

Conclave 2023 Sub-Committee Responsibilities

Campsite Host

Chairman-Open

Advisor-Ken Fischler

Prior to Event Responsibilities: Working with campsite hosts to ensure that they have the necessary equipment to provide the "Croatan Experience". Will work to find youth and adults to serve as campsite hosts. Set up Tents for the Key 3 of each Lodge.

At Event Responsibilities: Responsible for ensuring that all Campsite Hosts have all necessary items to fulfill their roles. Will be responsible for delivering Cracker Barrel, Section Merchandise, and other necessary program items.

Chaos

Chairman-Ian O'Donnell

Advisor-Matt North

Topsail

Prior to Event Responsibilities:

At Event Responsibilities: Responsible for serving as support staff. Doing things necessary to keep conclave running.

Communications

Chairman-Willem Fries

Advisor-Eric Fries

Prior to Event Responsibilities: Responsible for promoting conclave within the lodge.

At Event Responsibilities: Publishing a Croatalk at every meal. Capturing photos for lodge history.

Cook Crew

Chairman-Caleb Holliday

Advisor-Mike Elks

Prior to Event Responsibilities: Developing and proposing a Menu to the conclave committee.

At Event Responsibilities: Cooking Food

Facilities and maintenance

Chairman- **Open**

Advisor-Chuck Flanagan

Prior to Event Responsibilities:

Ensuring that all facilities are ready and have had all necessary repairs.

Securing 10 Trailers and Trucks to be used for transport of Lodge Gear.

At Event Responsibilities:

Moving Lodges Gear to and From Campsites during Check-in and Check-out.

Clean all bathrooms and Buildings and ensuring all are properly stocked.

Garbage and Recycling

Chairman-**Open**

Advisor-**Open**

Prior to Event Responsibilities:

Acquiring garbage and recycling containers if needed

Identifying where to place Garbage and Recycling Stations.

At Event Responsibilities:

Collecting Garbage and Recycling from all buildings, campsites, and Stations.

Setting up Garbage and Recycling Stations.

Health and Safety

Chairman- Eddie King

Advisor-Doc Smith

Hospitality and VIP

Chairman-Sean Finney

Advisor-Nick Kilpatrick

Prior to Event Responsibilities:

Work with the Conclave chair to establish a list of Section VIP's and identify locations for them to sleep.

At Event Responsibilities:

Provide assistance to the VIP's and help them with the Check-in and Check-out Process.

Set up patch trading area

Set up the Hodges Building for COC

Set up clean up and food delivery for Lodge Chiefs Luncheon

Security and Logistic

Chairman-Andrew Gilgo
Advisor-Joe Hofmann

Prior to Event Responsibilities:

Develop a parking plan and traffic flow.

Contact the local sheriff's department to inform them of heavy traffic.

Secure secondary parking area and have a plan to provide transport from secondary parking area

At Event Responsibilities: Keep traffic flowing and get vehicles parked in a quick and polite manner. Man the Gate to ensure no Unauthorized vehicles pass.

Trading Post

Chairman-Joseph Webster

Advisor-Mickie Whitehead

Prior to Event Responsibilities:

Ensure repairs are completed to the Snack Shack.

Recruiting Staff to work in the trading post.

Ensure we have all necessary merchandise for the event.

At Event Responsibilities: Man and Staff the trading post and Snack Shack.