

2019 Strong Committee Form

Tutelo Lodge 161 - Order of the Arrow

1. The Committee was represented at 100% of Lodge functions, including meetings.
 - a. For Chiefs of Camp, the Lodge was represented at every week of summer camp.
 - b. If a Chairman cannot be present, the Vice Chief of Committees must know at least 24 hours in advance of the event, and a competent youth substitute must be sent in their place in order to satisfy this requirement.
2. A roster of committee members is maintained and shared with the Vice Chief of Committees, listing a Vice Committee Chairman and committee members. This roster must be shared by the November lodge meeting and be included in the closeout report (see below).
3. A report delivering legitimate, relevant information, written by the Chairman and approved by the Advisor, was submitted at every Lodge meeting to the Secretary.
4. All *Torchbearer* articles were submitted upon request to the Communications Committee by the original deadline set.
 - a. For the Communications Committee, one *Torchbearer* was released once per quarter with reports provided by Chapter and Committee Chairmen. A schedule for submission deadlines and print dates is to be provided to the EC at or before the February Lodge Meeting.
5. A budget request is to be submitted to the Vice Chief of Committees at or before midnight on January 31st, 2019.
6. A "closeout report" comprised of principal responsibilities of the Committee Chairman, Vice Committee Chairman, committee members (if applicable), in addition to recommendations for next year's Chairman and committee operations must be electronically turned in to the Vice Chief of Committees by or at the November Lodge Meeting.
7. The outgoing Committee Chairman is to meet with the incoming Committee Chairman, if one has been confirmed, no later than the beginning of the 2019 Winter Banquet and deliver a physical copy of the aforementioned "closeout report", as well as giving a brief explanation of duties and expectations of the position.
8. Committee chairmen complete and electronically submit a mid-year evaluation of their goals and a brief summary of adjustments to their plans to the Vice Chief of Committees by August 1st, 2019.
 - a. Chiefs of Camp are to submit an outline of their plans for the summer by the beginning of Staff Week.
9. Chairman must submit this completed form to the Vice Chief of Committees no later than the November Lodge Meeting.

To be awarded Strong Committee, the committee must complete all of the above requirements. The Strongest Committee will be selected from the Strong Committee recipients with the most committee member engagement as judged by their completed rosters and attendance, as well as the quality of content in their closeout report. Acts of going "above and beyond" will also be considered, and the Vice Chief of Committees reserves the right to judge them at his discretion.

Chairman:

Date:

Advisor:

Date:

VCC:

Date: