

Charter Renewal Process Overview

This document is a brief overview of the charter renewal process for the Senior Ministry Leader (SML) and Troop Ministry Liaison (TML.)

The SML and TML are the only two roles with steps to complete as part of the charter renewal. Other members in the Troop can also view the steps as the process unfolds. However, the primary steps to be completed hinge upon these two roles.

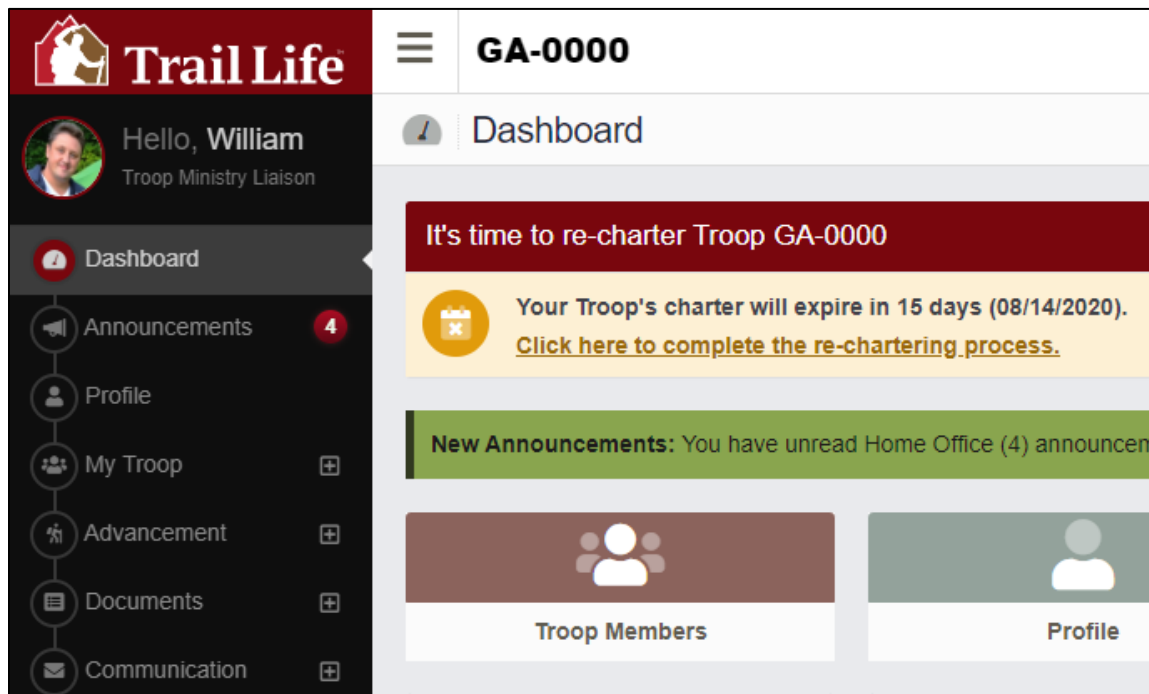


Figure 1a

Senior Ministry Leader (SML)

The SML will see a notification at the top of the Dashboard indicating that it is time to re-charter, also including the expiration date and how many days remain in the current charter (See *Figure 1a.*) The notification contains a link to complete the process. Upon clicking the link, the SML can view any of the steps needing to be completed, including steps for the SML to complete as well as those that need to be completed by the TML. While all steps are viewable, the SML can only click into steps applicable to that specific role. In most cases, one of the primary items needing to be completed by the SML is reviewing and signing the Charter Agreement each year. (See *Figure 1b.*)



Figure 1b

Troop Ministry Liaison (TML)

The TML will have the same Dashboard notification regarding the Troop’s soon expiring charter, and can also click to view the list of steps for items needing to be completed to renew the Troop charter (See *Figure 1a.*) Like the SML, all steps are viewable by the TML but action can only be taken on the steps assigned to the TML to complete. If any Core Leader positions need to be filled, the TML will need to complete that step by assigning the missing role to an existing member of the Troop, or by inviting a new adult to register for that role. (See *Figure 1c.*) This is also an opportunity for the TML to review the Core Leader team and make any changes, if necessary.

