

1NORTHERN CALIFORNIA COMMISSIONER'S COLLEGE
Boy Scouts of America

Operating Agreement

Philosophy: The purpose of the Northern California Commissioner's College is to enhance and improve Commissioner Service by training and motivating Commissioners.

Members: The Northern California Commissioner's College is comprised of Golden Empire, Golden Gate Area, Greater Yosemite, Marin, Nevada Area, Pacific Skyline, Piedmont, Redwood Empire, Sequoia, and Silicon Valley Monterey Bay Councils of the BSA.

The overall responsibility for the College belongs to the Council Commissioners from each of these Councils.

College Committee: The College Committee is made up of Council Commissioners and other Commissioners selected by their Councils. The Committee also receives professional support, especially from the Host Councils. The Committee operates on a consensus basis, but in the event a consensus cannot be reached, then questions may be put to a vote. Each participating Council has one vote assigned to the Council Commissioner however the Council Commissioner may delegate this vote to an assigned designee.

Host Council Rotation: The following schedule provides the Host Councils for the next four years. The first listed council is the Primary Host Council and the second listed council is the Secondary Host Council. This grouping was designed to pair a large Council with a smaller one. The same assignment of Councils hosting the Northern California Commissioner's College will continue after the last year shown below on a rotational basis unless there is a change to the councils comprising the college. In that event, the Council Commissioners of the current councils comprising the college will vote to amend this schedule.

- 2022 Silicon Valley Monterey Bay and Sequoia
- 2023 Golden Empire, Nevada Area and Redwood Empire-
- 2024 Pacific Skyline, Marin, and Greater Yosemite-
- 2025 Golden Gate Area and Piedmont

Host Council Default: In the event that a Host Council cannot fulfill their duties in their normal rotation year, they must let the College Chancellor know immediately. The College Chancellor will then fill in with the remaining Host Council for that year and volunteers from other Councils in order to ensure a successful college.

Host Council Responsibilities: The Councils hosting the Commissioner's College for a given year will have the following responsibilities:

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- Schedule, Communicate, and Chair Committee Meetings in September - January before the event and in March following the event. Record and distribute minutes of these meetings to the Committee.
- For either onsite or virtual college:
 - Select and recruit a Keynote and possible Lunchtime Speaker
 - Secure gifts for the speakers
 - Create and Maintain a Budget
 - Obtain patches, pins, belt buckles and other recognition items
 - Be responsible for the successful, on-time execution of the Commissioner College
- For an onsite college:
 - Select and confirm a suitable site to hold the event
 - Assign classes to specific classrooms
 - Arrange Food for the event
 - Arrange audio/visual and other Equipment as needed
 - Prepare and produce participant folders, handouts, and nametags
 - Staff the check-in process the day of the event
 - Create and post signage for the event
 - Arrange a Trading Post to be available on the day of the event
- For a virtual college:
 - Assemble appropriate software platforms to present the college virtually, e.g., Zoom or Google Meet
 - Prepare and produce participant newsletter (in lieu of folders)
 - Arrange a midway of booths of various activities of interest to commissioners as needed

Administration: The College is administered by a Chancellor, an Academic Dean, and a Technical Dean. The duties of the positions are as follows:

Chancellor: The Chancellor ensures that the College Agreement and timeline are adhered to, and that all participating Councils understand their role in the success of the College.

Qualifications:

- Be a member in good standing of the BSA
- Has successfully held the role of Council Commissioner
- Has served on the College planning committee for at least two years
- Does not currently hold the position of Academic or Technical Dean for the College

Duties:

- Ensure that all Council Commissioners and Scout Executives are aware of the Operations Agreement. This may include, but not be limited to:
 - a. Send a copy of the agreement to Council Commissioners and Scout Executives annually
 - b. Explain the responsibilities of the Council Commissioner to ensure the success of the College.

- Maintain the planning committee contact list
- Track the location of College-owned materials, such as signage, extra patches and pins, and Master's patches and Doctoral buckles.
- Ensure that all planning operations occur in a timely manner. This may include:
 - a. Contacting host Council Commissioners to ensure they are aware of their responsibilities in hosting the College. Provide contact info for their partner host, the Academic Dean and the Technical Dean.
 - b. Ensure that the planning committee meets on a regular basis, defined as monthly between September and March.
- Provide copies of the budget workbook to the host Councils and assist them in keeping it updated.

