KEY COMMISSIONER SERVICE DATES

ACTION	WHO	CYCLE
■ **CHARTER RENEWAL**		
— Executive officer visit	District executive and head of the chartered organization	Ninety days prior to the charter renewal date
— Membership inventory	Commissioner and unit committee	Prior to the charter renewal meeting
— Charter renewal meeting	Commissioner and unit committee chairman	Forty-five days prior to the charter renewal date
— Submit to council service center	Commissioner or unit committee	Fifteen days prior to the charter renewal date
■ **COMMISSIONER SERVICE PLAN**		
— Charter presentation	Commissioner and chartered organization representative	Thirty days after the charter renewal
— Quality unit measurement	Commissioner and unit leader	The unit charter renewal meeting

		J	F	M	A	M	J	J	A	S	O	N	D	
— Membership inventory	Commissioner and unit committee												X	
— Unit leadership inventory	Commissioner and unit committee				X									
— Troop uniform inspection	Unit leader and commissioner					X								
— Unit program planning	Commissioner with unit leader								X					
— Pack and troop uniform inspection	Unit leader and commissioner										X			
— Youth protection training	Commissioner											X		