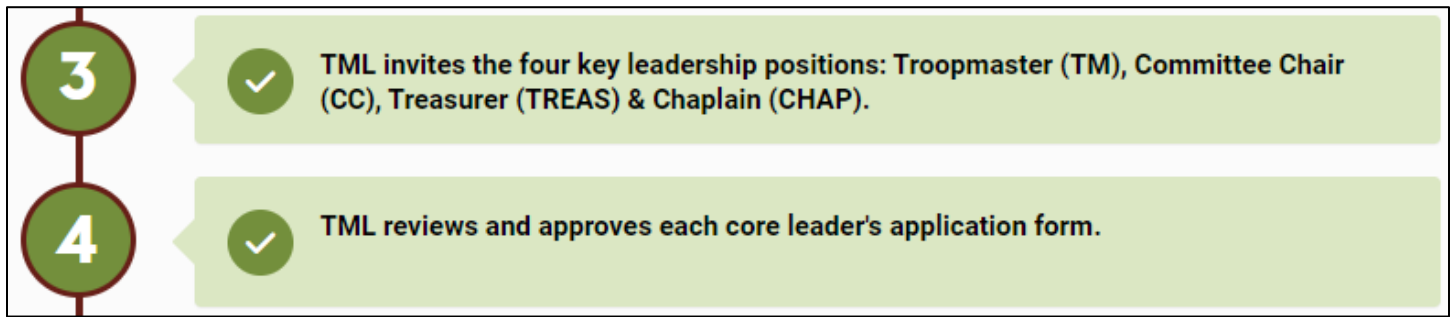


Figure 1c

When all other Troop renewal steps have been completed, and the Charter Agreement is signed, either the SML or the TML can complete the final Troop step for paying the charter renewal fee (See *Figure 1d.*)

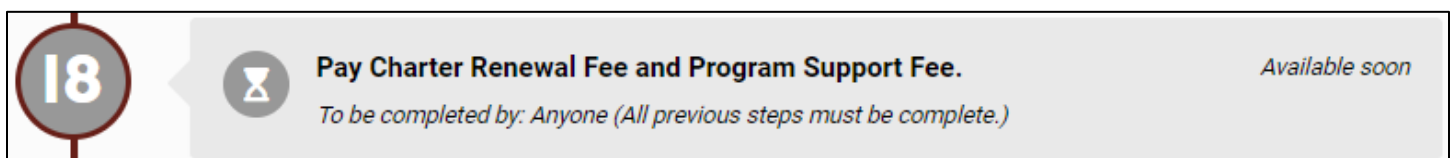


Figure 1d

Once all renewal steps have been completed by the Troop, and payment has been processed, a final review and approval will occur through the Home Office (See *Figure 1e.*)

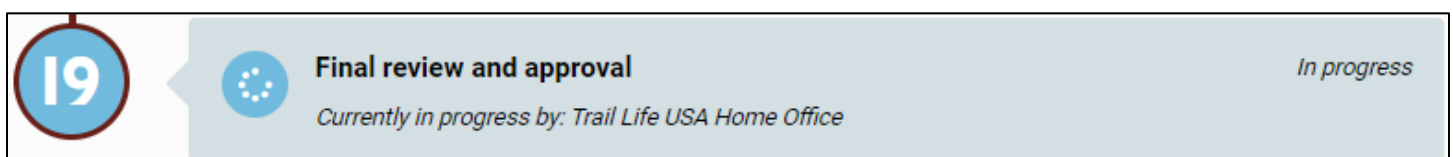


Figure 1e

Additional items towards finalizing the Charter renewal involve an annual alignment conversation between the TML and Point Man. The TML must complete Step 1 as part of their process, and the Point Man must complete Step 2 as part of their process.

