

## **Lodge & Chapter Officer Position Descriptions (Each position is on a separate page.)**

### **Lodge Chief**

The Lodge Chief is responsible for the overall operation of the Lodge and presides over all official lodge business. The Lodge Chief ensures that the purpose and spirit of the Order of the Arrow are represented in Lodge actions and activities. The Lodge Chief is principally advised by the Lodge Adviser and Lodge Staff Adviser and reports to the Supreme Chief of the Fire. Their major duties and responsibilities include, but are not limited to:

- Manages elected and appointed members of the Lodge Executive Committee (LEC). Provides guidance for the completion of Lodge Officer and Committee Chair duties and responsibilities.
- Appoints committee chairs, who are organized under each respective Lodge Vice Chief and directly oversees the Conclave, NOAC, Vigil Honor Selection, and Special Awards Selection Committee Chairs.
- Oversees the planning and execution of all events including fellowships, ordeals, and the Lodge banquet.
- Presides over Lodge Business Meetings and Executive Committee Meetings (ECM). Creates the agenda and executes meetings in accordance with Lodge Rules. Assesses and adjusts for future events, by conducting Business Meetings at each fellowship and ECMs at the conclusion of each fellowship and induction weekend (ie, ordeal).
- Provides the State of the Lodge address at the annual Lodge banquet.
- Represents the Lodge at section and national gatherings including the annual Section Council of Chiefs (CoC) and the National Council of Chiefs (NCoC) and reports the results to the LEC.
- Leads the Lodge effort to obtain a designation as a Section Honor Lodge as defined by the Section CoC.
- Serves as a member of the Council Camping Committee and, if appointed by the Scout Executive, Council Executive Board. Reports on, among other things, lodge activities, events, membership, camp promotions, and unit elections.
- Plans and executes the Lodge's annual Chief's Retreat & Lodge Leadership Development Conference to train the newly elected officers and make preliminary plans for the upcoming year's Lodge activities.
- Leads all Lodge assemblies such as flag raising/lowering at fellowships and serves as the Master of Ceremonies at the Lodge banquet.
- Attends all Lodge meetings, events, and training sessions.

## **Vice Chief of Chapter Support (VCCS)**

The Vice Chief of Chapter Support (VCCS) is responsible for support to Chapter Chiefs and Officers in the execution of their duties and responsibilities. The VCCS reports to the Lodge Chief and Lodge Executive Committee (LEC). They act in the Lodge Chief's place if they are unable to attend a lodge event. The VCCS is principally advised by a qualified adult appointed by the Lodge Adviser. Their major duties and responsibilities include, but are not limited to:

- Serves as a member of the Lodge Executive Committee (LEC); attends meetings, represents the office, and provides reports during Lodge Business and Executive Committee Meetings.
- Assists with chapter functions such as Camp Promotions and Unit Elections (CP/UE), meetings, ordeals, or fellowships.
- Supports the Lodge Chief, as necessary, in advanced planning of all events.
- Ensures quick and quality communication of any Executive Committee Meeting (ECM) information to Chapter Chiefs unable to attend ECMs.
- Supports Chapter Chiefs monthly to make sure they are supported by their adviser, chapter team, and LEC.
- Solicits and receives monthly reports from the Chapter Chiefs detailing their activities.
- Communicates with the Lodge Chief about the state of chapter operations with a focus on items associated with the Chief's report to the Council Camping Committee.
- Tabulates and tracks chapter awards for fellowships and the banquet.
- Serves as Acting Lodge Chief if the Lodge Chief is unable to attend an event.
- Leads a meeting of Chapter Chiefs on Friday night of weekend events to discuss duties and activities at events.
- Attends all lodge meetings, events, and training sessions.
- Performs other duties as assigned by the Lodge Chief.

