



SCOUTING AMERICA®

ORDER OF THE ARROW

## LEC Agenda Template

The below template is a template that can be used to create the agenda of an LEC meeting.

Before using this template, make sure that the template is accurate to your lodge:

- The agenda should accurately include your chapters, committees, and lodge officer positions and give each an opportunity to report on their progress.
  - The agenda should reflect the order in which you choose to carry business out.
  - Lodge chiefs, make sure to check the agenda with your lodge adviser and staff adviser before moving forward with the meeting!
  - It is also recommended that the agenda is shared with the other lodge officers for feedback and additional items prior to distributing to the LEC.
  - **Delete these instructions before sending.**
- 

### **[Lodge Name] Lodge Executive Committee Meeting**

[Month] [Day], [Year] | [Location], [Address], [State]

#### **Opening**

- Obligation - [Person Leading Obligation]
- Attendance - [Lodge Secretary]
- Approval Of Minutes - [Lodge Secretary]
  - Approval of Minutes from previous LEC

#### **Committee Reports**

- Activities - [Committee Chair]
- Camping Promotions - [Committee Chair]
- Ceremonies - [Committee Chair]
- Communications - [Committee Chair]
- Finance - [Committee Chair]
- Inductions - [Committee Chair]
- Leadership Development - [Committee Chair]
- Membership - [Committee Chair]
- Service - [Committee Chair]



SCOUTING AMERICA®

# ORDER OF THE ARROW

- Unit Elections - [Committee Chair]

## Chapter Reports

- Chapter #1 - [Chapter Chief]
- Chapter #2 - [Chapter Chief]
- Chapter #3 - [Chapter Chief]
- Chapter #4 - [Chapter Chief]

## Lodge Officer Reports

- Chief's Report - [Chief]
- Vice Chief's Report - [Vice Chief]
- Secretary's Report - [Secretary]
- Treasurer's Report - [Treasurer]

## Old Business [Past items of business]

- Point One - [Person Responsible]
- Point Two - [Person Responsible]
- Point Three - [Person Responsible]
- And so on...

## New Business [New items of business]

- Point One - [Person Responsible]
- Point Two - [Person Responsible]
- Point Three - [Person Responsible]
- And so on...

## Open Forum [Chance for members to voice items for discussion]

## Lodge Staff Adviser Minute - [Lodge Staff Adviser]

## Lodge Adviser Minute - [Lodge Adviser]

## Lodge Chief Minute - [Lodge Chief]



SCOUTING AMERICA®

# ORDER OF THE ARROW

**Closing**

SCOUTING'S NATIONAL **HONOR** SOCIETY