

# Year End Review/Checklist

## GROUP COMMISSIONER

In order to help Group Commissioners (GCs) ensure that they have completed all of the administrative work for the current Scouting Year, please refer to the check list below. A proper review will set the Group up for success in the next Scouting Year.

- Charter renewal** — Have a conversation with the sponsor to ensure that they know what you have been up to and to confirm that they are still on board for the next year.
- Financials** — The treasurer should prepare a report that shows the cash in, cash out and bank balance to ensure Group financials are up to date.
- Group Capacity** — Do you know which Scouters will be returning for the next Scouting Year? Have you approached any parents or other community members to come on board as volunteers? It's important that your numbers are up to date in MyScouts as that will determine how many youth can register in the Sections.
- Program Quality Awards (PQAs)** — Have discussions with Sections about the quality of their programs (consult the [Canadian Path Navigator](#) and the [Program Quality guide](#)).
- End-of-year review** — Have a conversation with your Relationship Manager about your Group Health and reviewed the [Group Health Navigator](#).
- Involve parents** — This is a great time to reach out to the parents to see how you might be able to involve them in your Group. Perhaps they can't commit to being a full-time Scouter, but they might be able to support the program in another capacity.
- Volunteer screening** — The Registrar or Administrator should be updating the Group on any outstanding or soon-to-be-expiring items that might come up (such as Police Record Checks, Respect in Sport or Wood Badge I for Scouters in their first year).
- Succession Planning** — As GC, it is important that the Group knows what your plans are for the coming year. If you don't plan on returning or wish to step down, please speak with your Group and Relationship Manager as they can assist you with finding a replacement.
- Recognition** — This is a great time to click the "[Thanks](#)" button and acknowledge all the hard work and hours Scouters put in.
- Performance review** — This is a great time to provide feedback to your Scouters about how the year went. This is also an opportunity for you to ask them for their feedback about how they feel the year went. These conversations will assist you when looking to renew roles for the next Scouting Year.

