. Complaints of unit leaders.
  - D. Physical facilities that need to be repaired or replaced.
  - E. Camp programs and the Unit.
  - F. Adult Leader Training. (BSA Fast Start, Youth Protection Guidelines)
2. Meeting Adult Volunteer Commissioners as they arrive in Camp (preferably NLT 12:00 pm Sunday), making them feel welcome, and assisting them with Unit check-in procedures.
3. Assigning Units to Adult Volunteer Commissioners.
4. Training each Adult Volunteer Commissioner for weekly duties.
5. Assigning Adult Volunteer Commissioners tasks as specifies by the Program Director and/or the Camp Director.
6. Preparing Unit Leader Training Cards, MB Cards, and other paperwork as needed.
7. Creating Awards for Units to be presented at the Friday night campfire.
8. Keeping current inventory records of all Camp equipment to the Commissioner Staff, and keeping the equipment in good repair.
9. Ensuring that the Adult Volunteer Commissioners have a Standardized Method for Campsite Inspections and perform them daily.
10. Visiting Units to see if the Commissioner is doing an adequate job.
11. Writing and submitting to the Program Director, by the end of Camp, a complete report on the area.
12. Abiding by the Camp rules set forth in the *Staff Understandings/Policies* and the *Staff Guide*.