



## Conclave Vice Chief (CVC) Position Descriptions

### Senior

- Serve as a Chief of Staff overseeing the other CVCs and assisting them with their duties where needed, including serving as a liaison between the Section Chief and other section or lodge leadership.
- Serve as an aide to the Section Chief at section events, including the Cornerstone Conclave, Section Training Conference, Section Inductions Experience, and Council of Chiefs meetings. This includes assisting with scheduling, communication, and other tasks that support the Section Chief in the execution of their duties.
- Serve as an ambassador for national programs, including OA High Adventure, the Performance Measurement Program, and the national program of emphasis, if directed to do so.
- Assist the Section Chief in compiling and publishing the Conclave Guidelines.
- Accompany or represent the Section Chief at in-person or virtual meetings when required and not being completed by another Section Officer.
- Fulfill other duties assigned by the Section Chief.

### Administration

- Author and present the Administrative Events Proposal, including plans for the Lodge Display, Wood Carving, Video Production, Newsletter, and Website competitions, as well as administration of the Honor Lodge Petition and Lodge of the Year Award.
- Solicit judges for all administrative events and conduct judges' meetings for each competition area to instruct judges on how to fairly and uniformly evaluate lodge submissions.
- Hold an informational session for lodge leaders to explain the details of the Administrative Events judging criteria prior to the opening of the submission window.
- Coordinate with all other CVCs and Officers to edit and update the criteria for the Honor Lodge Petition covering all program areas.
- Collect, receive, and compile all submissions from lodges for the Honor Lodge Petition and all online administrative competitions.



- Assist the Section Vice Chief in calculating and awarding points to lodges for the Honor Lodge Petition and the Lodge of the Year Award, and present the final results to the Section Chief and their adviser (or their designee) for final approval.
- Manage the administration and execution of all administrative competitions during the Cornerstone Conclave.

## Quest

- Collaborate with the Service Lodge to identify and evaluate available facilities, fields, and program spaces to determine which Quest events can be safely and effectively conducted at the Cornerstone Conclave. Ultimate Frisbee and Tug of War shall remain standard Quest events each year, while additional events may vary based on the host camp and available facilities.
- Author and present the Quest Proposal, including the selected Quest events, rules and procedures for each event, scoring systems, staffing requirements, equipment needs, safety considerations, and a schedule for all competitions.
- Coordinate with the Service Lodge and Health & Safety personnel to ensure all Quest venues, equipment, and activities comply with applicable Scouting America policies and event safety standards.
- Recruit, train, and manage Quest judges and event leads responsible for administering competitions during the Conclave.
- Prepare and distribute official Quest rules and procedures to lodges prior to the Conclave.
- Coordinate event scoring and tabulation procedures and present final Quest results for approval and recognition.
- Manage the execution of all Quest competitions during the Cornerstone Conclave.

## Shows

- Collaborate and communicate with the Section Chief to understand the high-level vision and creative direction for the shows at the Cornerstone Conclave, including the Friday Night Show, Saturday Night Show, and Sunday Morning Show/Chapel Service, and, if applicable, the Section Training Conference.
- Author and present the Shows Proposal, including a summary of each show's theme, major activities, displays, or performances, as well as an estimate of the required staff and a plan to recruit and train staff members for participation in the shows program.



- Create and write the full scripts for all shows for presentation to the Section Chief before the designated deadline.
- Plan and manage rehearsals or script read-throughs with the recruited shows staff.
- Collaborate with the Service Lodge to ensure that all stage spaces and show venues are properly prepared and operational.
- Acquire, organize, and manage the inventory of all props, costumes, and show materials.
- Manage the execution of all shows and performances during the Cornerstone Conclave.

### **Ceremonies**

- Author and present the Ceremonies Proposal, including plans for all ceremonies competitions, judging procedures, ceremonial facilities, event schedules, staffing requirements, and awards.
- Coordinate with the Service Lodge to ensure that all ceremony ring locations and ceremonial spaces are properly prepared and maintained for competition use.
- Solicit and coordinate qualified judges for all ceremonies competitions and conduct judges' meetings to ensure fair and uniform evaluation of participating teams.
- Prepare and distribute ceremonies rules, schedules, and competition procedures to lodges prior to the Conclave.
- Coordinate the scheduling and flow of all ceremonies competitions during the Cornerstone Conclave.
- Ensure all ceremonial competition procedures and standards comply with current national OA policies and safeguarding requirements.
- Manage the execution of all ceremonies competitions and recognition presentations during the Cornerstone Conclave.

### **Special Events**

- Author and present the Special Events Proposal, including plans for the Conclave Expo, VIA Luncheon, Conclave Wide Game, Service Project, hospitality elements, patch auction or fundraising activities, guest experiences, and any additional special programs conducted during the Conclave.
- Coordinate with the Service Lodge to identify, reserve, and prepare all spaces utilized for Special Events programming.
- Recruit, train, and manage staff members responsible for Special Events operations and hospitality support.



- Coordinate with vendors, exhibitors, or approved outside organizations participating in Conclave programming, as authorized by the Section Key 3 and Service Lodge Adviser.
- Plan and oversee setup, decorations, signage, and logistical support for all Special Events areas and activities.
- Coordinate with the Section Officers and other CVCs to ensure Special Events programming supports the overall vision and theme of the Conclave.
- Manage the execution of all Special Events programming during the Cornerstone Conclave.

### Communications

- Assist the Section Secretary in the execution of all duties related to communication between members of Section Leadership, the Council of Chiefs, and the general membership of the Section.
- In collaboration with the Section Secretary, develop a comprehensive communications plan and calendar that schedules the subject matter and publication dates for routine emails, promotional social media posts, website articles, and other communication materials.
- Assemble and manage a team of photographers and videographers to capture content at section events and maintain a digital library for future access and use.
- When directed to do so, edit and manage all section social media accounts and the section website.
- Assist the Section Secretary in soliciting and authoring articles for the Cornerstone Column.
- Support the promotion and marketing of section events, national programs, and Conclave participation through digital communications and media outreach.

### Training

- Author and present the Training Proposal, including plans for all training sessions, trainer recruitment, session scheduling, facilities usage, audiovisual or program support needs, and participant engagement strategies.
- Recruit (via lodge submission) and support qualified lodge trainers from throughout the section to conduct training sessions during the Cornerstone Conclave and other section events.
- Coordinate with the Service Lodge to identify and prepare appropriate training spaces and meeting locations.



- Develop and publish the Conclave training schedule and session descriptions for distribution to lodges prior to the event.
- Review and approve proposed training topics and materials to ensure they are relevant, engaging, and consistent with Scouting America and Order of the Arrow policies and objectives.
- Meet with lodge trainers (if requested) to assist in the development of their sessions where permitted by the training section of the Conclave Guidelines.
- Hold a judges meeting to ensure that judging of training sessions is as objective, fair, and consistent as possible.
- Manage trainer communication, logistics, and support before and during the Conclave.
- Oversee the execution of all training programming during the Cornerstone Conclave.