

Conclave Vice Chief (CVC) Roles & Responsibilities

ACTIVITIES CVC

Specific Responsibilities for the Activities CVC:

- Plans and runs activities during registration Friday evening
- Plans and runs Saturday afternoon activities available to all participants including, but not limited to:
 - Athletic-type games
 - Inflatable games
 - Midway booths
 - Conclave radio station
 - Participant Competitions (w/Special Events CVC)
 - Saturday Night Party
 - Outdoor / high adventure activities
 - Water-based Events
 - Vendors
 - Professional demonstrations
- Works with the Promotions CVC, delivering a list of activities for promotional resources
- Works with the Publications CVC, delivering a list of activities for publications
- Works with the Shows CVC to plan and carry out any presentations of awards that take place during any of the shows
- Works with the host lodge to plan locations and resources for the afternoon activities

Responsibilities of all Conclave Vice Chiefs (CVC):

- Completes objectives in job description as well as any additional objectives assigned by the Council of Chiefs
- Attends all required Council of Chiefs meetings and provides a status report for the COC at each
- Communicates regularly with the Section Chief and his Committee Adviser
- Creates and maintains a budget for his committee and submits it to the Section Chief and Adviser for inclusion in the Section Budget
- Creates a backdating plan for his committee and submits it to the Section Chief and Adviser for approval
- Builds a team of committee members and works with this team to accomplish goals on the backdating plan of the committee
- Ensures that the Section Staff Adviser approves any formal contracts entered into by his committee
- Submits a Closing Report to the Section Chief after Conclave

I, _____, understand my responsibilities and duties as a Conclave Vice Chief (CVC) and I commit to meeting these responsibilities to the best of my ability. I will work closely with both my Section Chief and my Committee Adviser and will ask for their assistance if I need it. I understand that my commitment lasts from this point forward and through Conclave (until I submit my Closing Report).

Signature of CVC: _____ Date: _____

Signature of Committee Adviser: _____ Date: _____

Signature of Section Chief: _____ Date: _____

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SPECIAL EVENTS CVC

Specific Responsibilities for the Special Events CVC:

- Responsible for planning and carrying out activities throughout the Conclave weekend that involve special groups or restricted attendance, including (but not limited to):
 - Very Important Arrowmen (VIA) Luncheon for new Arrowmen
 - Conclave Introduction (Wide) Game
 - Lodge and Chapter Competitions
 - Ceremony / Dance Evaluations if desired by the COC
 - Other Examples: Newsletter, Website
 - Saturday Night Banquet (Optional; Works with Foodservice)
 - Meet the Man during Saturday Afternoon/Night Activities
- Finds and contracts music bands to play on-site during Sat afternoon activities or shows
- Coordinates out of section guests (including national officers)
- Oversees the Pow-Wow, which includes finding a drum group and/or audio system
- Plans religious services for Sunday morning
- Plans all flag ceremonies and reveille
- Works with the auction adviser to plan and coordinate the conclave auction, specifically:
 - Promotes the Auction both in and out-of-section
 - Coordinates the collection of auction items for the Conclave Auction
 - Coordinates the donator patch program, determining the amount of patches to be made and the donation level
 - Works with the host lodge to determine and secure the facilities necessary to run the auction

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Signature of Section Chief: _____ Date: _____

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Conclave Vice Chief (CVC) Roles & Responsibilities

SHOWS CVC

Specific Responsibilities for the Shows CVC:

- Plans and executes two (2) shows that are creative, entertaining, and appropriate to Scouting’s values, at least one of which that follows the Conclave’s theme, and at least one of which introduces the Council of Chiefs members and any Special Guests
- Obtains approval for all scripts and shows plans from the Section Key-3
- Arranges for all physical elements of the shows, including a stage, lighting, and sound equipment, if needed
- Optionally, arranges for a prestigious guest speaker
- Presents a preview of the shows to the key-3 prior to conclave
- Organizes the production and distribution of a “memories DVD” to be sold as a conclave fundraiser
- Works with other committees to present information to Conclave attendees, as requested
- Works with the Section Leadership to coordinate time during the shows to present Section Business, including awards, recognitions, and nominations for Officers
- Optionally, Creates a Promotional video

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Conclave Vice Chief (CVC) Roles & Responsibilities

SERVICE COUNCIL (HOST LODGE)

Specific Responsibilities for the Service Council (Lodge Chief):

- Locates potential Conclave sites and presents these sites to the COC for a selection vote
- Works with CVC's to locate and assign areas for their programs
- Prepares his lodge during the months preceding Conclave to build up lodge pride
- Creates signage to the conclave site and on-site signage, ensuring that they are updated throughout the day at Conclave
- Provides staff for and manages setup of conclave site and organizes all cleanup efforts on Sunday
- Manages the registration process Friday evening and throughout conclave in coordination with the section SectionMaster team
- Develops Entrance/Welcome Booth to Conclave
- Plans for or provides First Aid support and on-site security
- Arranges for transportation to and from the airport, if needed
- Optionally coordinates a trading post
- Determines and executes an effective means of communication, such as two-way radios
- Makes Conclave-wide announcements over the intercom, if applicable
- Organizes a 1-hour service project to be conducted by conclave participants on Saturday
- Organizes and provides cracker barrels on Friday and Saturday night

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Conclave Vice Chief (CVC) Roles & Responsibilities

PROMOTIONS CVC

Specific Responsibilities for the Promotions/ Communications CVC:

- Maintains regular communication with the lodge chiefs to ensure that conclave is being effectively promoted to everyone in the section
- Coordinates the design, creation and distribution of all promotional materials for Conclave
- Works with Host Lodge to create and distribute the Conclave Registration Form and online registration system
- Contacts the W-1B (in March) and W-1A (in Aug) section chiefs to coordinate promotion of our conclave at out-of-section events, especially the other Area 1 conclaves
- Provides information to lodges for their lodge newsletters
- Works with the Shows CVC to create a promotional video, and distributes it to lodges
- Facilitates direct contact with section membership, including phone-a-thons, direct e-mails, and direct mailers
- Works with the Section Webmaster to provide information about Conclave online and to ensure that Online Registration is open by the time requested by the COC
- Works with all CVC's to learn information about the activities that will be at Conclave so they can be promoted to members
- Attends lodge events and promotes conclave in person
- At conclave, begins promotion efforts for the next conclave, including the date and location (if known)

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Conclave Vice Chief (CVC) Roles & Responsibilities

PUBLICATIONS CVC

- Creates the Participant Guidebook and has it printed in advance (tries to get the printing donated)
- Establishes a plan for onsite copying and printing during conclave for newsletters and other committee's use
- Produces the Conclave newsletters and manages printing and distribution
- Administers the Conclave Spirit Award (sets requirements, obtains awards, distributes awards)
- Manages Conclave Headquarters and provides staff there
- Coordinates the conclave evaluation system, whether it be an online evaluation after conclave or a comment-card onsite
- Works with other committees to gather content for newsletters and the Participant Guidebook

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Conclave Vice Chief (CVC) Roles & Responsibilities

TRAINING CVC

Specific Responsibilities for the Training CVC:

- Coordinates all aspects of the University-style training at Conclave, including determining the courses to be offered, finding youth trainers and adult advisers for those trainers, and executing the Area One Doctorate Program
- Provides assistance to any trainers that need it (providing syllabi, etc)
- Appoints a Doctorate Program Coordinator, responsible for running the Doctoral Prep class and approving the doctoral projects (along with the approval of the Section Chief and Adviser)
- Obtains suitable awards for the Doctorates, to be present during the show at conclave
- Creates the University degree application and evaluation form
- Leads the Train-the-Trainer meeting Friday night of Conclave, and, optionally, leads a Train-the-Trainer Weekend prior to Conclave
- Works with the section staff adviser and key-3 to acquire patches necessary for the degree awards
- Prints and manages the distribution of University degree certificates
- Creates signage for Saturday morning to assist participants in figuring out where they're supposed to be when
- Compiles the Training Evaluations after Conclave
- Finds a way to sufficiently thank all trainers
- Works with the Promotions CVC to provide a list of classes and descriptions
- (Optional) Works with the Section Webmaster to post a list of classes and descriptions online
- Appoints and oversees a chairman for the afternoon Native American Crafts Workshops (ensures this is successful through planning (e.g. finding vendors to come to conclave and promotion)

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