

Lodge Officer Responsibilities



Uh-Tō-Yeh-Hut-Tee Lodge W.W.W.
Order of the Arrow

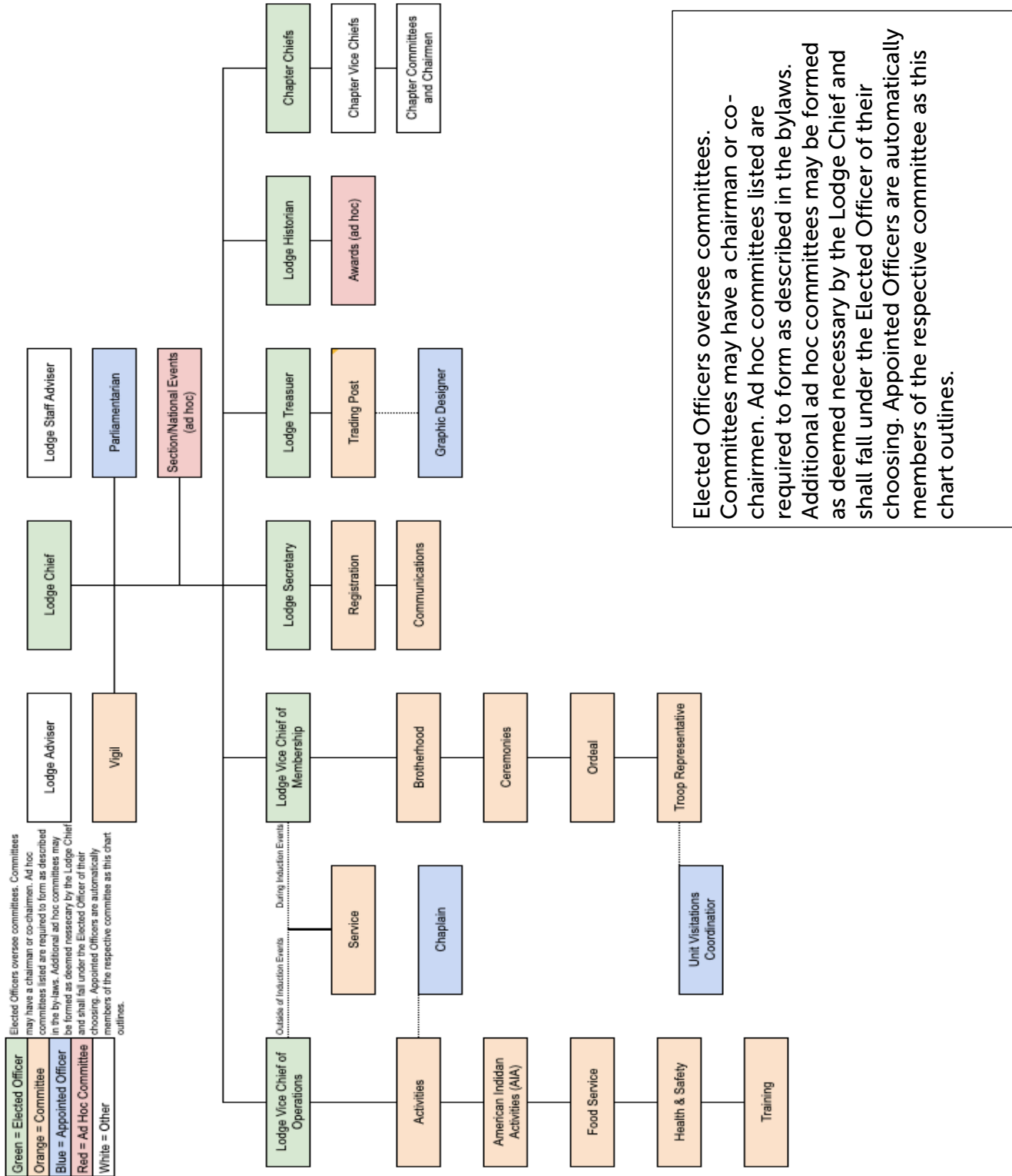
Greater Tampa Bay Area Council
Boy Scouts of America



