



February Roundtable Script

(approx. time 3 minutes)

- ✓ If they haven't been contacted already, your Commissioner will soon be contacting your Unit Key 3 to schedule a meeting.
- ✓ *Remind them why the Unit Key 3 is important. Give suggestions on how to involve the Charter Organization Representative.*
- ✓ After they schedule the meeting, each of the Key 3 will receive an e-mail with a link to the online Unit Assessment form. Each of the Unit Key 3 should provide input to this online form.
- ✓ The meeting will be a review of the needs of your unit and a collaboration on how to achieve the highest level of JTE.
- ✓ The result of the meeting will be a Unit Service Plan or a "roadmap" to help your unit achieve their goals.

By the way... Commissioner Tools is now live. This new online database will help Commissioners track their unit contacts and provide you with better service. Come join us to be part of the FUN!

If you have any further questions, please ask me or your Unit Commissioner.

THANK YOU!

Keep it Simple

- ❖ The “tool” for units to become more successful is the **UNIT SERVICE PLAN**.
- ❖ The “tool” for creating this plan is the **UNIT ASSESSMENT**.
- ❖ The “tool” for tracking the **UNIT ASSESSMENTS** and the action items in the **UNIT SERVICE PLAN** is the **COMMISSIONER TOOLS**.