

# Zone Commissioner Responsibilities

23Aug2012

## For Annual Charter Renewal

- 1. SCHEDULE a Recharter Kickoff Date & Time and a Charter Turn-in Date & Time.** These dates and times should accommodate all of the wards in your Zone/Stake, and should have been previously selected and published in your Stake Calendar.
- 2. NOTIFY your wards about your Kickoff Date.** The Kickoff Meeting is where the Charter Packets are distributed. It is a 30-60 minute meeting where some training is provided, including any procedural changes since last year. It is an opportunity to ask questions and get answers concerning the Registration/Charter Renewal process. It is valuable for the inexperienced or newly assigned individual, as well as those that just need a brief refresher. If the Kickoff Date has been published in your Stake Calendar, this notification could be just a reminder.

**Note:** This meeting is not to “pick up the materials” and then pass them along for someone else to do the work. The attendees should be those that will actually update the Charters and prepare the Charter Report Packages. They’re the ones that need to understand the process, and they’re the ones with the questions. *(If one person is preparing and updating all of the Charters for a ward, that one person should attend. If two people are preparing and updating separate Charters, both people should attend, etc.)* **Please emphasize this concept as you communicate your reminder**

- 3. NOTIFY Wards about your Charter Turn-in Date.** The Charter Turn-in Meeting is where the completed Charters are checked by District Staff for accuracy and completeness. Theoretically, each prepared ward should take about 10-15 minutes. Realistically, it takes about 30-45 minutes per ward, and is solely dependant upon the preparation level. If the Charter Turn-in Date has been published in your Stake Calendar, this notification could be just a reminder.

**Note:** This turn-in meeting is not a “gather up the work done by others” and “drop off the materials to the District” type of meeting. The attendees should be those that prepared the Charters for turn-in. *(If one person prepared and updated all of the Charters for a ward, that one person should attend. If two people prepared and updated separate Charters, both people should attend, etc.)* **Please emphasize this concept as you communicate your reminder.**

- 4. Conduct Internet Charter Renewal Training.** All individuals that will be updating the BSA National Database via the Internet should be familiar with the process. *(See Commissioner Training DVD “Online Recharter Training”).* Several training opportunities may be required to accommodate all Charter Renewal participants in your Zone/Stake

- 5. ATTEND your Recharter Kickoff Meeting.** Remember, you are the immediate contact for the wards in your stake, concerning questions like “When is this due?” and “How do I do this?” etc. You need to know what your wards are being told, and you’ll need to be the liaison for those wards that may not show up at your meeting, delivering their packets, the supplemental worksheet, and instructions to them. You play the important role of “Coordinator” when you have units meeting together, and registering separately. If you cannot attend, please have your Assistant Zone Commissioner attend in your place.

**Note:** Be prepared to explain exactly how your Zone wants to handle the payments of registration fees. 1) The stake will handle the fees with one check at the end of the meeting, or 2) each sponsor needs to bring a check from the ward for their own charters, or 3) personal checks will be accepted. *(Note: If you use the “one check” methodology, arrange to have the necessary people arrive near the end of your meeting to generate and sign the check.)*

- 6. SCHEDULE specific times for wards to arrive at the Charter Turn-in.** You will need to coordinate this with the District Commissioner, after you have determined the preparation level of your wards, and before the Charter Turn-in Date.
  - **First,** the District Commissioner will need to determine the number of available staff for your specific date.
  - **Second,** the District Commissioner will let you know how many District Staff Members can attend your Stake Meeting to help with the charters.
  - **Third,** you’ll need to schedule your wards accordingly. (Two District Workers = Two wards at a time, Three District Workers = Three wards at a time, and so on.) Consult with your District Commissioner concerning the length of each scheduled time period. Depending on the preparation level of your wards, the scheduled time period (or frequency) could be anywhere from 15-90 minutes.

- 7. ATTEND your Charter Turn-in Meeting.** You can provide access to the copier for those that may need copies. You can inquire about missing Quality Unit Applications and Boys’ Life Subscriptions. You can assist with the immediate coordination that may be required, and you can call those wards that may fail to arrive when scheduled. If you cannot attend, please have your Assistant Zone Commissioner attend in your place. Your presence is very beneficial and essential.

- 8. FOLLOW-UP with Wards or Units having incomplete or missing documents.** You should act as the focal point for your wards concerning missing or incomplete documents. There could be a Bishop’s signature missing, or the youth pages could require the Unit Leaders’ signature. There could be adult applications completely missing, or signature approvals missing from an otherwise complete application. Missing items will be documented with one copy going to the person turning in the Charter, another copy going to you, the Zone Commissioner (for follow-up), and a third copy for the District Commissioner.

**Note:** The missing items should not be taken to one of the Scout Shops as a follow-up solution. The likelihood that any specific document will get to the right place is not assured. The follow-up documents should go through you to the District Commissioner or the District Executive. They can then flag those incomplete items as completed.