

## Conference Vice Chief Position Descriptions

A Conference Vice Chief (CVC) is a member of the Conclave planning team that oversees a particular attribute of the Conclave weekend. When looking for Arrowmen who may be strong in a CVC position, consider the following?

- Is this someone who works hard?
- Is this someone who will come up with creative ideas?
- Can this person communicate effectively?
- Do I see this person taking my role eventually?

Below is a set of sample CVC position descriptions. Every section does things differently: your section is welcome and encouraged to modify these descriptions or create other CVC positions as needed.

If your section is smaller in size, you may want to consolidate CVC roles for your leadership team. For example, the Section Secretary could assume the duties of the Communications CVC and the Section Vice Chief could assume the duties of the Training CVC.

### *Training CVC*

The Training CVC will:

- Create the training schedule for the conclave weekend, including the determination of all training topics.
- Recruit trainers to fill the training schedule.
- Ensure trainers are adequately preparing for their assigned training(s).
- Communicate all material needs to the section leadership and host lodge on a timely basis.
- Ensure training locations have been established, and that locations meet the needs of presenters.
- Other duties as assigned by the section leadership.

### *Shows CVC*

The Shows CVC will:

- Create and revise scripts for all shows to take place during the conclave weekend.
- Recruit staff to fill both onstage and logistics roles for the show.
- Ensure staff are prepared to go onstage or conduct logistics for the show.
- Communicate all material needs to the section leadership and host lodge on a timely basis, and ensure that all materials are at the conclave location.

- Other duties as assigned by the section leadership.

### *Activities CVC*

The Activities CVC will:

- Determine and plan all program or recreational activities that take place at the conclave.
- Recruit properly certified staff to ensure all activities can run properly.
- Ensure staff are prepared to run all activities properly.
- Communicate all material needs to the section leadership and host lodge on a timely basis.
- Work with section leadership and the host lodge to determine locations for all activities.
- Other duties as assigned by the section leadership.

### *Special Events CVC*

The Special Events CVC will:

- Determine and plan specific activities to take place at the conclave, in consultation with the section leadership.
- Recruit properly certified staff to ensure activities can run properly.
- Ensure staff are prepared to run all activities properly.
- Communicate all material and logistics needs to the section leadership and host lodge on a timely basis.
- Other duties as assigned by the section leadership.

### *Trading Post CVC*

The Trading Post CVC will:

- Ensures that the trading post is properly staffed through the conclave.
- Inventories current items and develops new products as needed.
- Communicate all material and logistics needs to the section leadership and host lodge on a timely basis.
- Other duties as assigned by the section leadership.

### *Communications CVC*

The Communications CVC will:

- Assists the section secretary with the promotions efforts for the conclave.
- Collaborates with the section secretary to recruit staff to prepare graphics, social media posts, written content, etc.

- Communicate all material and logistics needs to the section leadership and host lodge on a timely basis.
- Other duties as assigned by the section leadership.

If your section is larger in size, consider some other CVC roles like the following:

### *Service CVC*

The Service CVC will:

- Collaborate with the activities CVC to plan service project(s) at the Conclave.
- Recruit properly certified staff to ensure the project(s) can run properly.
- Ensure staff are prepared to run all project(s) properly.
- Communicate all material and logistics needs to the section leadership and host lodge on a timely basis.
- Other duties as assigned by the section leadership.

### *Competitions CVC*

The Competitions CVC will:

- Collaborate with the activities CVC to plan all lodge or individual competitions that take place at the conclave.
- Recruit properly certified staff to ensure all activities can run properly.
- Ensure staff are prepared to run all activities properly.
- Communicate all material needs to the section leadership and host lodge on a timely basis.
- Work with section leadership and the host lodge to determine locations for all activities.
- Other duties as assigned by the section leadership.

### *OA High Adventure CVC*

The OA High Adventure CVC will:

- Collaborate with the section secretary and communications CVC to promote OA High Adventure programs during the Conclave.
- Communicate all material and logistics needs to the section leadership and host lodge on a timely basis.
- Other duties as assigned by the section leadership.

## *Receptions CVC*

The Receptions CVC will:

- Collaborate with the special events CVC and host lodge to plan and run any themed luncheons or receptions (New Arrowman luncheon, lodge officer luncheon, etc.)
- Recruit properly certified staff to ensure activities can run properly.
- Ensure staff are prepared to run all activities properly.
- Communicate all material and logistics needs to the section leadership and host lodge on a timely basis.
- Other duties as assigned by the section leadership.

## *Auctions CVC*

The Auctions CVC will:

- Plan and staff an auction at the conclave weekend.
- Solicit and collect items to be sold at the auction.
- Recruit properly trained staff to ensure the auction can run properly.
- Communicate all material needs to the section leadership and host lodge on a timely basis.
- Work with section leadership and the host lodge to determine locations for all activities.
- Other duties as assigned by the section leadership.

## *Inductions And Ceremonial Events CVC*

The Inductions And Ceremonial Events CVC will:

- Oversee any ceremonies evaluations and any other activities to take place over the weekend.
- Ensure that all ceremonial activities follow the policies set forth by the Order of the Arrow National Committee.
- Recruit properly trained staff to ensure that evaluations and activities can run properly.
- Communicate all material needs to the section leadership and host lodge on a timely basis.
- Work with section leadership and the host lodge to determine locations for all activities.
- Other duties as assigned by the section leadership.
- **Note: As laid out in national policy, AIA activities are not to be carried out at the section level.**

## *Adult Amusement CVC*

The Adult Amusement CVC will:

- Work with the Activities CVC to plan activities particularly designed for adult delegates of the conclave.
- Recruit properly certified staff to ensure all activities can run properly.
- Ensure staff are prepared to run all activities properly.
- Communicate all material needs to the section leadership and host lodge on a timely basis.
- Work with section leadership and the host lodge to determine locations for all activities.
- Other duties as assigned by the section leadership.