

# 2016 Tutelo Lodge 161 Strong Committee Form

Each of these requirements must be signed off by the Vice Chief of Committees. For each requirement put in the month and day in which the requirement was completed and have the Committee Chairman (CC) and Committee Advisor (CA) initial for each requirement

## **Strong Committee Chairman Requirements:**

- Be present at 75% of all lodge functions. (Includes conference calls, monthly lodge meetings, and days of service. If chairman is unable to attend an event, he may submit a substitute within 24 hours prior to the event.)
  - If a report must be given, then the substitute must have the report and present to the lodge.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Publicize your committee at 3 out of the 4 functions. (Ex. distributing brochures, talking to members about how they can help your committee, and handing out flyers. Provide a copy for the Vice Chief of Committees at the event.)
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Submit a written/typed report to the Vice Chief of Committees and the Secretary that is at least 3 sentences long that updates the lodge on what your committee has done since the last meeting and its future plans.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Submit an article for 3 out of the 4 Torchbearers during your tenure.
  - Publications Committee must ask for committee articles 4 times.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_



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- Create or use an existing social media account (ex. Facebook, Instagram, Twitter, etc.) for your committee and actively use it.
  - May use main Tutelo Lodge pages to broadcast your committee.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Communicate with the Vice Chief of Committees and your Advisor twice a month. (Must be focused on your committee.)
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Create a report containing 10 pieces of helpful advice for the 2017 Chairman.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Create 3 or more goals at the beginning of the year and fulfill at least 2 of them. (Goals must ultimately benefit the committee and submitted to the Vice Chief of Committees by the March EC meeting.)
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Write a report every other month that explains how you and your Advisor are working to complete your goals. (Must be sent to the Key 3 and the Vice Chief of Committees.)
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Create a list of statistics that shows what your committee has done throughout the 2016 year. List must be approved by your Advisor and presented to the Vice Chief of Committees.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- When requested, create a close-out report that highlights the actions of your committee in 2016.



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- Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Appoint a Vice Chair for your committee. (Must not be a member of the EC in order to give more leadership opportunities to the youth.)
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Achieve the necessary 70 point total.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_

## **Strongest Committee Chairman Requirements:**

- Attend 100% of the lodge functions. (Includes conference calls, monthly lodge meetings, and days of service. If chairman is unable to attend an event, he may submit a substitute within 24 hours prior to the event.)
  - If a report must be given, then the substitute must have the report and present to the lodge.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Publicize your committee at all functions. (Ex. distributing brochures, talking to members about how they can help your committee, and handing out flyers. Provide a copy for the Vice Chief of Committees at the event.)
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Submit an article for all 4 of the Torchbearers during your tenure.
  - Publications Committee must ask for committee articles 4 times.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_
- Submit a 1 page paper on why your committee deserves the Strongest Committee Award.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_



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- Achieve the necessary 90 point total.
  - Date Completed: \_\_\_/\_\_\_/16 CC\_\_\_\_\_/CA\_\_\_\_\_

## **Point System:**

Every committee must obtain a certain amount of points to achieve strong and/or strongest committee. All points must be signed off by the Vice Chief of Committees. A committee must obtain 70 points to achieve strong committee and 90 points to achieve strongest committee. Points totals will be kept up to date by the Vice Chief of Committees. Bonus points can be awarded to a committee by the Vice Chief of Committees and the Key 3.

- Attend Lodge Meeting + 5
- Attend Lodge Function + 6
- Attend Day of Service + 5
- Teach Training Session at Fall Fellowship + 5
- Submit Torchbearer article + 3
- Give a Presentation to a chapter (other than your own) on how they can help your committee + 5
- Show valuable improvement from last year's committee by providing statistics and comparisons. + 5
- Present the 2017 Lodge Chief with at least 3 recommendations for the next chairman of your committee for the 2017 year. + 3
- Create flyer/brochure about your committee and distribute it to the lodge + 3
- Publicize your committee at a function + 3



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## **2016 Strong Committee Award:**

If a committee(s) has a chairman that completes all of their strong requirements, then the committee will receive the Strong Committee Award. The chairman must also obtain the necessary point total for the Strong Committee Award.

## **2016 Strongest Committee Award:**

If a committee(s) has a chairman that completes all of their strongest requirements, then the committee will be eligible to receive the Strongest Committee Award. The chairman must also obtain the necessary point total for the Strongest Committee Award. The recipient of the Strongest Committee Award will be decided based on the results of the scoring matrix. This will be conducted by the Vice Chief of Committees with the consent of the Key 3.

**\*\*\*The Strong Committee Form must be turned in at the November Lodge Meeting. All forms turned in after the due date will not be considered for Strong or Strongest Committee.**

Riley A. Millward

Nochnutenaliuwet Tentay

Tutelo Lodge 161

2016 Vice Chief of Committees



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