



Wisawanik Lodge 190

Order of the Arrow

Arbuckle Area Council

Lodge Officers Responsibilities and Duties

All Lodge Officers have an important responsibility to promote the Goals and Mission of the Order of the Arrow and the Boys Scout of America. As officers they are the model for all Scouts, both OA members and non-members. They must dedicate themselves to living the OA Obligation and the Scout Oath in their every action and deed. To that extent the following are some of the responsibilities the officers of our lodge pledge their service to when they seek a lodge office and subsequently confirmed by their election from the members of the lodge. While these items are extensive they are not the sole source of an officer's duties. Officers must adhere to all items in the By-Laws of the Lodge, follow all requirements as to the operation of the lodge as outlined in the Order of the Arrow Guide for Officers and Advisers, Order of the Arrow Operational Updates, and assist in the promotion of camping and leadership.

To that end all officers in the Wisawanik Lodge must at all times during their term of office:

- a) be currently registered in Scouting in the Arbuckle Area Council,
- b) be a member in good standing in the lodge, and
- c) have not yet reached their twenty first birthday.

This document is meant to be a guide to the distribution of responsibilities and duties. It should be regularly examined to make sure it describes the most efficient and effective distribution of duties. By agreement the Lodge Officers may reallocate some of or all of these duties among themselves.

Lodge Chief

- (1) Is responsible to the Arbuckle Area Council Scout Executive through the Lodge Advisor and Staff Adviser for performance of duties.
 - (a) Is a member of the Council Camping Committee and chairs the lodge executive council (LEC)
- (2) Responsible for adherence to the program and policies of Wisawanik Lodge, the mission of the Order of the Arrow, and achieving the goals of the OA section or which the lodge is a member.
- (3) Working with the Lodge LEC, develop and publish the lodge calendar.
- (4) Working with the LEC and Lodge Adviser develops the Lodge Budget.
- (5) Responsible for all Ordeals.
 - (a) Works closely with the Lodge Adviser to coordinate services projects and facility utilization.
 - (b) Works closely with the Vice Chief of Ceremonies to insure all Pre-Ordeal, Ordeal and Brotherhood ceremonies are accomplished and are meaningful to the participants.
- (6) Attends and represents the Lodge at council, section, regional, and national Order of the Arrow Functions.
- (7) Works closely with the Lodge Adviser.
 - (a) Contacts the Lodge Adviser on a regular basis to review status and plans of the lodge.
 - (b) Presents all plans and goals to the adviser for input and advice.
 - (c) Evaluates the operation and processes being used in the Lodge at both the lodge and chapter level.
 - (d) Define and establish any lodge level operational committees as needed.
- (8) Leads the process of establishing annual goals and objectives for the Lodge.
 - (a) Insures all plans and goals follow the mission and objectives of the Order of the Arrow, Boy Scouts of America, and the Arbuckle Area Council. .
 - (b) Creates goals for Lodge to achieve Quality Lodge status.
 - (c) Insures that the lodge is operating in accordance of the long term goals of the strategic plan established by the National Order of the Arrow committee and the Arbuckle Area Council.
- (9) Attends all lodge activities unless excused by the Lodge Advisor via email.
 - (a) Responsible for the planning and conducting of all lodge functions and meetings.
 - (b) Presides over the Lodge Executive Committee (LEC) meeting.
 - (i) Promotes attendance to all meetings by lodge and chapter officers and committee chairmen.
 - (ii) In consultation with the lodge adviser and the other lodge officers, establishes the agenda of the LEC after soliciting agenda items from lodge officers and committee chairman.
- (10) Establishes Lodge Leadership Development Training.
 - (a) Develop and execute an annual plan to insure all lodge and chapter officers get the necessary training for their positions.
 - (b) Incorporate into annual training plans course which all Arrowmen will benefit from for the work in their chapters or units.

Chief, Continued

- (11) Appoints lodge operating committee chairmen in consultation with the lodge adviser.
- (a) Works with committee chairmen to insure they understand the mission of the committee and assist in establishing committee goals.
 - (b) In consultation with the LEC, Committee Chairman and Lodge Advisor, appoints lodge members to be members off the committee.
 - (c) Insures all programs have chairman and the appropriate material as needed.
- (12) Serves as or appoints in consultation with the LEC and Lodge Advisor an OA Summer Camp Chief for Summer and Winter Camp.
- (a) This person will be responsible for handling all OA issues at summer and winter camp and working with the camp director to promote OA and OA activities to all units attending summer camp.
 - (b) With assistance of the Vice Chief of Ceremonies, the Summer Camp Chief will provide call out team and ceremonies each week of summer camp.
- (13) Delegates his duties to fellow lodge officers and committee chairmen as needed.
- (14) Appoints in consultation with the LEC and Lodge Advisor, qualified lodge members to vacated in-term lodge officer positions.
- (15) Works closely with Chapter Officers.
- (a) Insures that chapter programs support the lodge program and goals.
 - (b) Provides training and assistance to Chapter Officers to insure they fulfill their responsibilities to the Units in their Chapter, the District, the Council, and the Lodge.
 - (c) Plans visits to each chapter to facilitate any assistance the chapter chief may need.
- (16) Appoints and Chairs (unless eligible for the Vigil Honor) the Vigil Honor nominating committee. If Eligible appoints a chair.
- (a) Provide support and training for the committee as needed.
 - (b) Works with the Lodge Secretary to insure that the committee has all the membership information they need to fulfill their goals.
- (17) Promotes the correct wearing of the Scout Uniform and OA regalia at all times by personal example.

