

# **Lodge Officer/Committee Duties**

## **Lodge Chief**

1. Serve as chairman and preside over all Executive Committee meetings, general Lodge meetings, and other Lodge meetings designated by the Lodge and Staff Advisers.
2. With the aid of the Secretary, prepare agendas in advance of all meetings pertaining to the above.
3. Appoint Lodge committees along with their chairmen with the approval of the Lodge and Staff Advisers.
4. Be responsible for the adherence to the program and policies of the Order of the Arrow in all Lodge activities.
5. With the aid of the Lodge Advisers, Staff Adviser, and Lodge officers, plan and conduct all Lodge functions.
6. With the Lodge and Staff Advisers, call all Lodge Executive Committee meetings.
7. Make minor decisions that may arise in the day-to-day operation of the Lodge.
8. Work with the Lodge & Staff Advisers to determine the Lodge goals for the year and see that they are met.
9. Create temporary lodge operating committees as the need arises.
10. Represent the Lodge at all Section, Regional, and National events.
11. Attend all Council Meetings and serve on the Council Committee.
12. With the approval of the Scout Executive, make any necessary changes in the "Standard Local Council Rules" in order to keep it up to date with current National and Lodge policies.

## **Vice Chief**

1. Assume the duties and responsibilities of the Lodge Chief in his absence.
2. Assist the Lodge Chief in running the Lodge events.
3. Be responsible for all planning and physical arrangements at all Lodge functions.
4. Talk with the Camp Ranger and Council Camping Committee to plan service projects, including tools and materials needed.
5. Oversees the Inductions Committee, including Unit Elections, Ceremony, Dance and Drum & Sing Team(s).
5. With the Lodge Chief and Chapter Chiefs, make sure all candidates are informed of Ordeal dates.
5. Oversee the Lodge Leadership Development Course when being run the lodge.

6. Help prepare the Lodge for Section, Regional, and National events.
7. Serve as a member of the lodge Inductions committee.
8. Other duties as assigned by the Lodge key three.

## **Secretary**

1. With the aid of the Council Office and Lodge Adviser, send out Lodge correspondence, newsletters, minutes, and any other materials concerning the Order of the Arrow and the Lodge as designated by the Lodge Key Three.
2. Record and maintain current records of minutes at all Lodge Executive committee meetings as designated by the Lodge Chief.
3. Be responsible for all correspondence/communication concerning the Lodge amongst the Lodge members.
4. Be responsible for promoting all Lodge events.
5. Conduct Lodge registration along with the Treasurer and his adviser at all Lodge events.
6. Assemble and print an issue of the Witschewan for the year.
7. Publish a Lodge newsletter at least quarterly. Publish other items as directed by the Lodge Executive Committee.
8. See that petitions for Honor Lodge are available to all Chapters to apply. Take up the petitions at the Fall Fellowship.
9. Serve as a member of the lodge Communications Committee.
10. Other duties as assigned by the Lodge key three.

## **Treasurer**

1. With the aid of the Treasurer adviser and the approval of the Lodge Key Three, produce a reasonable Lodge Budget for the year along with separate budgets for each event.
2. Keep an inventory of all Lodge supplies before and after each event.
3. With the aid of the Treasurer Adviser and Staff Adviser, order all Lodge Trading Post supplies needed for events.
4. Sell Lodge and OA supplies at all Lodge functions.
5. With the aid of the Secretary, collect Lodge dues.
6. With the aid of the Secretary, conduct registration at all Lodge events.
7. With the aid and approval of the Lodge Executive Committee and Finance Committee, plan and run all Lodge Fundraisers, as needed.

8. Serve as a member of the Lodge Finance Committee.
9. Other duties as assigned by the Lodge key three.

### **Past Lodge Chief**

1. Assist the Lodge Adviser in advising and guiding the current Lodge Chief.
2. Act as a reference for any issues or questions that the current Lodge Chief may come up with.
3. Help with the transaction of the new Lodge Chief.
4. If still a youth member of the lodge; they should conduct/provide lodge leader training.
5. Serve on the Lodge Executive Committee (Only a voting member if under the age of 21).
6. Other duties as assigned by the Lodge key three.

