



NGUTTITEHEN LODGE

ORDER OF THE ARROW

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

Approved December 9, 2023

The job descriptions for each Lodge Officer are as follows:

I. Lodge Chief

As the principal leader of the Lodge, the Lodge Chief shall

- a. Take the responsibility for conducting the Lodge program to the best of his ability and to the satisfaction of the membership.
- b. Shall attend all meetings of the Lodge, the Executive Committee, and the committees under the care of the Lodge Chief.
- c. Preside over all meetings of the Lodge and the Executive Committee.
- d. Serve as an ex-officio member of all Lodge committees and chapters.
- e. 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.
- f. Appoint the Vigil Honor Selection Committee in accordance with specified procedures.
- g. May appoint a chief for any chapter that fails to elect one by the beginning of each calendar year.
- h. Supervises and assists Chapter Chiefs as needed.
- i. 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.
- j. May create and name temporary committees with the knowledge of, or at the direct request of the Lodge Executive Committee.
- k. Shall in conjunction with the Lodge Secretary interpret and revise the Lodge Rules and Regulations as necessary.
- l. In conjunction with the Lodge Adviser and Lodge Staff Adviser shall plan and coordinate the annual Lodge Leadership Development (LLD) Course.
- m. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

II. Lodge Vice Chief of Administration

As a leader of the Lodge, the Vice Chief of Administration shall:

- a. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.

- b. Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- c. Under the circumstances designated by these rules or the Lodge Chief presides over meetings in the Lodge Chief's absence.
- d. Directly oversee the functioning of the Training, Winter Banquet, Spring Pow-Wow, Fall Fellowship Committees.
- e. Serve as an ex-officio member of the committees under his care.
- f. Ensure that the chairmen of the committees under his care fulfill their duties and responsibilities.
- g. Ensure that all Lodge Committees and Chapters conduct appropriate and effective trainings, as needed for their area of responsibility.
- h. Take charge of any committee under his care that is without a chairman and assist the Lodge Chief in selecting a prospective chairman.
- i. Directly oversees and manages the planning and promotion of the Winter Banquet, Pow Wow and Fall Fellowship in conjunction with other officers and members of the LEC.
- j. Perform any other duty as assigned by the Lodge Chief.
- k. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

III. Lodge Vice Chief of Membership

As a leader of the Lodge, the Vice Chief of Membership shall:

- a. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- b. Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- c. Directly oversee the functioning of the Unit Elections and Camping Promotions, Vigil Honor, and Brotherhood Committees.
- d. Shall work with all chapters in completing and conducting Unit Elections.
- e. Shall assist the Unit Elections and Camp Promotions Committee and Chapters in entering all new member information in Lodgemaster.
- f. Shall serve as the contact point for all committees and chapters getting membership records.
- g. Serve as an ex-officio member of the committees under his care.
- h. Ensure that the chairmen of the committees under his care fulfill their duties and responsibilities.
- i. Take charge of any committee under his care that is without a chairman and assist the Lodge Chief in selecting a prospective chairman.
- j. Perform any other duty as assigned by the Lodge Chief.
- k. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

IV. Lodge Secretary

As a leader of the Lodge, the Secretary shall:

- a. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- b. Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- c. 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.
- d. Directly oversee the functioning of the Print Publications, Digital Media, DEI, and Content Creation Committees.
- e. Serve as an ex-officio member of the committees under his care.
- f. Ensure that the chairmen of the committees under his care fulfill their duties and responsibilities.
- g. Take charge of any committee under his care that is without a chairman and assist the Lodge Chief in selecting a prospective chairman.
- h. 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.
- i. Perform any other duty as assigned by the Lodge Chief.
- j. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

V. Lodge Treasurer

As a leader of the Lodge, the Treasurer shall:

- a. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- b. Attend all meetings of the Lodge and the Executive Committee.
- c. Be responsible for the financial records of the Lodge, in accordance with National Policy.
- d. Be responsible for ensuring that all bills and debts of the Lodge are promptly and properly paid.
- e. Directly oversee the functioning of the Trading Post Committee.
- f. Ensures that the committees under his care fulfill their duties and responsibilities.
- g. 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.
- h. Be responsible for maintaining complete and accurate membership records for the Lodge, in accordance with National policy.
- i. Perform any other duty as assigned by the Lodge Chief.
- j. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

VI. Vice Chief of Nation(s)

As a leader of the Lodge, the Vice Chief of Nation(s) shall:

- a. Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- b. Attend all meetings of the Lodge and the Executive Committee.
- c. Shall oversee, plan, and manage the Ordeal and Brotherhood Induction Weekends in their respective Nation, in consultation of the Lodge Chief, Lodge Adviser and LEC.
- d. Shall oversee, plan, and manage call out ceremonies for summer camp and otherwise in their respective Nation, in consultation of the Lodge Chief, Lodge Adviser and LEC.
- e. Shall oversee the Nation Committees of Ceremonies, Culinary, Elangomat, and Ordeal Operations.