Table of Contents

<u>Board/Committee and Position</u>	<u>Page</u>
OFFICER ORGANIZATION: FLOW CHART	3
LODGE EXECUTIVE BOARD (LEB): ELECTED OFFICERS	4
Lodge Chief	4
Lodge Vice-Chief of Operations	4
Lodge Vice-Chief of Membership	5
Lodge Secretary	5
Lodge Treasurer	6
Lodge Historian	6
Chapter Chief	6
LODGE EXECUTIVE COMMITTEE (LEC): COMMITTEE CHAIRMEN	7
Activities Chair	7
American Indian Activities (A.I.A.) Chair	7
Brotherhood Chair	8
Ceremonies Chair	8
Communications Chair	9
Food Service Chair	9
Health and Safety Chair	9
Ordeal Chair	10
Registration Chair	10
Service Chair	11
Trading Post Chair	11
Training Chair	11
Troop Representative Chair	12
Vigil Honor Chair	12
OTHER LODGE OFFICERS: APPOINTED OFFICERS	12
Chaplain	12
Graphic Designer	13
Parliamentarian	13
Unit Visitations Coordinator	13
AD HOC COMMITTEE CHAIRMEN	14
Awards Chair (Lodge Historian)	14
Section and National Events Chair	14

OFFICER ORGANIZATION: FLOW CHART



LODGE EXECUTIVE BOARD (LEB): ELECTED OFFICERS

Lodge Chief

- Oversee the general success of the lodge.
- Represent the council at OA functions.
- Sit on Council Executive Board.
- Plan and chair monthly LEC meetings.
- Coordinate and oversee LEB members.
- Create and dismiss ad hoc committees.
- Select the members of the vigil selection committee.
- Ensure the appointment of a chairperson for each section and national event.
- Supervise and communicate with the Chapter Chiefs.
- Coordinate elections for new LEB officers each Spring Weekend.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Lodge Vice-Chief of Operations (VCO)

- Oversee the day-to-day operations of the lodge.
- Oversee the following committees and appointed officers: Activities, Chaplain, AIA, Food Service, Health and Safety, Training, and Service Outside of Induction Events.
- In the case of a vacancy in the chair of one of these committees, act as the committee chairperson until a new chair is found.
- Serve as Lodge Chief in the absence of the Lodge Chief.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.



Lodge Vice-Chief of Membership (VCM)

- Oversee the planning and execution of events including their schedules.
- Oversee the following committees and appointed officers: Brotherhood, Ordeal, Ceremonies, Troop Representative, Unit Visitations Coordinator, and Service During Induction Events.
- In the case of a vacancy in the chair of one of these committees, act as the committee chairperson until a new chair is found.
- Serve as Lodge Chief in the absence of the Lodge Chief and VCO.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Lodge Secretary

- Oversee the following committees: Registration, and Communications.
- In the case of a vacancy in the chair of one of these committees, act as the committee chairperson until a new chair is found.
- Oversee the production and publication of the Bulletin, the quarterly lodge newsletter
- Take and publish minutes of all lodge meetings.
- Obtain and store the brotherhood letters.
- Ensure the updating of membership statuses in Lodge Master including whether a member has paid the current year's dues.
- Assist the Lodge VCM in the creation and publication of event schedules.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Lodge Treasurer

- Oversee the following committees and appointed officers: Trading Post, and Graphic Designer.
- In the case of a vacancy in the chair of one of these committees, act as the committee chairperson until a new chair is found.
- Oversee the creation of the annual lodge budget and ensure it is passed no later than the October LEC.
- Provide reports of the current lodge funds at each LEC.
- Handle fund requests within the lodge.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Lodge Historian

- Oversee the creation and presentation of the King's Cup presentation at each Section Conference.
- Chair and appoint the members of the Awards Committee each year.
- Oversee the preservation of lodge awards and other memorabilia.
- Ensure the updating of award plaques and pictures at council camps each year.
- Take pictures at lodge events and forward them to the communications chair.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Chapter Chief