Academic Dean:

Duties:

- Survey councils for courses of interest
- Selection of the classes to be offered in the syllabus
- Scheduling of the college syllabus
- Assignment to the councils to be responsible for individual tracks
- Approval for the course staffing
- Tracking and awarding of degrees
- Monitoring of Attendance
- Reporting to Councils of all academic issues

Technical Dean:

Duties:

- Support, maintenance and backup of the college website
- Tracking of Online and manual registration
- Providing participant schedules
- Production of degree certificates
- Recording of degrees presented
- Reporting of Registration and attendance
- Maintenance of history of attendance, courses offered and degrees awarded in prior years
- Any other technical support of the college as required

Selection of the Chancellor: Chancellor candidates who meet the qualifications, may be nominated by any member of the College planning committee, and will be voted upon by the Council Commissioners. They will serve a term of three years with an option to renew for one additional three year term. They may serve for more than 6 years, but not more than 6 consecutive years.

Selection of the Deans: The Deans are selected by the Council Commissioners with input from their respective teams, every two years for a three year commitment (1 year as Dean-elect and 2 years as Dean). This selection is done by one vote from each Council Commissioner. Deans may

serve for additional years (on a year-to-year basis) at the request of the Council Commissioners based on a vote of the Council Commissioners in March of the Dean's next-to-last year of service. In the event the Council Commissioners choose to retain a dean for two or more years, there will be no election for this Dean in the year the determination is made. Otherwise, Dean candidates are discussed and nominated at the March meeting. Nominations are closed and selections are made by the Council Commissioners for any new Deans in September of the same year.

Each Dean is shadowed by the Dean Elect in the final year of the current Dean's service. Therefore, Deans are selected for a three year commitment based on the following three year overlapping schedule:

- Year one - Dean-elect - shadow current Dean and learn the job
- Year two - Serve as Dean
- Year three - Serve as Dean and train new Dean-elect

Annual Calendar:

The Calendar is determined by the Council Commissioners. The College is held on the last Saturday in February, unless the Council Commissioners vote to change it. Committee Meetings are facilitated and chaired by the Host Councils for the year in which they are responsible for hosting the event. Therefore, the Host Councils are responsible for hosting committee meetings typically in May-September, October, November, January, prior to the Commissioner's College event and March after the event for wrap up and possible nomination of any new deans.

Website: The College website is hosted on a single centralized server with access belonging to the Northern California Commissioner's College. Access information is shared by the Technical Dean with the Academic Dean and the Host Councils. Access information is available upon request to others on the Committee as necessary for continuity and contingency planning.

Finances: The Primary Host Council is to generate a budget for the Commissioner's College by October of the year before hosting the college and shared with all participating councils. At each committee meeting after the budget has been created, the Primary Host Council is to review the spending as it relates to the budget and keep the committee apprised of any spending that has deviated from the budget. In March following the Commissioner's College, it is customary for the Primary Host Council of the recent Commissioner's College to provide a copy of the budget and the final spending to the Primary Host Council of the following year's Commissioner's College.

The College funds are held in a custodial account at one of the participating Councils. This is currently being held at Silicon Valley Monterey Bay Council. College fees are collected by the Council holding the College custodial account. The bank credit card processing fees are added onto the registration fee and paid by the end user. It is considered customary to include a budgeted annual stipend to the council hosting the custodial account in consideration of expenses incurred for staff assistance. That amount is currently \$250.

A Committee member representing the Council holding the College funds will be designated as the

Committee Treasurer, and be approved by the Council Commissioners. Their responsibilities are:

- Review the Council financial reports of the College custodial account and reconcile.
- Provide updated reports of the College custodial account to the Committee
- Approve all payables and submit to the Council for payment

These include but are not limited to:

- Invoices
- Payment to host Councils for Camperships
- Payment to Council holding custodial account for annual stipend