**Roundtable Commissioner Job Description**

Rev 12/11/19

Job responsibilities

1. Own the planning and delivery of monthly Roundtable Meetings

Main Job Tasks:

1. Annually develop & review agenda topics for the monthly Roundtable Meeting with the District Commissioner (DC) and then the District Operating Committee (DOC).
   1. We have ~10 meetings, skipping July & August
   2. The annual plan should be ready for review at either the June or August DOC Meeting
2. Communicate agenda topics 2-3 times each month
   1. Ideally send emails at 2 weeks, 1 week, & 1 day prior to the meetings
   2. Ideally post meetings with agenda topics on the district calendars on website & Facebook
3. Ensure speakers are ready to present at monthly Roundtable Meetings
4. Show up early to prepare meeting room and stay late to close up meeting room
   1. Meetings are the 2nd Thursday 7:00 - 8:30 at Robertson High School
   2. You need to be there ~15 minutes early and stay about ~15 minutes after
5. Run the monthly Roundtable Meeting
   1. Open the meeting - often OA will do the flag ceremony for you.
   2. Supervise Announcements
   3. Announce Agenda Topic “breakout sessions”
   4. Collect Attendance
6. Post Meeting
   1. Enter the Attendance into Commissioner Tools
   2. Conduct and document a Start/Stop/Continue with the District Commissioner or at least one DOC Member.  Enter comments into Commissioner Tools with the attendance