## **Vice Chief of Program (VCP)**

The Vice Chief of Program is responsible for all program elements at lodge functions including all fellowships and the lodge banquet. The VCP reports to the Lodge Chief and Lodge Executive Committee (LEC). The VCP acts in the Lodge Chief's place if both the Lodge Chief and VCCP are unable to attend a fellowship or the lodge banquet. The VCP is principally advised by a qualified adult appointed by the Lodge Adviser. Their major duties and responsibilities include, but are not limited to:

- Serves as a member of the Lodge Executive Committee (LEC); attends meetings, represents the office, and provides reports during Lodge Business and Executive Committee Meetings.
- Oversees the Service, Shows, and Training Committee Chairs.
- Assembles a detailed schedule of programs, that includes times and locations, to be offered at lodge functions and used in lodge publications.
- Organizes campfire programs at fellowships which may include elements such as chapter skits, competitions, songs, and special recognitions.
- Coordinates competition events at lodge events in preparation for the Cornerstone Conclave. This includes procuring all necessary materials and supplies as well as recruiting the necessary support staff such as lifeguards or shooting sports staff.
- Works with the Training Chair to provide enriching training sessions on subjects related to the Order of the Arrow and the larger scouting movement. This includes communicating with and reserving any special guests or speakers for training purposes.
- Plans and executes other recreational activities outside of competition. These can be pertinent to the fellowships' theme or purely leisure experiences.
- Creates a non-denominational religious service to be offered at every fellowship. The service should include a written program and reflect the values of the scouting movement and the Order of the Arrow.
- Ensures recognition of excellence in both competition and service through awards presented at the conclusion of each fellowship. These should include but are not limited to: Quest Award, Chapter Spirit Award, and Chapter of the Fellowship.
- Plans and executes the annual Winter Banquet. The event should include a State of the Lodge address by the Lodge Chief and recognize new Ordeal, Brotherhood, and Vigil members, as well as other special awards and recognitions.
- Coordinates with the Service Chair to schedule meaningful and high-quality service projects at fellowships.
- Works with the Lodge History Chair to ensure all major historical moments and various other historical memorabilia are protected and recorded.
- Attends all lodge meetings, events, and training sessions.
- Recruits assistants to help perform their duties, but the responsibility of these duties remains with the VCP.
- Performs other duties as assigned by the Lodge Chief.

## **Vice Chief of Inductions (VCI)**

The Vice Chief of Induction is responsible for lodge activities related to the Induction Sequence as defined by the Guide to Inductions. The VCI reports to the Lodge Chief and Lodge Executive Committee (LEC). The VCI acts in the Lodge Chief's place if both the Lodge Chief and VCCS are unable to attend a Lodge Induction Weekend. The VCI is principally advised by a qualified adult appointed by the Lodge Adviser. Their major duties and responsibilities include, but are not limited to:

- Serves as a member of the Lodge Executive Committee (LEC); attends meetings, represents the office, and provides reports during Lodge Business and Executive Committee Meetings.
- Oversees the Camp Promotions & Unit Elections (CP/UE), Ordeal, Brotherhood, and Ceremonies Committee Chairs.
- Assists the Ordeal Chair in creating a schedule, selecting and training elangomats, and assembling candidate clans and ditty bags.
- Assists the Brotherhood Chair in distributing study materials, encouraging eligible candidates to complete their Brotherhood, coordinating Brotherhood Boards and their members, and promoting the extended elangomat program.
- Facilitates communication between the Ordeal, Brotherhood and Vigil Chairs and the Ceremonies Chair to ensure quality ceremonies.
- Works with the CP/UE Chair to attain a 100% unit visitation rate while maintaining quality and respectful relationships with each unit.
- Coordinates with the Ceremonies Chair to ensure enough ceremonialists will be present and available at induction events, as well as ensuring ceremonies are scheduled the proper amount of time.
- Coordinates with the Service Chair to schedule meaningful and high-quality service projects at inductions events.
- Attends all lodge meetings, events, and training sessions.
- Recruits assistants to help perform their duties, but the responsibility of these duties remains with the VCI.
- Performs other duties as assigned by the Lodge Chief.

## **Vice Chief of Administration (VCA)**

The Vice Chief of Administration is responsible for administrative support and functions of the Lodge. The VCA handles administrative tools and integration including Google Drive and LodgeMaster with lodge functions. The VCA reports to the Lodge Chief and Lodge Executive Committee (LEC). The VCA is principally advised by a qualified adult appointed by the Lodge Adviser. Their major duties and responsibilities include, but are not limited to:

