A question that is often asked by Roundtable Commissioners is "Why should we record our Roundtables in Commissioner Tools?" The biggest reason for entering Roundtables in Commissioner Tools is to provide historical continuity. As Roundtable Commissioners change, paper documentation of past Roundtables may not always get passed on to the new Assistant District Commissioner for Roundtables nor to each of the program Roundtable commissioners. Using Commissioner Tools to record and schedule Roundtables allows other commissioners to see what you are planning for future meetings so they can help promote your Roundtable events to the units in the district. Roundtable Commissioners are key members of the District Unit Service team. By bringing the information you record in Commissioner Tools to the monthly District Commissioner meetings, you keep the rest of the team informed about what you are doing to enhance their efforts in unit service.
Logging in to Commissioner tools, you see the council/district dashboard. In the left column, you see the Roundtable tab. Select Roundtable.
Once you click on the Roundtable tab the above window opens, with three distinct areas. The first section shows information about the last Roundtable completed. You see the date of the last roundtable and what program or programs participated in the roundtable, and who the commissioner was that made the entry. You also see the recorded UNIT percentage attendance for that Roundtable. The next Section provides roundtable history tabs for; Completed Roundtable entries, In Progress Roundtable entries and Scheduled Roundtable entries. Note that after the title of each tab the number of contacts in that tab is shown, which can serve as a quick reminder to the commissioner about In Progress or Scheduled contacts.
The next Section provides roundtable history tabs for Completed Roundtables, In Progress Roundtables and Scheduled Roundtables. The down arrow allows you to review roundtables for the previous 2 years. Note that after the title of each tab the number of contacts in that tab is shown, which can serve as a quick reminder to the commissioner about In Progress or Scheduled roundtables.
Clicking on each of the tabs in the Roundtable history box allows you to view the entries listed. Clicking on the 3 dots along the right side of the box makes it possible to edit, view or delete (within 48 hours of submission) the associated entry for completed Roundtables.
The final section in this window is Create New Roundtable. This is where you select the program(s) that will be part of the Roundtable and the date of the Roundtable. Once you have chosen the date of the Roundtable and the participating programs, select Create Roundtable.
The Create Roundtable window populates and in the top section is the Roundtable information. This section gives you the opportunity to change the date of the Roundtable. It displays the commissioner name and then asks if you are filing this Roundtable for someone else.
If you answer yes to the question of filing for someone else, a pulldown box appears so that you can select the name of the commissioner responsible for this Roundtable entry.
The attendance section defaults to a zero for each unit. To change this value, type in the number that you wish to record for each unit. There is a decimal option to provide for those roundtables that optionally choose to provide 'partial' attendance credit when counting a person attending the roundtable representing more than one unit.
If more than one program element is meeting for Roundtable, you will see arrows on the far right of the program icon. Click on the arrows to expand or contract the section. Follow the same procedure as the previous example to enter the attendance for this program.
The total attendance section is where you will be adding up the unit leaders attending your Roundtable. You are also able to record the number of commissioners, District Committee Members, and other guests. A frequent question has been how do I count a leader attending the roundtable representing more than one unit? The answer to this question is: Individuals attending roundtable should only be counted once but if that person is representing more than one unit, you can use a decimal like .5 for each unit to show that the unit is represented while not double counting actual individuals in attendance. The meeting notes box is where you should record your Roundtable agenda. For future roundtables, you can use the notes box for planning purposes. The comments area is where you will record what went well and where improvements might be needed. Record anything else you wish to pass on to your District Commissioner or Assistant District Commissioner for Roundtables.
After you have recorded your comments, click continue and a Roundtable summary displays. It shows a combined attendance percentage of all units participating in the roundtable. The summary shows the date of the roundtable, the name of the commissioner entering the roundtable and the programs that participated. If you think you will need to add additional information, select save in progress. If you think the entry is complete, then select save and finish.
If you experience any problem with commissioner tools, try and solve the problem at the lowest level possible. Be sure you are using a supported browser. When calling member care, there may be wait, or you may need to leave a message. If you use JIRA, set an account. Use your email as your username.
Commissioner Tools