

Commissioner's Role

1. **Contact your Units and set a date to conduct a membership inventory of youth and adults**
2. **Have Unit Leaders contact inactive member.**
3. **Know status of each unit's progress (a *Commissioner's Status Report* will be provided upon request. Report provides dates of first login, current stage of process, and date submitted of each unit.).**
4. **Conduct Charter Renewal meeting with unit committee chair. At meeting collect new application, appropriate signatures and fees.**
5. **Return Charter with all required paperwork, applications, and fees to Scout Office before expiration date (Packs end of Oct., Troops, Crews, & Posts and of Nov.) of unit to be considered on time.**
6. **Make formal presentation of Charter to Unit upon receiving new Charter.**