

## Appendix A – Job Descriptions for Lodge Officers, Committees and Chapters

### I. The job descriptions for each Lodge Officer are as follows:

#### A. Lodge Chief - As the principal leader of the Lodge, the Lodge Chief shall:

- i. Take the responsibility for conducting the Lodge program to the best of his ability and to the satisfaction of the membership.
- ii. Shall attend all meetings of the Lodge, the Executive Committee and the committees under care of the Lodge Chief.
- iii. Preside over all meetings of the Lodge and the Executive Committee.
- iv. Serve as an ex-officio member of all Lodge committees and chapters.
- v. Ensure that the other elected officers fulfill their obligations and responsibilities, and, when an office is vacant, ensure that the vital duties of that office are properly discharged by assigning them to a responsible individual until that office is again filled.
- vi. Appoint the Vigil Honor Selection Committee in accordance with specified procedures.
- vii. May appoint a chief for any chapter that fails to elect one by the beginning of each calendar year.
- viii. In consultation with the Lodge Adviser and Lodge Staff Adviser may call special meetings of the Executive Committee of the Lodge, and of the Lodge membership.
- ix. May create and name temporary committees with the knowledge of, or at the direct request of the Lodge Executive Committee.
- x. Shall in conjunction with the Lodge Secretary shall interpret and revise the Lodge Rules and Regulations as necessary.
- xi. In conjunction with the Lodge Adviser and Lodge Staff Adviser shall plan and coordinate the annual Lodge Leadership Development (LLD) Course.
- xii. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

#### B. Lodge Vice Chief of Administration - As a leader of the Lodge, the Vice Chief of Administration shall:

- i. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- ii. Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- iii. Under the circumstances designated by these rules or the Lodge Chief, preside over meetings in the Lodge Chief's absence.
- iv. Directly oversee the functioning of the Training Committee and the Lodge Participation at Section and National Events.
- v. Serve as an ex-officio member of the committees under his care.
- vi. Ensure that the chairmen of the committees under his care fulfill their duties and responsibilities.
- vii. Ensure that all Lodge Committees and Chapters conduct appropriate and effective trainings, as needed for their area of responsibility.
- viii. Take charge of any committee under his care that is without a chairman, and assist the Lodge Chief in selecting a prospective chairman.
- ix. Responsible for planning and carrying out the function of the Lodge for the Annual Council Silver Beaver / Adult Recognition Dinner Banquet.
- x. Perform any other duty as assigned by the Lodge Chief.
- xi. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

#### C. Vice Chief of Program - As a leader of the Lodge, the Vice Chief of Program shall:

- i. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- ii. Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- iii. Under the circumstances designated by the Lodge Chief, preside over meetings in the Lodge Chief's absence.
- iv. Directly oversee the functioning of the Fall Fellowship, Spring Pow Wow, Winter Banquet, Cub Scout Outreach Committees.
- v. Serve as an ex-officio member of the committees under his care.
- vi. Ensure that the Chairmen of the committees under his care fulfill their duties and responsibilities.
- vii. Take charge of any committee under his care that is without a chairman, and assist the Lodge Chief in selecting a prospective chairman.
- viii. Perform any other duty as assigned by the Lodge Chief.
- ix. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

#### D. Vice Chief of Service - As a leader of the Lodge, the Vice Chief of Inductions shall:

- i. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- ii. Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- iii. Under the circumstances designated by the Lodge Chief, preside over meetings in the Lodge Chief's absence.
- iv. Directly oversee the functioning of the Ordeal Operations, Elangomat, Vigil Honor, Culinary, and Brotherhood Committees.
- v. Serve as an ex-officio member of the committees under his care.
- vi. Ensure that the Chairmen of the committees under his care fulfill their duties and responsibilities.
- vii. Take charge of any committee under his care that is without a chairman, and assist the Lodge Chief in selecting a prospective chairman.
- viii. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

E. Vice Chief of AIA - As a leader of the Lodge, the Vice Chief of Inductions shall:

- i. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- ii. Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- iii. Under the circumstances designated by the Lodge Chief, preside over meetings in the Lodge Chief's absence.
- iv. Directly oversee the functioning of the Ceremony Team, Dance Team, Drum Team and Regalia Committee.
- v. Serve as an ex-officio member of the committees under his care.
- vi. Ensure that the Chairmen of the committees under his care fulfill their duties and responsibilities.
- vii. Take charge of any committee under his care that is without a chairman, and assist the Lodge Chief in selecting a prospective chairman.
- viii. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