### **Chapter Chief**

1. Ensure all chapter responsibilities are accomplished.
2. Ensure chapter membership has paid all of their Lodge membership dues.
3. Promote lodge, section, regional, and national events.
4. Ensure that members receive registration materials for events.
5. Ensure all chapter election teams have been to the Chapter Elections Training Course.
6. Complete unit elections on time as well as have them mailed in on time.
7. Hold annual chapter training for chapter members.
8. Ensure that the Vigil Chairmen or Adviser is informed of Arrowmen within your chapter deserving of recognition, such as the Vigil Honor and Founders' Award.
9. Ensure that chapter reports required are sent in to the Lodge Secretary.
10. Attend all lodge events, Executive Committee meetings, and make a reasonable effort to attend section, regional, and national events.
11. Perform any other duties requested by the Lodge Chief.

### **Inductions Committee**

1. Composed of Arrowmen wishing to serve.
2. Assist the Council Camping Committee with promoting Scout Camping.
3. The committee is responsible for distributing election information to Chapters.
4. Ensure that each chapter's election teams have attended the Chapter Elections Training Course.
5. Ensure that elections materials are sent out in a timely fashion, as well as ensure that all elections are valid and received on time.
6. Compile all unit elections materials and send information to the Communications Committee for mailings to be sent to those elected.
7. Perform chapter unit elections as required.
8. The committee is responsible for representing the lodge in all ceremony and dance competitions.
9. The committee is responsible for recruiting and training new members for the dance and ceremony teams.
10. The committee shall assist in ceremonial and dance team members in outfit care and construction.

11. The committee shall keep the ceremonial grounds in good order.
12. The committee will conduct ceremonies and dance as required by the Lodge Executive Committee.
13. The committee will ensure that the lodge has ceremony and dance teams representing the lodge at section, regional, and national events.
14. The committee will ensure that Ordeal members are notified of Brotherhood conversion opportunities.
15. The Committee will be responsible for running the Lodges Brotherhood conversions programs..
16. With the help of the Lodge Executive Committee plan ordeals.
17. Other duties as assigned by the Lodge Vice Chief.

## **Communications Committee**

1. The committee is composed of all Arrowmen wishing to participate and serve.
2. The committee will be responsible for taking pictures and writing summaries for all lodge functions, and archiving those summaries.
3. The committee will keep a current Memory Book that will be updated after each event.
4. The committee will also research past lodge events and members if requested by the Executive Committee.
5. Aid the secretary with gathering articles for the newsletter.
6. Work with the chapter chiefs in submitting chapter reports for the newsletter.
7. Aid with the submitting of articles from members within the lodge.
8. Ensure that the lodge web page is up to date.
9. Ensure that all lodge forms are readily accessible to lodge membership.
10. Prepare all lodge mailings as called for by Lodge Executive Committee members.
11. This committee is to promote Lodge participation in the section, regional, and national events.
12. This committee is responsible for getting information out to all Arrowmen interested in going to section, region, and national events.
13. This committee is responsible for coming up with ideas for the lodge theme for section, region, and national events .
14. The committee will handle the lodge registration for section, regional, and national events.
15. Other duties as assigned by the Lodge Secretary.

## **Finance Committee**

1. The committee is composed of all Arrowmen wishing to serve.
2. The committee will assist the Lodge Executive Committee with preparing a working budget for the next year.
3. The committee will handle fundraising for section, regional, and national events.
4. The Committee will set the lodge fee for the Dixie Fellowship with the approval of the Lodge Executive Committee.
5. The committee will handle all the travel arrangements for section, regional, and national events.
6. The committee will order and suggest items to be ordered for the lodge trading post.
7. The committee will supply members to run the trading post at lodge events.
8. The committee will assist in registration at all lodge events.
9. The committee is to plan menus for future functions.
10. The committee is to purchase food using the amount allotted for in the Event Budget. If the budgeted amount is not sufficient, the chairman must request approval of more funds through the lodge key three.
11. The committee is to prepare food at lodge events as called for by the Lodge Executive Committee.
12. Other duties as assigned by the Lodge Treasurer.