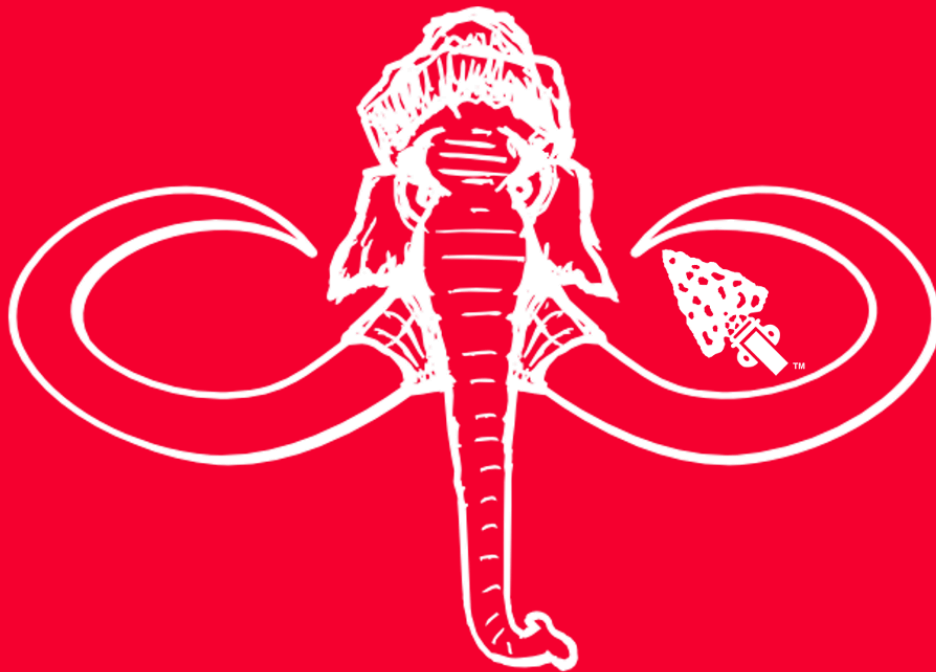


# 2017-18 SECTION W-2N PLAN BOOK



Section W-2N

WESTERN REGION ORDER OF THE ARROW

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# Goals:

## David's Goals

1. Section Visibility
  - a. Section Officers at lodge events
  - b. Training resources given throughout the year
  - c. Section Leadership Seminar
2. Officer Transparency
  - a. Frequent contact
  - b. All officers taking responsibility
  - c. Committee structure
3. Make Conclave Great Again
  - a. Finish Planning 50 days before hand
  - b. Have unique experience
  - c. Promote more often and effectively

## Preston's Goals

1. Work through the CVC of Training to provide world-class training at conclave to support what our lodges need by polling with social media and working through lodge chiefs to find trainers
2. Support David by checking in weekly to help with whatever is needed by him
3. Build resources to help the future Vice Chief and Program Committees in the future such as schedules, procedures, and plans and add them to the leader guide

## Tanner's Goals

1. My first goal is to keep up my communication with you, chief. I have already set a reminder on my phone to get ahold of you /at least/ every Sunday so we can go over what reminders should go out for the calls at least a week out (assuming you stick to a similar call schedule), and to make sure you are ready to go for the call.
2. My second goal is to make it my personal mission to fill every CVC role with qualified people. My other phone reminder is on Tuesday, which should give me a good opportunity to call up some people. I think I can do it with a minimum of bribery or threats.
3. My third goal is to git gud at the social medias. You know I just started dabbling in them last year, but I would like to see a strong online presence. I would like to ask you how often you think the average person needs to see posts to keep us on their brain, but not get overwhelmed. I'll use your response to decide how often I'll be posting.
4. "Section Specific Operations Guide" (a SSOG).

# Program Committee:

## Program Chair (Vice Chief):

- All duties of Section Vice Chief outlined in the Field Operations Guide
- Overseas all the program CVCs including:
  - Shows
  - Training
  - Fellowship/ Activities
  - AIA/ Displays
  - Theme Dev. & Integration
  - Trading Post/ Auctions
- Provides complete report to COC no later than 15 days after that years Conclave.

## Shows CVC:

- Plans and coordinates both Friday and Saturday show
- Recruits Shows staff no later than 50 days prior to Conclave
- Has scripts to actors in shows no later than 50 days prior to Conclave
- Manages within the given budget
- Provides complete report to COC no later than 15 days after that years Conclave.

## Training CVC:

- Plans and coordinates all training sessions at Conclave
- Has class list complete no later than 50 days prior to Conclave
- Has trainers recruited no later than 50 days prior to Conclave
- Works with lodges throughout year to help strengthen LLD trainings
- Provides complete report to COC no later than 15 days after that years Conclave.

## Fellowship/ Activities CVC:

- Plans and coordinates all fellowship and activities during Conclave.
- Recruits activity staff no later than 50 days prior to Conclave
- Has activities list complete no later than 50 days prior to Conclave
- Provides complete report to COC no later than 15 days after that years Conclave.

