



UNIT COMMISSIONER WORKSHEET (POST)

(Also for use by Exploring Service Teams)

FOR USE AFTER VISITING A MEETING OF POST NO.

Under each heading (bottom half of this page and reverse), circle the number of the statement that most closely resembles the post's situation.

- 1 = Nearly an ideal situation
 2 = Typical unit, could be improved
 3 = Weak situation, needs action

To profile these statements, place a dot in the Post Profile next to the heading and under the number that corresponds to the number you circled under that statement below and on reverse. Form the profile by connecting the dots with a line.

For example, in the category titled "Adult leadership," a nearly ideal situation would be indicated by circling the "1" next to "Activity has at least two adults involved who train, guide, and coach youth with a minimum of directing or ordering"; and placing a dot in column 1 on the "Adult leadership" line of the Post Profile.

Check the ways you intend to help by dating the appropriate boxes (bottom half of this page and reverse).

Keep this form with the post roster.

POST PROFILE

	1	2	3
Adult leadership			
Elected officers			
Planned program			
Adult assistance			
Participation			
Meeting operation			
Post specialty			
Program of emphasis areas			
Program capability inventory			

ADULT LEADERSHIP

- Activity has at least two adults involved who train, guide, and coach youth with a minimum of directing or ordering.
- Adults give a lot of direction with elected officers only moderately involved.
- No adults are present, or adults dominate the meeting with little youth involvement.

Some Ways to Help

- Be sure Advisors get training—Introduction to Leadership session immediately following selection and Adult Explorer Leader Basic Training as soon as possible.
- Counsel Advisors and post committee members on the values of having elected officers run the post.
- Review the job of the post Advisor.
- Congratulate the Advisor as you see elected officers taking more initiative in running the post.

ELECTED OFFICERS

- Elected youth officers are involved in decision making and share with adult Advisors in planning program.
- Youth officers have been elected but adults do much of the post program planning.
- No youth officers and/or adults run the show.

Some Ways to Help

- Convince the Advisor to have a monthly post officers' meeting chaired by the post president.
- Point out places in the *Explorer Leader Handbook* that refer to elected youth officers.
- Help the Advisor plan an elected officers' seminar.
- Discuss the advantages of elected officers as a key method of Exploring.

PLANNED PROGRAM

- Post has a year's program outline based on both the program capability inventory (PCI) and Explorer interest survey, planned at the elected officers' seminar with activity details planned in advance.
- Specific meetings and activities are planned on a month-by-month basis.
- There is little or no advance planning.

Some Ways to Help

- Help the Advisor plan an annual elected officers' seminar.
- Help the Advisor use the Explorer interest survey and PCI.
- Review with Advisors the steps in good program planning.
- Congratulate officers on planning steps they have taken.

ADULT ASSISTANCE

1. The Advisor, associate Advisor, post committee, and consultants are involved with the post.
2. The post has only an Advisor and associate Advisor.
3. The post has only one adult leader.

Some Ways to Help

- Help develop specific assignments for adults.
- Suggest appropriate ways for adults to help youth leaders.
- Encourage the use of consultants on a one-time basis to provide special skills for activities.
- Be sure coed posts have both men and women as Advisors or associate Advisors.
- Help recruit additional adults.

PARTICIPATION

1. Systematic recruiting is evident, including a fall "first meeting."
2. Recruiting seems hit or miss.
3. No new youth have joined recently.

Some Ways to Help

- Show Advisors how to conduct an open house, called a "first meeting."
- Suggest that the Advisor have elected officers devise a recruiting plan.
- Help Advisor chart age groupings to show potential vacancies.
- Encourage leaders to have post participants recruit their friends.
- Talk with your professional staff about the career interest survey.

MEETING OPERATION

1. Post meetings are run by elected officers, business items are handled quickly, and a major portion of meetings is devoted to a well-planned activity.
2. Business items take much time and the activity is weak.
3. Meetings lack planning and seem poorly run.

Some Ways to Help

- Visit monthly post officers' meeting to review the steps in good program planning.
- Help the Advisor determine the interests of post participants and plan hands-on activities.
- Encourage post officers to plan details so post meetings have a minimum of business and a maximum of activities.
- Take the Advisor and post president to visit a good meeting in another post.

POST SPECIALTY

1. Post develops program around a specific career interest related to the interests of youth and the resources of the participating organization.
2. The post is considering an appropriate specialty.
3. There is not interest in a post specialty.

Some Ways to Help

- Choose a specialty in which the post has expressed interest and brainstorm with elected officers and Advisors possible related activity ideas, projects, tours, field trips, and service projects.
- Provide the Advisor with program resources on a specialty in which the post has expressed interest.
- Take the Advisor to a quarterly Advisors' meeting to see how other posts use post specialties.
- Spotlight the post's specialty in the community and link it to other aspects of community life.

FIVE AREAS OF PROGRAM EMPHASIS

1. The current quarter's program shows evidence of four or five areas of emphasis.
2. The current quarter's program includes two or three areas of emphasis.
3. Only one area is included.

Some Ways to Help

- Discuss with Advisors and post committee how each of the five emphasis areas fits the needs of young adults.
- Have post brainstorm program ideas that relate to areas of emphasis not included in post program.
- Involve post officers in an exercise to code every item on the Explorer interest survey to one of the five areas of emphasis.
- Commend the Advisor when an additional emphasis area is added to post program.

PROGRAM CAPABILITY INVENTORY

1. The post has a program capability inventory (PCI) and uses it for planning meetings and activities.
2. The post has a PCI but seldom uses it.
3. The post does not have a PCI.

Some Ways to Help

- Supply PCI forms and encourage the participating organization to use them.
- Explain to post officers how the PCI brings together adults and youth with similar interests.
- Show the Advisor and post committee how to screen and organize the items on the completed PCI for use in program planning.
- Congratulate the Advisor when you see ideas from the PCI being put to use.

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Literature Reference: *Explorer Leader Handbook*

