

Re-chartering Coordinator/Membership Coordinator Job Description

- Make sure that all adult and boy registrations are completed and sent to Council by the end of October. Adult applications must be signed by Ruritan rep.
- Pick up information about re-chartering at Roundtable meeting in November.
- Review roster from Council and compare to our records. Exact dates for the on-line re-chartering to start and turn-in nights will be given at that time. There are other forms that will be handed out with the re-charter instructions that can be given to the Committee chair to complete. They should also be turned in with the re-charter for simplicity but can be turned in at another time if necessary.
- Beginning in December, you can make edits to Council database to make it match ours. For boys that did not renew, the software will ask for a reason. Remove all boys who have bridged to Boy Scouts.
- For anyone that was not in the council database, an application will need to be turned in with the re-charter application. If an application has been turned in that does not appear on the Council roster, call Council to make sure it gets entered before you start the re-charter process. Confirm all adult leader positions. A *Tiger leader* is a different position than a *Cub* or *Webelo* den leader, so some leaders will need to be updated. *Tiger* leaders from the previous year will need to be deleted unless they are a *Cub* den leader or have another position.

The software will check that there are enough den leaders, that every Tiger has a parent registered etc. All discrepancies need to be fixed before the re-charter can be complete.

All edits need to be complete by January. Hard copies printed. Our Committee chairman and the Ruritan rep must sign. This year they also required the training records of the Cub master and Committee chairman. They will probably soon start asking for adult leader training records.

**Must go to turn in night with a "blank" check from the troop treasurer. They will calculate dues and the check will get filled in.

**Must have access to Microsoft explorer and a printer.