

Strong/Strongest Committee Form 2011

Required Section: The following requirements are required for a committee to receive the Strong Committee recognition (ten points each, must complete to earn strong committee)

1. Have the committee chairman present at all meetings of the lodge, or have an informed and adequate substitute who the Vice Chief of Committees knows about at least two weeks prior to a meeting (chairmen may miss no more than two excused meetings within the lodge year, the chairman may not miss a single meeting without letting the Vice Chief of Committees know two weeks prior) (Vice Chief of Committees will hold all attendance records)
2. Create a report titled "State of the _____ Committee" to be given to next year's committee chairman outlining what you see as important aspects of having a successful committee, areas of improvement to your committee, a roster of committee members, and suggestions/ideas for the committee. This will be turned in to the Vice Chief of Committees and handed over to next year's chairman.
3. Have the committee chair and adviser present at all lodge functions in their entirety (entirety is defined as arriving before midnight on Friday and leaving after the lodge EC on Sunday)—adequate substitutions or excused absences from part of a function may be requested at least one month in advance of a function from the Vice Chief of Committees and Lodge Chief. (Vice Chief of Committees will hold attendance records)
4. Attach copies of at least one significant email to your adviser(s) per month for the 2011 lodge year
5. Provide an adequate and substantive, typed or neatly written report on the condition of your committee to be given to the Vice Chief of Committees at every meeting of the lodge and emailed to the Vice Chief of Committees within one week after every lodge meeting (substitutes must have a copy of the report with them, typed by you, at meetings you will miss)
6. Provide a committee report for every announced publication of the "Torchbearer" (**announced** is qualified as a verbal decree by the publications committee chairman at a meeting of the lodge executive committee that a "Torchbearer" will be published soon, and reports are needed from chairmen and chapter chiefs) (attach a copy of each report, and the issue it was published in)
7. Meet the goal challenged to your committee—that is agreed upon by the Vice Chief of Committees, Lodge Chief, and yourself—by the November lodge meeting
 - a. Goal:

Extra Points (tallied to name the strongest committee):

1. Set two goals for your committee that are approved by the Vice Chief of Committees at the February lodge meeting and reach one of them within the set time frame (All goals should

follow the SMART guideline- Specific, Measurable, Attainable, Realistic, and Timely) [+10 points for each goal reached]

- a.
- b.
2. Have your committee adviser present at 5 meetings of the lodge [+10 points] (Vice Chief of Committees will hold all attendance records)
3. Teach a session, lasting approximately 20 minutes, on the topic of your committee at the 2011 Fall Fellowship [+10 points] (Provide proof by including a summary of your session)
4. Attach a typed paragraph highlighting any specific accomplishments, improvements, extra goals you've met etc. to your committee during 2011 that you feel have helped the lodge and deserve extra points (up to 5 points per noteworthy accomplishment, improvement, extra goal that you have met etc. Noteworthiness is determined by the Vice Chief of Committees and Lodge Chief upon reading the paragraph...do not assign a point value to this requirement)
5. Chairman and adviser pay their \$10 lodge dues for 2011 by the end of February [+10 points]
6. Have the chairman present at a Day of Service [+5 points]
7. Attend the Friday midnight lodge meetings at the three ordeal functions (Vice Chief of Committees will hold attendance records) [3.33333 points per function meeting (rounding applies)]

Points Table

Strong Committee (Red) Requirements

Number	Check if complete (provide necessary proof if called for)	Points
1.		10
2.		10
3.		10
4.		10
5.		10
6.		10
7.		10

Strongest Committee (Extra Points) Requirements

Number	Check if complete (provide necessary proof if called for)	Points
1.		/20 possible (10/goal)
2.		10
3.		10
4.		Determined by VC of Comm.
5.		10
6.		5
7.		/9.9999999 (rounds to 10)