Vice Chief for Administration

- (1) Presides over all activities and meetings in the absence of the Lodge Chief.
- (2) Works closely with the Lodge Chief to assist him in meeting his responsibilities to the Lodge.
- (3) Fill in-term vacancies of the Lodge Chief.
- (4) Chairs the lode Administration Committee.
- (5) Responsible for the membership records of the lodge.
- (6) Working with the Lodge Chief provides communications to members:
 - (a) Member Dues Letters
 - (b) Delinquent Dues Letters.
 - (c) Brotherhood Eligibility letters.
 - (d) Upcoming Events registration information.
- (7) Collects all registration and fees at Lodge Functions.
- (8) Responsible for the Lodge Trading Post and supplies
 - (a) Make an annual inventory of all merchandise in the Trading Post.
 - (b) Working with the Lodge Adviser, order merchandise and supplies for the lodge as needed (e.g., handbooks, patches, sashes, etc.)
 - (c) Responsible for all patches and memorabilia issued by the lodge
- (9) Working with the Lodge Vice Chief of Ceremonies and the Ordeal Master, insures all new candidates have membership cards and other material as needed.
- (10) Prepare information, lists, materials and reports as appropriate.
- (11) Maintain a list of all Unit Leaders of Council Units and their contact information.
- (12) Maintain and publish the agendas and minutes of all lodge meetings and activities.
- (13) Performs other duties as needed and appropriate.
- (14) Promotes the correct wearing of the Scout Uniform and OA regalia at all times by personal example.

Vice Chief for Promotion

- (1) Responsible for Chapter Elections and Camp Promotion
 - (a) Chairs the Lodge Promotion Committee.
 - (b) Work with chapter chiefs and chapter vice chiefs to assemble and train the Chapter Election and Camp Promotion Team(s).

- (2) Working with the OA Troop Representatives of the units in the District, assist them by promoting OA activities and providing them training with the assistance of the Lodge Vice Chief.

- (3) Responsible for the Order of the Arrow Troop/Team Representative Program.
 - (a) Promotes the Troop/Team Representative program to all Chapters, Units, and the Lodge membership.
 - (b) Works with Chapters and their associated district to insure that every unit understands the duties of the OA Representative.
 - (c) Provides training as needed to Units, Unit Leaders, and Chapters about the program and the Position's responsibilities..

- (4) Develops Camp Promotion Team
 - (a) Meet with Council Camping Committee, Lodge and Chapter Chiefs, and Lodge Advisor to develop a promotion plan.
 - (b) Recruit and train 3-5 member visitation teams.
 - (c) Acquire and develop camp material for each team (movies, charts, publications, literature, etc)
 - (d) Schedule visits suggesting that parents attend the presentation.
 - (e) Provide a final report to the Council Camping committee of units visited, units attending council camps, and units not attending summer camp.

- (5) Develop and edit the Lodge Newsletter
 - (a) Establish an annual publication schedule for news articles and newsletter.
 - (b) Solicit volunteers to write reports and promotional articles for events.
 - (c) Acquire chapter news articles for each chapter.
 - (a) Promotes all lodge, section, and national events.
 - (b) Provides articles for Lodge and Council Newsletters promoting events.

- (6) Provide the membership notification and summary as needed for updates and changes to National Publications, manuals, and Operational Updates.

- (7) Maintain list of all Unit Leaders of Council Units.
 - (a) Provide unit contact information for all chapter election teams.

- (8) Create elected candidate list and provide this to the Vice Chief for Administration.

- (9) Responsible for creating and maintaining elected candidate list and information and providing this to the Vice Chief for Administration.

- (10) Promotes the correct wearing of the Scout Uniform and OA regalia at all times by personal example.

