

The Annual Commissioner Service Plan: What Is It?

As greater numbers of units are rechartering via the Internet, it is vital that you continue encouraging your commissioner staff to follow the annual commissioner service plan especially the regular, face to face contact with units. The goal is to help units become and stay Quality Units.

Specific steps happen during the year. They should be shared with your commissioner staff on a regular basis.

Service Plan Actions

- **January and July-"Unit health" reviews.** The unit-serving executive for each district meets with his/her commissioner team to evaluate the units in the district. Units meeting Quality Unit requirements would normally receive a grade of "good." For any unit not meeting the requirements, a plan is developed on how this unit can be brought back to Quality Unit status. This plan is reviewed regularly during the year to monitor progress and to help bring the unit to Quality Unit status.
- **April-Unit leadership inventory.** Conducted by the commissioner and unit committee. Find out who will continue and who will drop. Visit inactive adults. Recruit new adults.
- **May-Troop uniform inspection.** The commissioner helps the Scoutmaster and lends dignity to a high-morale event. Encourage uniform for summer camp. Develop unit pride.
- **August-Unit program planning.** Unit commissioners visit with unit leaders to help where necessary with the planning process. With a new program year starting September 1, a unit annual plan should be completed by August 1. This will allow it to be shared with the existing members at your first unit meeting of the fall. It also allows the unit to have it ready for their fall recruiting drive, usually held in August or early September for new members.
- **Fall support.** Unit visits should be done each month to ensure the units get off to a great fall in programming. Support the unit's fall roundup and recruitment drive. Help the training team to encourage that all adult volunteers get Fast Start training, Youth Protection training, and basic leader training in a timely manner. Follow up on the unit health plans to assist units in earning the Quality Unit Award.
- **October-Uniform inspection.** The commissioner helps pack and troop leaders, and lends dignity to a high-morale event. Encourage uniform for all members. Develop pack and troop pride.
- **November-Youth Protection visit.** The commissioner explains and promotes the latest BSA child abuse-prevention training booklets and videos at a fall meeting of unit adults. Guide your commissioners to make this a meaningful event in each unit.