F. Vice Chief of Chapters - As a Leader of the Lodge, the Vice Chief for Chapters shall:

- i. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- ii. Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- iii. Under the circumstances designated by the Lodge Chief, preside over meetings in the Lodge Chief's absence.
- iv. Act as liaison between the Lodge Chief and the Chapter Chiefs.
- v. Ensure that the officers of the active Chapters fulfill their duties and responsibilities.
- vi. Take charge of any Chapter that is without any elected officers, and assist in getting new officers properly elected.
- vii. Assist the Lodge Chief and other officials in organizing new Chapters, where appropriate.
- viii. Shall oversee and coordinate the Lodge Troop Representative Program.
- ix. Ensure that every Chapter within the Lodge is adequately conducting and completing Unit Elections within their Chapter.
- x. Shall promote the Order of the Arrow by encouraging all units to request the holding of an OA election in their unit.
- xi. All Order of the Arrow elections must be in compliance with current National Guidelines for unit elections.
- xii. It shall train and provide teams to conduct elections in any unit that requests that an election be held.
- xiii. It shall encourage Arrowmen to assume leadership positions in their local troops and within the Lodge.
- xiv. It shall encourage Arrowmen to be active in the Lodge and to attain Brotherhood membership if not currently a Brotherhood member.
- xv. Ensure that every Chapter is overseeing the Cub Scout Program and Relations within their respective Chapters.
- xvi. It shall oversee the Lodge in its assisting the Council in Webelos to Scout transition.
- xvii. It shall promote camping and the outdoors in the Cub Scout Program
- xviii. It shall work with other Lodge Committees to promote the Order within Cub Scouting.
- xix. Plan and oversee the Annual Council First Class Banquet and use this opportunity to promote the Lodge and the Order of the Arrow.
- xx. Perform any other duty as assigned by the Lodge Chief.
- xxi. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

G. Lodge Secretary - As a leader of the Lodge, the Secretary shall:

- i. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- ii. Attend all meetings of the Lodge, the Executive Committee and the committees under his care.
- iii. Record and maintain accurate records of the business conducted at Lodge and Executive Committee meetings, and have these records available for reference at subsequent meetings.
- iv. Directly oversee the functioning of the Newsletter, Print Publications, Social Media, Bylaws, and Website Committees.
- v. Serve as an ex-officio member of the committees under his care.
- vi. Ensure that the chairmen of the committees under his care fulfill their duties and responsibilities.
- vii. Take charge of any committee under his care that is without a chairman, and assist the Lodge Chief in selecting a prospective chairman.
- viii. Serve as the Lodge parliamentarian and in conjunction with the Key Three shall interpret and revise the Lodge Rules and Regulations as needed. The Lodge Rules and Regulations shall be reviewed for compliance with National and Council guidelines on an annual basis.
- ix. Perform any other duty as assigned by the Lodge Chief.
- x. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

H. Lodge Treasurer - As a leader of the Lodge, the Treasurer shall:

- i. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- ii. Attend all meetings of the Lodge and the Executive Committee.
- iii. Be responsible for the financial records of the Lodge, in accordance with National Policy.
- iv. Be responsible for ensuring that all bills and debts of the Lodge are promptly and properly paid.
- v. Directly oversee the functioning of the Trading Post, Unit Elections, Quality Analytics, Awards and Recognition and Finance Committees.
- vi. Ensures that the committees under his care fulfill their duties and responsibilities.
- vii. Be in charge of receiving all dues and other payments to the Lodge, and ensure their prompt deposit with the Council, in accordance with National policy.
- viii. Be responsible for maintaining complete and accurate membership records for the Lodge, in accordance with National policy.
- ix. Perform any other duty as assigned by the Lodge Chief.
- x. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

