

Golden Sun Lodge



**Cornhusker Council
Southeast Nebraska**



LODGE / CHAPTER OFFICER RESPONSIBILITIES, general

ATTENDANCE

- Officers of the Lodge and Chapters are expected to attend all Lodge and their respective Chapter meetings, LEC's, Business Meetings, etc and are to attend as many Lodge activities as possible
 - o Lodge and Chapter Chiefs are expected to meet with the respective Adviser and Staff Adviser to plan the agenda for their monthly LEC or Chapter meeting. (Key 3)
 - o Are expected to attend all LEC meeting or makes sure someone is there to represent them.
- Officers are expected to remain active in their home unit.

UNIFORMING

- Officers are expected to be in full, proper, clean Scout Uniform whenever representing the Lodge or the Order of the Arrow.
 - o Should wear medicine pouch as part of their OA uniform
- Because of the Order of the Arrow is a unit of the Boy Scout Division, officers are expected to wear the khaki/tan shirts and green or switch back pants of the Boy Scout Division regardless of their personal unit registration.
- Uniform patches should be correctly placed and according to the Boy Scout Uniform Guidebook.
 - o OA youth officers wear the position patch of office they hold in their home unit

DUTIES

- Most duties are found in the Guide to Officers and Advisers, which each officer will be provided, the most current copy can be found on-line at the National OA website.
 - o An overview of job specific duties can be found on the following pages

COMMITMENT

- Being a Lodge and/or Chapter Officer is a huge commitment. It involves a significant amount of time, energy, planning, and travel to do the job correctly.
- Scouting activities are secondary to family, church and school responsibilities.
- Therefore, if your present responsibilities are time demanding then you may need to re-think where the OA fits into your life **before deciding to run for an office.**
- List of OA functions they are expected to attend:
 - o OA Planning retreat #1: 8/30/09
 - o OA Planning retreat #2: 9/26/09
 - o LLD and Fall Fellowship: 10/3/09
 - o All LEC's, every month (Nov – May)
 - o NLS, (if he has not already attended): 11/6/09 – 11/8/09
 - o The Chief is expected to attend all COC meetings: possibly in Nov or Dec
 - o Winter Event: 1/22/10 – 1/23/10
 - o Spring Event: 5/14/10 – 5/16/10
 - o Callouts: 6/10/10, 6/17/10, 6/24/10
 - o Pow Wow: 8/13/10 – 8/15/10
 - o Section Conclave: TBA
 - o Vigil weekend, tentative: 9/18/10 – 9/19/10
 - paying their own way, if possible

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LODGE CHIEF

- Responsible for adherence to the program and policies of the Lodge and the National OA
- If asked, the Lodge Chief is expected to attend and participate in the Council Board meetings.
- Attends section Council of Chiefs meeting's. (CoC)
- Meets with Lodge Adviser and Lodge Staff Adviser at least once a month (Lodge Key 3)
- Conducts the lodge executive committee (LEC) and business meetings.
- Appoints chairmen to the lodge operating committees and other chairman as needed throughout the year with the advice of the Lodge Adviser.
- Coordinates, plans, and carries out Section and National OA events
- Approves lodge members to operating committees that are appointed by the committee chairman.
- Responsible for planning and conducting lodge activities, cannot delegate this to his fellow lodge officers and committee chairmen.
- Sees that the chapter program gives complete support to the lodge program.
- Undertakes lodge services projects with the advice and approval of the lodge adviser.
- Appoints the Vigil Honor nominating committee.
- Appoints the Founders Award selection committee.

LODGE VICE-CHIEF

- Assist and works closely with the Lodge Chief, as directed, to carry out operations of the lodge.
- Responsible for coordinating, planning, and carrying out lodge key events such as (**Winter Event, Spring Event, Pow Wow, LLD/Fall Fellowship**) cannot delegate this responsible.
 - o Can appoint Chairmen to run these events.
- Attends all LEC meetings or makes sure someone is there to represent him.
- Has voting rights at LEC's
- Assumes responsibilities of the Lodge Chief in the event the Lodge Chief resigns or is unable to fulfill his term of office, until a successor is elected for the unexpired term.

LODGE SECRETARY

- Assists the Lodge Chief in communication with members of the LEC. Provides written notification of all lodge executive meetings (LEC) at least 5 days prior to the meeting.
- Records the minutes of all LEC meetings. Duplicates and distributes copies of all meetings to the LEC members with-in one week of the LEC
- Attends all LEC meeting or makes sure someone is there to represent him.
- Has voting rights at LEC's
- Makes sure there is an up-to-date roster of names, addresses, e-mail and telephone numbers of all lodge members.