Vice Chief for Ceremonies

- (1) Promote lodge and chapter ceremony teams at all lodge functions.
- (2) Chairs the Lodge Ceremonies Team.
- (3) Provides training programs for all ceremony teams.
 - (a) Develops training schedule for all teams and solicits a team chief for each team who will be responsible for coordinating the team's activities.
 - (b) Develops team and/or individual recognition for exceptional ceremony service and participation to be presented at the Winter Business Meeting.
 - (c) Conducts an annual ceremony workshop for all ceremonialist and those members who wish to be involved in ceremonies.
- (4) Plans and coordinates the Call-Out, Pre-Ordeal, Ordeal and Brotherhood ceremonies.
- (5) Maintains all lodge ceremony costuming and equipment.
 - (a) Promotes each team's development of their own costuming but insuring it meets with the National guidelines and follows the traditions of the Lodge.
- (6) Maintains all ceremony sites at summer camps.
- (7) If appropriate, work with the Lodge Vigil Honor Selection Advisor to insure each Vigil candidate has a meaningful ceremony and experience.
- (8) Works with district Unit Leaders to provide ceremonies for Boy Scout and Cub Scout Units.
- (9) Develops and presents other ceremonies as needed for the Lodge and Council.
- (10) Promotes the correct wearing of the Scout Uniform and OA regalia at all times by personal example.

Chapter Chief

- (1) Serves as the Chief administrator of the Chapter.
 - (a) Look to the duties of the Lodge Chief for guidance in duties and responsibilities not listed below.
 - (b) Is a voting member of the LEC.

- (2) Plans and conducts all chapter meetings and activities.
 - (a) Responsible for the planning and conducting of all chapter functions and meetings.
 - (b) Presides over the chapter and chapter officers meetings.
 - (c) Promotes attendance to all meetings by chapter officers and committee chairmen.

- (3) Works closely with the Chapter Adviser to
 - (a) Develop and establish annual goals and objectives for the Chapter.
 - (b) Develop the chapter budget.
 - (c) Plan meaningful chapter meetings and activities.
 - (d) Promote service to units and community by carrying out meaningful service projects.
 - (e) Establishes an annual plan that promotes and contributes to the Lodge goals.
 - (f) Insures all chapter members are involved in Lodge and Chapter activities.
 - (g) Appoint qualified chapter members to vacated in-term Chapter officer positions.

- (4) Gives Leadership to Chapter Officers by assigning responsibilities to the Vice Chief, other Chapter officers, and chapter committees.
 - (a) Provides training as needed to chapter officers and committee members.
 - (b) Supervises the operation of each officer and committees.
 - (c) Recruit and train Chapter Committee Chairmen.

- (5) Promotes all Lodge and chapter activities and events.
 - (a) Attend all lodge LEC meetings, functions, and activities.
 - (b) With the assistance of the Chapter Vice Chief for Promotion, insures all chapter members are kept up to date on activities and functions of the lodge and chapter.

- (6) Promotes the correct wearing of the Scout Uniform and OA regalia at all times by personal example.

Chapter Vice-Chief for Administration

- (1) Assist the work of the Chapter Chief by performing duties as assigned and appropriate.
 - (a) Look to the duties of the lodge Vice-Chief for Administration for guidance in duties and responsibilities not listed below.
 - (b) Is a non-voting member of the LEC. Serves on the Lodge Administration Committee.

- (2) In the absence of the Chapter Chief performs the duties of the Chapter Chief.

- (3) Responsible for all minutes of Chapter meetings.
 - (a) Copy of all minutes are forwarded to the Lodge Secretary.

- (4) Responsible for the membership records, registration, monies and supplies of the chapter.

- (5) Promotes the correct wearing of the Scout Uniform and OA regalia at all times by personal example.

Chapter Vice-Chief for Promotion

- (1) Assists the work of the Chapter Chief by performing duties as assigned and appropriate.
 - (a) Looks to the duties of the lodge Vice-Chief for Administration for guidance in duties and responsibilities not listed below.
 - (b) Is a non-voting member of the LEC. Serves on the Lodge Promotion Committee.
- (2) Responsible for assembling and training the Chapter Election and Camp Promotion Team(s).
- (3) Works with the OA Troop Representatives of the units in the District, assist them by promoting OA activities and providing them training with the assistance of the Lodge Vice Chief for Promotion.
- (4) Submit articles to the Lodge Vice Chief for Promotion on all Chapter Activities.
- (5) Encourage Chapter members to attend Chapter and Lodge activities and to keep their membership current.
- (6) Promotes the correct wearing of the Scout Uniform and OA regalia at all times by personal example.

Chapter Vice Chief for Ceremonies

- (1) Assist the work of the Chapter Chief by performing duties as assigned and appropriate.
 - (a) Look to the duties of the lodge Vice-Chief for Ceremonies for guidance in duties and responsibilities not listed below.
 - (b) Is a non-voting member of the LEC. Serves on the Lodge Ceremonies Committee.
- (2) Responsible for assembling and training Chapter Ceremony Teams and encouraging the participation in ceremonies of those interested in ceremonies.
- (3) Assist the Lodge Vice-Chief for ceremonies in providing training programs for all those interested in ceremonies.
- (4) Develop team and/or individual recognition for exceptional ceremony service and participation.
- (5) Maintain all Chapter ceremony costuming and equipment.
- (6) Work with district Unit Leaders to provide ceremonies for Boy Scout and Cub Scout Units.
- (7) Develop and present other ceremonies as needed for the district.
- (8) Promotes the correct wearing of the Scout Uniform and OA regalia at all times by personal example.