II. The job descriptions for the Committee Chairman shall be as follows:

A. As Leaders of the Lodge they Shall

- i. Support the elected officers in conducting the Lodge program to the best of their ability and to the satisfaction of the membership.
- ii. Attend all meetings of the Lodge and the Executive Committee.
- iii. Encourage members to serve on their committees, and organize their committee to fulfill its duties and responsibilities.
- iv. Select assistants, and designate who shall take their place in their absence.
- v. Keep their designated Vice Chief, Secretary, or Treasurer informed of their committee's progress and of their designated representative to the Executive Committee when they are unable to attend.
- vi. Perform any other duties as assigned by the Lodge Chief.
- vii. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

B. Ceremony Team

- i. This committee shall prepare and maintain ceremonial equipment, including costumes, and prepare the ceremonial grounds.
- ii. It shall encourage members to take parts in ceremonies.
- iii. It shall train and prepare primary and back-up teams for all ceremonies.
- iv. It shall conduct all ceremonies in accordance with the latest printing of the OA Handbook and Ceremonies Guides.
- v. It shall report to the Vice Chief of AIA

C. Dance Team

- i. This team shall prepare and present authentic American Indian dances at Lodge Activities, and other events and on other appropriate occasions.
- ii. It shall represent the Lodge and encourage interest in the Order when performing at non-OA events.
- iii. It shall encourage interest in and provide instruction in Native American Lore.
- iv. It shall report to the Vice Chief of AIA.

#### D. Brotherhood

- i. Membership on this committee shall be open to all Brotherhood and Vigil Honor members of the Lodge.
- ii. This committee shall invite and encourage all eligible Ordeal members to consider attaining Brotherhood.
- iii. It shall provide for frequent Brotherhood Ceremonies and assist members in the completion of the requirements for Brotherhood, in accordance with the current printing of the OA Handbook.
- iv. It shall report to the Vice Chief of Service.

#### E. Culinary

- i. This committee shall provide for all Lodge events the menu of the weekend, with the exception of the Winter Banquet.
- ii. It shall ensure that all tables are set up and clean in preparation of meals.
- iii. It shall ensure that the dining hall and all tables are clean at the conclusion of all meals.
- iv. It shall ensure that all cooking utensils and supplies are clean for future use.
- v. It shall report to the Vice Chief of Service.

#### F. Elangomat

- i. Shall be a friend and guide to all Ordeal Candidates and guide them through the induction process.
- ii. Shall recruit an adequate number of Elangomats per Ordeal and have them trained beforehand.
- iii. Shall work with the Service Committee and Ordeal Master to solve any problems and insure a good Ordeal experience for all Candidates.
- iv. Shall report to the Vice Chief of Service.

#### G. Finance

- i. Shall find fundraising opportunities for the Lodge
- ii. Shall promote the collection of dues throughout the year. Will set goals on membership and dues collection and report on status at every LEC Meeting.
- iii. Will contact members whose are lapsed on a monthly basis using, but not limited to, email and mailing letters.
- iv. Will work with the Lodge Treasurer to compile the Annual Lodge Operating Budget and to ensure the Committees stay within their respective budgets.

#### H. Newsletter

- i. It shall be responsible for all newsletters and written communication within the Lodge
- ii. It shall provide for the printing of all Lodge publications and other printed materials as requested.
- iii. It shall prepare at least quarterly newsletter which shall be distributed to all active members and to others as deemed appropriate.
- iv. It shall produce a onsite newsletter for all Lodge Ordeal and Fellowship weekends.
- v. It shall report to the Lodge Secretary.
- vi. Any other duties as requested by the Lodge Chief.

#### I. Service

- i. This committee shall ensure that service projects are properly planned in consultation with the Camp Ranger.
- ii. It shall recruit youth and adults to serve in the various leadership positions needed to operate an Ordeal Weekend.
- iii. It shall ensure that tools and other supplies are readily available at the location of all service projects during the Ordeal.
- iv. It shall provide to the Lodge membership at the event a schedule of the Ordeal that can be found in the Ordeal Operations Handbook.
- v. It shall ensure that all service projects start and stop on time.
- vi. It shall develop and present a report of the weekend at the next regularly scheduled Executive Committee Meeting.
- vii. It shall report to the Vice Chief of Service.