- Serves as a member of the Lodge Executive Committee (LEC); attends meetings, represents the office, and provides reports during Lodge Business and Executive Committee Meetings.
- Oversees the History Committee Chair.
- Maintains accurate information within user profiles in LodgeMaster, such as contact information for recent candidates.
- Conducts the check-in process at all Lodge functions.
- Manages Lodge statistics, such as dues-paid status and Brotherhood Conversion rate.
- Ensures all other Lodge Officers have accounts within the Google Drive and LodgeMaster and that their privileges are appropriate for their respective roles.
- Takes roll at the beginning of every Business Meeting and Executive Committee Meeting (ECM). In addition, they will record minutes from all Business Meetings and ECMs. These minutes must be given to the Vice Chief of Communications to be recorded on the Lodge Website.
- Prepares all recognition items for the Winter Banquet.
- Communicates with the Vice Chief of Inductions and various Committee Chairs to ensure they have all information (such as Ordeal candidates who have completed their Brotherhood) to be updated in LodgeMaster.
- Attends all lodge meetings, events, and training sessions.
- Recruits assistants to help perform their duties, but the responsibility of these duties remains with the VCA.
- Performs other duties as assigned by the Lodge Chief.

## **Vice Chief of Finance (VCF)**

The Vice Chief of Finance is responsible for all financial aspects of the lodge. The VCF reports to the Lodge Chief and Lodge Executive Committee (LEC). The VCF is principally advised by a qualified adult appointed by the Lodge Adviser. Their major duties and responsibilities include, but are not limited to:

- Serves as a member of the Lodge Executive Committee (LEC); attends meetings, represents the office, and provides reports during Lodge Business and Executive Committee Meetings.
- Oversees the Lodge Store and Patches, Insignia, & Memorabilia Committee Chairs.
- Assembles the Lodge Budget for one fiscal year, which runs concurrently with the council, January to December.
- Maintains a spreadsheet accessible to the LEC of all known revenue and expenditures as well as what is projected.
- Coordinates with the Lodge Store Chair to manage and run the lodge store and any patch auctions held at all Fellowships and Banquets. This includes taking inventory of all items sold through these avenues.
- Works with the Lodge Patches, Insignia, and Memorabilia Chair to ensure any and all insignia and memorabilia are quality and represent the lodge well.
- Facilitates communication between the Lodge Patches, Insignia, and Memorabilia and Lodge Store Chair about the vending of lodge insignia and memorabilia.
- Attending all lodge meetings, events, and training sessions.
- Recruits assistants to help perform their duties, but the responsibility of these duties remains with the VCF.
- Performs other duties as assigned by the Lodge Chief.

## **Vice Chief of Indian Affairs (VCIA)**

The Vice Chief of Indian Affairs is responsible for all lodge activities relating to Native American culture and history. The VCIA reports to the Lodge Chief and Lodge Executive Committee (LEC). The VCIA is principally advised by a qualified adult appointed by the Lodge Adviser. Their major duties and responsibilities include, but are not limited to:

- Serves as a member of the Lodge Executive Committee (LEC); attends meetings, represents the office, and provides reports during Lodge Business and Executive Committee Meetings.
- Oversees the Dance and Drum/Sing Committee Chairs.
- Educates the lodge at large about Native American tradition and their connection to the Order of the Arrow.
- Oversees the construction of Native American dancing regalia for all of the lodge's dancers and other Native American crafts to be presented for competition at the Cornerstone Conclave and National Order of the Arrow Conference.
- Manages and leads lodge delegations to Native American powwows and events such as Carolina Indian Seminar.
- Assembles a team of youth trained in Native American group dancing. This includes selection of appropriate dances to be performed at Cornerstone Conclave and National Order of the Arrow Conference.
- Plans and executes Indian Affairs practices where Native American dancing, singing, and crafts can be rehearsed and prepared for other lodge functions.
- Works with the Camp Chief to ensure Native American programming is provided at Camp Barstow during the summer camp season to increase interest in Indian Affairs.
- Coordinates with the Dance Chair to create a team of youth trained in styles of Native American Dancing such as: Men's Traditional, Grass, Fancy, Prairie Chicken, Women's Traditional, Fancy Shawl, and Jingle Dress.
- Works with the Drum/Sing Chair to create a team of youth trained in southern Native American Singing and Drumming. This includes identification and training of a lead singer and selection of songs to be presented in competition at the Cornerstone Conclave and National Order of the Arrow Conference.
- Attends all lodge meetings, events, and training sessions.
- Recruits assistants to help perform their duties, but the responsibility of these duties remains with the VCIA.
- Performs other duties as assigned by the Lodge Chief.

