

Wagion Lodge 6
Order of the Arrow
Westmorland-Fayette Council, INC
Manual of Administration

SECTION V
LEC OPERATING DUTIES ON A TIME CHART

This section contains the duties of the Lodge Executive Committee (LEC) in chronological order. Not every duty has been included.

This section should be used primarily as a resource and in conjunction with Sections II, III, and IV.

January

Conduct Lodge Leadership Development (LLD) Training	Training Committee/Officers
Attend Council Executive Board Meeting	Lodge Chief
	Lodge Chief/Unit Elections/OA Reps. Committee
Attend Camp Kickoff Meeting (if held)	
Fill Out Camp Use Forms	Lodge Staff Adviser/Lodge Chief
Finalize and Approve Budget	Lodge Treasurer
Solicit Thunderbird Award Nominations	Thunderbird Award Committee
Conduct Thunderbird Award Elections	Thunderbird Award Committee
Conduct Unit Elections	Unit Elections/OA Reps. Committee
Plan/Develop/Publish Banquet Schedule	Lodge Executive Committee (LEC)

February

Hold Annual Lodge Banquet	Lodge Executive Committee (LEC)
Train Unit Election Visitation Teams	Unit Election/OA Reps. Committee
Present Thunderbird Award	Thunderbird Award Committee
Publish and Mail T-Bird Times	Communications Committee
Prepare Press Release of Thunderbird Award Recipients	Thunderbird Award Committee
Conduct Unit Elections	Unit Election/OA Reps

March

Publish and Mail T-Bird Times	Communications Committee
Send out Brotherhood Notices	Brotherhood Committee
Attend Council Executive Board Meeting	Lodge Chief
Conduct Unit Elections	Unit Elections/OA Reps. Committee
Plan/Publish Service Projects for April	
Service Weekend in the T-Bird Times	Service Committee
Plan/Develop/Publish April Service Weekend Schedule	Lodge Executive Committee (LEC)

April

Hold April Service Weekend	Lodge Executive Meeting (LEC)
Attend Council of Chiefs Meeting	Lodge Chief/Lodge Adviser/Lodge Staff Adviser/Conclave Committee
Conduct Unit Elections	Unit Elections/OA Reps. Committee
Conduct Vigil Honor Elections	Vigil Honor Committee
Prepare Vigil Honor Petitions	Vigil Honor Committee
Solicit Vigil Honor Nominations	Vigil Honor Committee
Set requirements for Wagion Award	Lodge Executive Committee (LEC)

May

Attend Council Executive Board Meeting	Lodge Chief
Hold Spring Nature Walk	Conservation Committee
Publish and Mail T-Bird Times	Communications Committee
Collect all Unit Election Forms	Unit Elections/OA Reps. Committee
Plan/Publish Service Projects for June Service Weekend in the T-Bird Times	Service Committee
Send Out Brotherhood Notices	Brotherhood Committee
Plan/Develop /Publish Schedule for June Service Weekend	Lodge Executive Committee (LEC)

June

Conduct Call Out Ceremony at Summer Camp	Summer Camp/Lodge Chief
Distribute Wagion Award to Qualifying Units at Summer Camp	Summer Camp/Lodge Chief
Hold June Service Weekend	Lodge Executive Committee (LEC)

July

Prepare and Mail Ordeal Invitations	Ordeal Committee
Attend Council Executive Board Meeting	Lodge Chief
Plan/Publish Service Projects for August Fellowship Weekend in the T-Bird Times	Service Committee
Send Out Brotherhood Notices	Brotherhood Committee
Plan/Develop /Publish Schedule for August Fellowship Weekend	Lodge Executive Committee (LEC)
Publish and Mail T-Bird Times	Communications Committee
Conduct Call Out Ceremony at Summer Camp	Summer Camp/Lodge Chief
Distribute Wagon Award to Qualifying Units at Summer Camp	Summer Camp/Lodge Chief

August

Conduct Call Out Ceremony at Summer Camp	Summer Camp Chief
Distribute Wagon Award to Qualifying Units at Summer Camp	Summer Camp Chief
Hold August Fellowship Weekend	Lodge Executive Committee (LEC)
Conduct Vigil Honor Call Out Ceremony	Vigil Honor Committee
Prepare Ordeal Invitations	Ordeal Committee

September

Plan/Publish Service Projects for October Service Weekend in the T-Bird Times	Service Committee
Send Out Brotherhood Notices	Brotherhood Committee
Plan/Develop /Publish Schedule for the October Service Weekend	Lodge Executive Committee (LEC)
Publish and Mail T-Bird Times	Communications Committee
Prepare Press Release about Officer Elections	Nominating Committee
Attend Council of Chiefs Meeting	Lodge Chief/Lodge Adviser/Lodge Staff Adviser/Conclave Committee

October

Hold October Service Weekend	Lodge Executive Meeting (LEC)
Conduct Lodge Officer Elections and install new Lodge Officers	Nominating Committee
Begin Collecting Committee Inventories	Administrative Vice Chief (AVC)

November

Begin Planning Banquet	Program Vice Chief (PVC)-Elect
Attend Council of Chiefs Meeting	Lodge Chief/Lodge Adviser/Lodge Staff Adviser/Conclave Committee
Prepare Lodge Materials for Recharter Packets	Lodge Adviser/Lodge Staff Adviser/Lodge Officer-Elects/ Unit Elections/OA Reps. Committee

December

Conduct Officer Training	Training Committee
Review the Manual of Administration for Changes	Administrative Vice Chief (AVC)-Elect
Continue Planning Banquet	Program Vice Chief (PVC)-Elect
Turn Over Final Inventory to Lodge Staff Adviser	Administrative Vice Chief (AVC)
Begin Collecting Next Year's Dues	Membership Committee