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| **MID-AMERICA COUNCIL**  | **ACC Recharter / Unit Inventories** |
| **BOY SCOUTS OF AMERICA**  | **JOB DESCRIPTION** |

**Council Vision Statement:** *Unparalleled experiences for more youth. Unparalleled experiences create value, enthusiasm, robust growth and retention of program participants.*

**ACC Recharter / Unit Inventories Job Responsibilities:**

* Reports to the Council Commissioner
* Be registered as Assistant Council Commissioner.
* Be the council expert on the electronic rechartering process
* Coordinate May and October unit inventory communications with district professionals and district Commissioner teams. Work with the council Membership Chairman to promote Membership / Commissioner collaboration within the districts.
* Recharter Workshops – Coordinate with District Commissioners workshop training when needed.
	+ Outline workshop objectives
	+ Create workshop training material
* MAC Rechartering Guide
	+ Update as needed
	+ Communicate to the units how to utilize the guide during the recharter process. Start promoting in August.
* Promote 100% Youth Protection training for all registered leaders.
* Promote Journey to Excellence form as part of the recharter process. All forms are to be turned in from the unit at the time the charters are handed in.
* Review Charter packet contents and make recommendations to the Council Commissioner for any improvement or changes.
* Coordinate rechartering materials for August Program Preview.
* Communicate any changes in registration fees and insurance fees to the district leadership key 3.
* Conduct recharter training when necessary.
* Work with council Registrar to distribute “Charter Processing Report” to District Commissioners on a weekly basis starting the 15th of October through end of January. Understand the 5 stage internet recharter process.
* Attend all Leadership Summit Meetings. Assist with the various break-out sessions as needed.
* Participate in quarterly CC / ACC / DC conference calls.