VII. Lodge Operating Committees

The job descriptions for the Lodge Operating Committee Chairmen shall be as follows:

As leaders of the Lodge, they shall:

- a. Support the elected officers in conducting the Lodge program to the best of their ability and to the satisfaction of the membership.
- b. Attend all meetings of the Lodge and the Executive Committee.
- c. Encourage members to serve on their committees and organize their committee to fulfill its duties and responsibilities.
- d. Select assistants and designate who shall take their place in their absence.
- e. Keep their designated Officer informed of their committee's progress and of their designated representative to the Executive Committee when they are unable to attend.
- f. Perform any other duties as assigned by the Lodge Chief.
- g. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.

A. Brotherhood

- a. Membership on this committee shall be open to all Brotherhood and Vigil Honor members of the Lodge.
- b. This committee shall invite and encourage all eligible Ordeal members to consider attaining Brotherhood.
- c. 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.
- d. Shall report to the Vice Chief of Membership.

B. Print Publications

- a. It shall be responsible for all newsletters and written communication within the Lodge.
- b. It shall provide for the printing of all Lodge publications and other printed materials as requested.
- c. It shall prepare at least a quarterly newsletter which shall be distributed to all active members and to others as deemed appropriate.
- d. It shall produce an onsite newsletter for all Lodge Ordeal and Fellowship weekends. Shall report to the Lodge Secretary.

C. Trading Post

- a. This committee shall keep an accurate inventory of all Lodge, chapter, and committee merchandise, insignia, and memorabilia.
- b. It shall be open at all Lodge events and any chapter event as requested.
- c. It shall serve members of the Lodge in a friendly manner, ensuring that their order is correct and prompt.
- d. It shall operate keeping in mind customer service and satisfaction.
- e. It shall work in conjunction with the Lodge Webmaster to operate an online Trading Post via the website.
- f. Shall report to the Lodge Treasurer.
- g. It shall design, get approved and order all lodge insignia, merchandise, and goods.

D. Unit Elections and Camping Promotions

- a. Shall assist the Treasurer and / or Vice Chief of Membership in entering and maintaining all lodge membership records in Lodgemaster.
- b. Shall assist Chapters in entering all new member information in Lodge Master.
- c. Shall be responsible for communicating to candidates information about induction weekends.
- d. Shall be responsible for working with the Council, Districts and Chapters for assisting, scheduling, and conducting camp promotion visits.
- e. Shall assist the treasurer with registration at all Lodge events.
- f. Shall report to the Lodge Vice Chief of Membership.

E. Digital Media

- a. Shall maintain all existing lodge social media means and shall update them regularly.
- b. Shall propose new social media streams for adoption as they emerge.
- c. Shall follow all local and national regulations involving social media and stay abreast of such.
- d. Shall coordinate social media updates with the lodge communication plan.
- e. Shall work with the Secretary, Print Publications Committees, and others to update the Lodge Website and keep it up to date.

- f. Shall work with the Lodge Treasurer to setup and maintain online registration and payment systems.
 - g. Shall ensure the lodge website follows all applicable guidelines and standards.
 - h. Shall report to the Lodge Secretary
- F. Training
 - a. Shall oversee and plan the annual Lodge LLD
 - b. Shall ensure training is a year-round process.
 - c. Shall promote NLS and DYLC.
 - d. Shall be responsible for coordinating the Lodge participation at the University of Scouting.
 - e. Shall report to the Vice Chief of Administration.
- G. Vigil Honor
 - a. 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 to candidates being called out.
 - b. 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.
 - c. Shall report to the Lodge Vice Chief of Membership.
- H. Winter Banquet
 - a. Shall plan and conduct the annual Lodge Winter Banquet
 - b. Shall secure a location and have a menu planned no later than April 1st each year.
 - c. Shall coordinate with other committees to present awards and promote the banquet.
 - d. Shall suggest the guest speaker each year no later than August 1st.
 - e. Shall work with the Secretary to produce the year-end slide show.
 - f. Shall report to the Lodge Vice Chief of Administration.
- I. Spring Pow-Wow
 - a. Shall plan and coordinate the annual Spring Pow Wow.
 - b. Shall promote these events on a year-round basis.
 - c. Shall report to the Lodge Vice Chief of Administration.
- J. Content Creation
 - a. Shall develop and provide written copy and artwork to all Lodge communication streams.
 - b. Shall work with the Secretary to provide content for onsite Ordeal newsletters and event promotions.
 - c. Shall report to the Lodge Secretary
- K. Fall Fellowship
 - a. Shall plan and coordinate the annual Fall Fellowship
 - b. Shall promote these events on a year-round basis.
 - c. Shall report to the Lodge Vice Chief of Administration.