- Oversee and run the chapter and its officers.
- Ensure the election of a Chapter Vice Chief of Operations and a Chapter Vice Chief of Membership unless given an exception by the Lodge Chief.
- Plan, promote, and put on at least one (1) chapter ordeal and one other service day/weekend each Lodge year.
- Plan and chair monthly chapter meetings.
- Prepare and give a report on the chapter at each monthly LEC.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

LODGE EXECUTIVE COMMITTEE (LEC): COMMITTEE CHAIRMEN

Activities Chair

- Oversee the planning and execution of activities and games at lodge events.
- Plan at least one fun activity that promotes fellowship within the lodge and/or chapters at each lodge event.
- Oversee the planning and putting on of all activities and games at Spring Conclave.
- Oversee the Lodge Chaplain and the creation and printing of service programs for each weekend.
- Assist the Lodge VCO in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

A.I.A Chair

- Oversee the practice and performance of any and all American Indian Activities.
- Assist in the creation or attaining of dance clothes.
- Assist the Lodge VCO in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Brotherhood Chair

- Promote brotherhood membership and encourage ordeal members to seal their membership with the brotherhood.
- Provide registered brotherhood candidates with study materials at least a week before the event.
- Recruit Nimats to assist in brotherhood counseling.
- Oversee the brotherhood counseling process.
- Provide the Lodge Secretary with the letters written by the candidates.
- Plan and lead the brotherhood hike.
- Pass out the Spirit of the Arrow booklets at the designated times.
 - Booklet 6: At the beginning of brotherhood counseling.
 - Booklet 7: At the beginning of the brotherhood hike.
 - Booklet 8: $\frac{1}{2}$ to $\frac{3}{4}$ of the way through the brotherhood hike.
- Ensure there is a Nimat that knows the Nimat line at the beginning of the Brotherhood ceremony.
- Assist the Lodge VCM in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Ceremonies Chair

- Oversee the practicing and performance of any and all ceremonies at lodge events, excluding the vigil ceremony.
- Ensure that ceremonial attire, or a set of ceremonial medallions, will be available at every lodge event.
- Assist in the allocation, creation, or purchasing of new attire when needed.
- Help plan the Broken Arrow ceremony each Spring Conclave.
- Recruit and help train new ceremonialists.
- Assist the Lodge VCM in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Communications Chair

- Oversee the lodge website and all matters tied to it, including publications, email addresses, and other updates.
- Oversee the lodge social media, flickr, and email accounts.
- Assist the Lodge Secretary in the creation and publication of the Bulletin.
- Oversee the sending of mass emails by the lodge and its officers.
- Assist the Lodge Secretary in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Food Service Chair

- Assist in planning, ordering, and preparing the menu at lodge events.
- Ensure that the chapter, or the LEB, is present and helping serve the meal they were assigned to.
- Take note of special dietary needs and take the proper precautions.
- Ensure the delivery of the Ordeal candidates' food by the ceremonialist portraying Kichkinet.
- Assist the Lodge VCO in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Health and Safety Chair

- Oversee the health and safety precautions needed to be taken by attendees of each lodge event.
- Oversee the collection of complete and up to date physicals at each lodge event.
- Ensure that current health and safety protocols provided by the council and national are being followed.
- Assist the Lodge VCO in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Ordeal Chair

- Act as the Ordeal Master at all lodge ordeals.
- Recruit Elangomats and Ordeal Candidates for all lodge ordeals.
- Coordinate Elangomats and assist the VCM in the creation of clans.
- Keep track of each clan and ensure they are where they need to be.
- Oversee the delivery of meals to candidates.
- Ensure each candidate receives the Spirit of the Arrow booklets at the designated times:
 - Booklet 1: As candidates arrive and are sorted into clans.
 - Booklet 2: Immediately before leaving for the Pre-Ordeal.
 - Booklet 3: With breakfast.
 - Booklet 4: During the meal of sacrifice.
 - Booklet 5: Immediately after the Ordeal (in the new member bags).
- In conjunction with the Training Chair, oversee the presentation of New Member Orientation after the Ordeal ceremony.
- Ensure each new member receives a new member bag after New Member Orientation.
- Assist the Lodge VCM in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Registration Chair