LODGE TREASURER

- Assists the Lodge Chief in accurate accounting and reporting of all lodge funds.
- Prepares a financial report prior to LEC meetings. Duplicates and distributes copies of the report to the LEC members.
- Works with the Associate Lodge Adviser for Administration and/or council office in keeping our financial records up to date.
- Prepares an annual budget statement and gets it approved by LEC.
- Manages the Lodge Trading Post.
 - o Brings it to all events
 - o Maintains inventory, cost list, etc.

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INDUCTIONS CHAIRMAN

- Appointed by the Lodge Chief
- Assists the lodge chief in all areas relating to Inductions
- Works with the Associate Lodge Adviser for Inductions
- Prepares an annual Inductions budget for LEC
- Manages all functions related to Inductions including Elections, Callout, Ordeals, Brotherhood and Ceremonies
- Appoints Chairmen to each of those 5 areas, and keeps them informed and up-to-date at all times.
 - o Delegates appropriate duties to committee.
- Is a key player in both Spring Event and Pow Wow
 - o Along with adviser, these are specific responsibilities:
 - Makes sure ceremony competitions are held within National Policy guidelines
 - Making sure all OA Elections are carried out properly and get documented on the Lodge Web site
 - Makes sure all ceremonies at both Spring Event and Pow Wow are carried out within National policy guidelines
 - Maintains list of all Elangomats and their clans, to keeping the new members involved
 - Callout ceremonies should make the youth who are not in the OA want to work hard to become part of the OA
- Has voting rights at LEC's

SERVICE CHAIRMAN

- Appointed by the Lodge Chief
- Assists the lodge chief in all areas relating to Service
- Works with the Associate Lodge Adviser for Service
- Prepares an annual Service budget for LEC
- Manages all functions related to Service including projects at every event Spring Event and Pow Wow
- Strives to make all projects meaningful, especially Ordeal Projects
- Appoints Chairmen to each of these areas (**Unit, Council, Community, Camp** service projects) and keeps them informed and up-to-date at all times.
 - o Delegates appropriate duties to committee.
- Is a key player in any service project
 - o Along with Adviser, these are specific responsibilities:
 - Making sure at least one major service project is scheduled and carried out every year
 - Documents all service hours
 - Maintains a list of meaningful Camp Projects
 - Makes sure all Arrow of Light / Crossover Ceremonies are carried out appropriately
- Has voting rights at LEC's

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COMMUNICATIONS CHAIRMAN

- Appointed by the Lodge Chief
- Assists the lodge chief in all areas relating to Communications
- Works with the Associate Lodge Adviser for Communications
- Prepares an annual Communications budget for LEC
- Manages all functions related to Lodge Communications including these areas: **Sundial, Website (internet), Camp Promotions, Unit Relations and Marketing/Advertising**
- Appoints Chairmen to each of those 5 areas, and keeps them informed and up-to-date at all times.
 - o Delegates appropriate duties to committee.
- Is a key player in getting information to all OA members
 - o Is responsible for all advertising for all events the Lodge is involved
 - o Along with Adviser, these are specific responsibilities:
 - Making sure the Sundial gets out the door one month before the 4 major events. (LLD, Winter Event, Spring Event and Pow Wow)
 - Keeps the Website (internet) up to date
 - Maintains a list of Unit Representatives and their advisers
 - Promotes camping and outdoor activities.
 - Updates the "Where to go Camping Guide" at least every two years
- Has voting rights at LEC's

CHAPTER CHIEF

- Elected by the youth membership of the Chapter.
- Responsible for adherence to the program and policies of the Lodge and Chapter.
- Serves as a member of the District Camping Committee.
 - o Attends District Committee meetings
- Meets with chapter adviser and chapter staff adviser at least once a month (Lodge Key 3)
- Works closely with the chapter adviser, seeking advice and training.
- Has voting rights at LEC's
- Presides over Vice-Chiefs Elections, appoints youth to positions where no one is elected.
- Reminds chapter Vice-Chiefs to attend chapter meetings, using the US mail, e-mail or telephone.
- Attends and conducts all Chapter meetings
- Attends all Chapter "Key-3" meetings
- Responsible for and coordinates with Chapter Vice-Chiefs to ensure that program is carried out.
- Can delegates his duties to Chapter Vice-Chiefs and Chapter officers as needed.
- Undertakes Chapter services projects with the advice and approval of the Chapter Adviser.
- Has voting rights at LEC's