## AIA/ Displays CVC:

- Plans and coordinates American Indian Activities and all displays during Conclave
- Recruits any needed staff no later than 50 days prior to Conclave
- Has complete AIA and Displays list no later than 50 days prior to Conclave
- Provides complete report to COC no later than 15 days after that years Conclave.

## Theme Dev. & Integration CVC:

- Works with COC to determine the Conclave Theme
- Works with COC to integrate the theme into Conclave through activities, food, trainings, shows, promotions, etc.
- Submits patch designs to COC for approval
- Provides complete report to COC no later than 15 days after that years Conclave.

### Trading Post/ Auction CVC:

- Plans and coordinates all things to be sold at Trading Post and auction
- Recruits Trading Post and Auction Staff no later than 50 days prior to Conclave
- Keeps track of all finances of the Trading Post and Auction
- Provides complete report to COC no later than 15 days after that years Conclave.

### Special Projects:

- Tasked with anything that does not fall under any other CVC
- Makes a unique plan to improve Section during term
- Coordinates special projects as designated by Section Chief

## Administration Committee:

### Administration Chair (Section Secretary):

- Performs all duties outlined in Field Operations Guide
- Overseas all the Administration CVCs including:
  - Promotions
  - Newspaper
  - Webmaster/ Registration
  - Treasury
  - Evaluations
- Provides complete report to COC no later than 15 days after that years Conclave.

### Promotions CVC:

- Promotes Conclave and Section Activities through various means
- Promotes Regional and National Events to Section
- Run Section social media accounts
- Provides complete report to COC no later than 15 days after that years Conclave.

### Newspaper CVC:

- Coordinates Section Newsletter throughout the year
- Coordinates Conclave Daily News at Conclave
- Provides complete report to COC no later than 15 days after that years Conclave.

### Webmaster/ Registration CVC:

- Runs Section Social Media
- Runs and updates Section Website
- Plans and coordinates Conclave Registration
- Runs Conclave Check in and Check out
- Provides complete report to COC no later than 15 days after that years Conclave.

### Treasury:

- Maintains finances for the Section
- Reports budget update to COC

- Provides complete report to COC no later than 15 days after that years Conclave.

#### Evaluations:

- Provides Conclave attendees and staff a survey no later than 7 days after Conclave
- Collects complete CVC Reports at the 15 days after deadline
- Provides complete report to COC no later than 20 days after that years Conclave.

## Host Lodge Duties:

- Lodge Chief and Advisor will represent the host lodge during COC meetings
  - Host Lodge Leadership should review the Host Lodge Guide
- Provide COC with possible Conclave Locations
- Provide COC with various meal menus for Conclave
- Provide COC with various Service Projects for Conclave
- Provide Conclave with cook and clean up crew
- Make COC aware of any Council scheduling conflicts with Conclave and planning
- Make COC aware of any Council or Lodge special requests

## Section Assistance Committee:

As outlined in the FOG the Vice Chief is the Chairman of the committee. Committee members include:

- Section Vice Chief
- Lodge Chiefs who attend Section Leadership Summit
- Lodge Up-and-Comers who attend Section Leadership Summit

## Section Retreat:

Each year the Section officers will host an event called Section Leadership Seminar or SLS for short. Other sections refer to this as a section retreat or On-Site visit. The purpose is to help train CVCs, build a unified team, and to help lodges with problems they are facing. The weekend includes fellowship and training sessions, followed by an On-Site Visit of the Conclave Location, committee meetings, and finally a COC meeting. We would like to see all members of the COC attend.

# Calendar:

## September 2017:

### COC Call Sept.10 - 8:00 PM

- Sept. 8-10:
  - Tatokainyanka Fellowship
- Sept. 15-17:
  - Kola Fellowship/ Ordeal
- Sept. 22-24
  - Apoxky-Aio Fellowship
- Sept. 29- Oct. 1:
  - Crazy Horse Fellowship

## October 2017:

### COC Call Oct. 22 - 8:00 PM

- Oct. 6-7:
  - NLS/ DYLC
- Oct. 13-14:
  - Kola LLD
- Oct. 31
  - OA Service Grants Due

## November 2017:

### COC Call Nov. 12 - 8:00 PM

- Nov. 10-11
  - NLS
- Nov. 17-18
  - Tatokainyanka Winter Banquet

## December 2017:

### COC Call Dec. 10 – 8:00 PM

## January 2018:

- Jan. 19-20:
  - Kola Winter Fest
- Jan. 27-28:
  - Section Leadership Seminar

## February 2018:

### COC Call Feb. 25 – 8:00 PM

**March 2018:**  
**CVC Checkups – All Month**

- Mar. 1
  - Conclave Planning Complete
- Mar. 9-10
  - Kola LLD
- Mar. 16-18
  - Apoxky-Aio Training

**April 2018:**  
**COC Call Apr. 8 – 8:00 PM**

- Apr. 20-22
  - Section W-2N Conclave
- Apr. 22- May 7
  - CVC Reports due