#### J. Trading Post

- i. This committee shall keep an accurate inventory of all Lodge, chapter, and committee merchandise, insignia, and memorabilia.
- ii. It shall be open at all Lodge events and any chapter event as requested.
- iii. It shall serve members of the Lodge in a friendly manner ensuring that their order is correct and prompt.

- iv. It shall operate keeping in mind customer service and satisfaction.
- v. It shall work in conjunction with the Lodge Webmaster to operate a online Trading Post via the website.
- vi. It shall report to the Lodge Treasurer.
- vii. It shall design, get approved and order all lodge insignia, merchandise and goods.

K. Bylaws

- i. Shall be responsible for the annual review of the lodge bylaws for compliance with BSA and OA rules and regulations.
- ii. Shall propose updates and changes as needed.
- iii. Shall interpret the bylaws as needed.
- iv. Shall report to the Lodge Secretary

L. Awards and Recognition

- i. Shall assist the Founder's Award and West Fellowship committees select their recipients each year.
- ii. Shall assist all committees and chapters in determining annual awards.
- iii. Shall work with the Winter Banquet Committee to plan and present all awards.
- iv. Shall administer any national, regional or section awards programs
- v. Reports to the Treasurer

M. Quality Analytics

- i. Uses available tools to report to the LEC the JTE status of the Lodge
- ii. Shall assist the Key 3 upon request with completing the annual report and JTE application.

N. Membership

- i. Shall assist the Treasurer in entering and maintaining all lodge membership records in Lodge Master.
- ii. Shall assist the Unit Elections committee in entering all new member information in Lodge Master.
- iii. Shall assist the treasurer with registration at all Lodge events.
- iv. Shall serve as the contact point for all committee and chapters getting membership records.

O. Unit Elections

- i. Shall serve as the coordinator of Unit Elections for the whole lodge.
- ii. Shall process all unit election results and enter into Lodge Master
- iii. Shall communicate Ordeal information to all Ordeal Candidates.
- iv. Shall work with the Chapters and the LEC to insure all units who desire a Unit Election receive one.

P. Social Media

- i. Shall maintain all existing lodge social media means and shall update them regularly.
- ii. Shall propose new social media streams for adoption as they emerge.
- iii. Shall follow all local and national regulations involving social media and stay abreast of such.
- iv. Shall coordinate social media updates with the lodge communication plan.

Q. Print Publications

R. Website

S. Ordeal Operations

- i. Insure there is a health and safety officer for the weekend.

T. Regalia

U. Drum Team

V. Training

W. Vigil Honor

- i. Shall select Vigil Candidates each year in accordance with all applicable policies and publications of the OA by a date to allow for the submission and approval of the petitions prior
- ii. Shall induct the Vigil Honor class each year in accordance with the OA Handbook, Guide for Officers and Advisers, Vigil Honor Ceremony Book, Guide to Inductions and other applicable documents.

X. Winter Banquet

- i. Shall plan and conduct the annual Lodge Winter Banquet
- ii. Shall secure a location and have a menu planned no later than April 1<sup>st</sup> each year.
- iii. Shall coordinate with other committees to present awards and promote the banquet
- iv. Shall suggest the guest speaker each year no later than August 1<sup>st</sup>.
- v. Shall work with the Secretary to produce the year end slide show.

Y. Spring Pow Wow / Fall Fellowship

III. Chapter Chiefs

The duties of each Chapter Chief are as follows:

- i. Support the elected officers in conducting the Lodge program to the best of their ability and to the satisfaction of the membership.
- ii. Attend all meetings and activities of the Lodge and the Executive Committee.
- iii. Encourage members to participate in their Chapters by conducting well planned, engaging and regularly scheduled Chapter Meetings.
- iv. Work with each unit within their Chapter in identifying and selecting an OA Unit Representative.

- v. Support and promote camping, outdoor activities and high adventure to all units within their chapter.
- vi. Schedule and conduct an OA Unit Election in all units within their chapter desiring one.
- vii. Select assistants, and designate who shall take their place in their absence.
- viii. Shall work with the Cub Scout Packs within each district to promote outdoor activities, Boy Scout Transition, Day Camp and Webelos Crossover Ceremonies.
- ix. Keep the Vice Chief of Chapters informed of their chapter's progress and of their designated representative to the Executive Committee when they are unable to attend.