- Oversee the online and in-person registration processes at each lodge event.
- Assist in the check-in process at each lodge event.
- Prepare a report on the metrics of participants at a lodge event for the LEC immediately following the event.
- Assist the Lodge Secretary in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Service Chair

- Coordinate with rangers and camp masters regarding the service projects needing to be done at a camp at least a month ahead of an event.
- Create a report of the expected amount of people and the preferred age of the workers needed for a project.
- For induction weekends: report projects to the Lodge VCM and work on the assignment of projects.
- For non-induction weekends: report projects to the Lodge VCO and work on the assignment of projects.
- Take note of any special tools or equipment the lodge may need to provide and work with the LEC and its advisors to ensure the necessary tools will be available.
- Assist the Lodge VCM and VCO in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Trading Post Chair

- Oversee the lodge trading post including the production and sales of lodge merchandise.
- Oversee the lodge silent auction at each lodge event.
- Assist the Lodge Treasurer in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Training Chair

- Oversee the planning and execution of an annual Lodge Leadership Development (LLD).
- Select modules for LLD with the assistance of the Lodge Chief and VCO.
- Select presenters for the different modules of LLD and ensure their preparedness.
- Plan trainings for lodge events at the discretion of the Lodge Chief and VCO.
- Oversee the presentation at the lodge event and ensure its success.
- In conjunction with the Ordeal Chair, oversee the presentation of New Member Orientation after the Ordeal ceremony.
- Assist the Lodge VCO in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Troop Representative Chair

- Plan and chair meetings with the troop representatives in the council.
- Provide troop representatives with necessary materials and information.
- Assist troop representatives with getting their units more involved in the OA.
- Assist the Unit Elections Coordinator in the elections process.
- Assist the Lodge VCM in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Vigil Chair

- Oversee the selection committee for Vigil Honor candidates once each Lodge year.
- Oversee the ceremony, sites of the vigil, vigil breakfast, and any and all other aspects of the awarding of the Vigil Honor including the selection of vigil names.
- Assist the Lodge Chief in the selection of vigil selection committee members.
- Encourage vigil nominations and make available to all lodge members tools with which to make such nominations, including a list of all Arrowmen eligible for the Vigil Honor.
- Obtain the brotherhood letters written by the selected recipients from the lodge secretary, if applicable, and ensure the vigil candidates receive them when they reach the site of their vigil.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

OTHER LODGE OFFICERS: APPOINTED OFFICERS

Chaplain

- Create and ensure the printing of service programs for all lodge events.
- Assist the Lodge VCM and Secretary in the appointment of a chapter to lead the worship service.
- Assist the appointed chapter in preparing for and leading the worship service.
- Assist the Activities Chair in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Graphic Designer

- Assist in the creation and design of new merchandise or promotional material for the lodge.
- Act as a source of creativity and influence within the trading post.
- Assist the Trading Post Chair in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Parliamentarian

- Ensure that the lodge bylaws are being followed at all times.
- Act as an advisor and non-voting member to the LEB and LEC.
- Ensure the proper use of Robert's Rules of Order at all official meetings.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Unit Elections Coordinator

- Oversee the requests, planning, and execution of unit elections.
- Ensure that newly elected candidates are entered into Lodge Master.
- Plan the training of unit elections teams.
- Assist the Troop Representative Chair in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

AD HOC COMMITTEE CHAIRMEN

Awards Chair (Lodge Historian)

- Refer to the Lodge Historian duties within this document.
- Refer to clause 3.B.02 and Article Eight of the most current document entitled "Lodge Bylaws" as posted on the lodge website.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Section/National Event Chair

- Oversee the planning and preparation for the appointed Section/National event.
- Ensure that all participants know each other and the time and place of the event.
- Promote the appointed event to all lodge members.
- Attend any necessary meetings by the Section or National and give reports to the LEC as necessary.
- Ensure every participant has a form of transportation to get them to the event.
- Assist the Lodge Chief in any other matters they see fit.
- Attend and promote all lodge events.
- Serve as a positive example of leadership.
- Wear the Scout uniform correctly.

Respectfully submitted,

Lodge Secretary

Revisions

Originally enacted January 10, 2021.