L. Diversity, Equity, and Inclusion

- a. Shall work with the LEC, all Committees and Chapters to foster a culture of mindfulness: respect and openness to the diverse backgrounds of our members.
- b. Shall assist all the LEC, all committees and chapters with messaging, to ensure it fosters an environment of diversity, equity, and inclusion for all parties.
- c. Shall assist the Nation Chiefs, Spring Pow Wow Committee, Fall Fellowship Committee and Winter Banquet Committee in ensuring that the event's plans take into account our diverse membership and create a welcoming environment for all.
- d. Shall work with the Nation Chiefs, Ordeal Operations and Elangomat Committees to facilitate reasonable accommodations for Ordeal and Brotherhood Candidates that require reasonable accommodations in order to participate.
- e. Shall report to the Lodge Secretary

VIII. Chapter Chiefs

The duties of each Chapter Chief are as follows:

As a leader of the Chapter, a Chapter Chief shall:

- a. Support the elected officers in conducting the Lodge program to the best of their ability and to the satisfaction of the membership.
- b. Attend all meetings and activities of the Lodge and the Lodge Executive Committee.
- c. Encourage members to participate in their Chapters by conducting well planned, engaging and regularly scheduled Chapter Meetings.
- d. Work with each unit within their Chapter in identifying and selecting an OA Unit Representative.
- e. Support and promote camping, outdoor activities, and high adventure to all units within their chapter.
- f. Schedule and conduct an OA Unit Election in all units within their chapter desiring one.
- g. Schedule and conduct a camping promotion visit with all units in their district desiring one.
- h. Select assistants and designate who shall take their place in their absence.
- i. Shall work with the Cub Scout Packs within each district to promote outdoor activities, Boy Scout Transition, Day Camp and Webelos Crossover Ceremonies.
- j. Keep the Lodge Chief and Vice Chief of Membership informed of their chapter's progress and of their designated representative to the Lodge Executive Committee when they are unable to attend.

IX. Nation Committees

The job descriptions for the Nation Operating Committee Chairmen shall be as follows:

As leaders of the Nation, they shall:

- a. Support the elected officers in conducting the Lodge program to the best of their ability and to the satisfaction of the membership.
- b. Encourage members to serve on their committees and organize their committee to fulfill its duties and responsibilities.
- c. Select assistants and designate who shall take their place in their absence.
- d. Keep their designated Officer informed of their committee's progress.
- e. Perform any other duties as assigned by the Nation Vice Chief or Lodge Chief.
- f. Shall correctly wear a complete BSA field uniform with OA sash at all meetings and events.
- g. Are not voting members of the Lodge Executive Committee.
- h. Shall report to their respective Nation Vice Chief.

A. Ceremonies

- a. This committee shall prepare and maintain ceremonial equipment, including costumes, and prepare the ceremonial grounds.
- b. It shall encourage members to take part in ceremonies.
- c. It shall train and prepare primary and back-up teams for all ceremonies.
- d. It shall conduct all ceremonies in accordance with the latest printing of the OA Handbook and Ceremonies Guides.
- e. This team shall prepare and present authentic American Indian dances at Lodge Activities, and other events and on other appropriate occasions.
- f. It shall represent the Lodge and encourage interest in the Order when performing at non-OA events. It shall encourage interest in and provide instruction in Native American Lore.

B. Culinary

- a. This committee shall provide for all Lodge events the menu of the weekend in their area, with the exception of the Winter Banquet.
- b. It shall ensure that all tables are set up and clean in the preparation of meals.
- c. It shall ensure that the dining hall and all tables are clean at the conclusion of all meals.
- d. It shall ensure that all cooking utensils and supplies are clean for future use.

C. Elangomat

- a. Shall be a friend and guide to all Ordeal Candidates and guide them through the induction process.
- b. Shall recruit an adequate number of Elangomats per Ordeal and have them trained beforehand.
- c. Shall work with the Service Committee and Ordeal Master to solve any problems and ensure a good Ordeal experience for all Candidates.

- d. Shall insure the proper implementation of the Extended Elangomat Program.
- D. Ordeal Operations
 - a. Shall plan and coordinate all lodge ordeal and induction weekends.
 - b. Shall work with other committees to ensure their obligations to the ordeal weekend are met.
 - c. Shall coordinate service projects for the weekend with the camp rangers.
 - d. Ensure there is a health and safety officer for the weekend.