## **Vice Chief of Communications (VCC)**

The Vice Chief of Communications is responsible for all channels of communication to the Lodge at large. The VCC reports to the Lodge Chief and Lodge Executive Committee (LEC). The VCC is principally advised by a qualified adult appointed by the Lodge Adviser. Their major duties and responsibilities include:

- Serves as a member of the Lodge Executive Committee (LEC); attends meetings, represents the office, and provides reports during Lodge Business and Executive Committee Meetings.
- Oversees the Newsletter, Website, and Social Media Committee Chairs as well as other members of the Lodge Communications Team.
- Assembles a Lodge handbook and display for the Cornerstone Conclave.
- Manages any and all email communications to the Lodge.
- Ensures new members of the Lodge are educated on the installation and use of Slack.
- Coordinates the branding of the Lodge and ensures uniformity across all forms of communication internally and externally.
- Promotes all Lodge events, Conclave, NOAC and other events as necessary through all channels of Lodge communication.
- Works with the Website Chair to update the Lodge Website in a timely manner.
- Assists the Newsletter Chair to create a Lodge Newsletter consisting of no less than four publications in a calendar year.
- Collaborates with the Social Media Chair to create and moderate all content posted to official Lodge social media accounts.
- Assists other Lodge Officers to ensure technical support needs are met for all Lodge events.
- Attends all Lodge meetings, events, and training sessions.
- Recruits assistants to help perform their duties, but the responsibility of these duties remains with the VCC.
- Performs other duties as assigned by the Lodge Chief.



## Chapter Chief

A Chapter Chief is responsible for the general operation of the Chapter and all official Chapter business. A Chapter Chief reports to the Lodge Vice Chief of Chapter Support and Lodge Executive Committee (LEC). The Chapter Chief is responsible for all aspects of the chapter. A Chapter Chief is principally advised by a qualified Chapter Adviser appointed by the Lodge Adviser. Their major duties and responsibilities include, but are not limited to:

- Serves as a member of the Lodge Executive Committee (LEC); attends meetings, represents the office, and provides reports during Lodge Business and Executive Committee Meetings.
- Oversees the Chapter Vice Chief and Chapter Secretary.
- Ensures Camp Promotions and Unit Elections visits are conducted with all units within the Chapter. This may either be done personally or through other designated youth trained to conduct such visits.
- Encourages ordeal candidates to attend an induction event and an activation event following the ordeal.
- Assists eligible Ordeal members with sealing their membership as a Brotherhood member and ensures they have appropriate study materials.
- Schedules and leads monthly chapter meetings to discuss chapter activities and other business. Other meetings of the chapter officers and advisers may be held as necessary.
- Organizes the chapter's delegation at lodge fellowships to ensure their participation in lodge activities such as service, Quest events, training, spirit (themes), and religious services.
- Supports the lodge in the promotion of all OA events to chapter members.
- Coordinates transportation as necessary for chapter members to attend lodge events.
- Provides constant communication with chapter members.
- Maintains records for the chapter budget.
- Attends all lodge and chapter meetings, events, and training sessions.
- Recruits assistants to help perform their duties, but the responsibility of these duties remains with the Chapter Chief.
- Performs other duties as assigned by the Lodge Chief.

## **Chapter Vice Chief**

A Chapter Vice Chief assists with the operations of the Chapter and reports to the Chapter Chief. A Chapter Vice Chief acts in the Chapter Chief's place if they are unable to attend a lodge or chapter event. A Chapter Vice Chief is principally advised by a qualified Chapter Adviser appointed by the Lodge Adviser. Their major duties and responsibilities include, but are not limited to:

- Assists the Chapter Chief in the administration of program and operations of the chapter.
- Supports the Chapter Chief to ensure Camp Promotions and Unit Elections visits are conducted with all units within the Chapter.
- Supports the chapter delegation at lodge fellowships with participation in lodge activities including the service, Quest events, training, spirit (themes), and religious activities.
- Encourages Ordeal candidates to attend an induction event and an activation event following the Ordeal.
- Assists eligible Ordeal members with sealing their membership as a Brotherhood member and ensures they have appropriate study materials.
- Supports the lodge in the promotion of all OA events to chapter members.
- Assists in planning meetings and chapter activities.
- Attends all lodge and chapter meetings, events, and training sessions.
- Performs other duties as assigned by the Chapter Chief.

## **Chapter Secretary**

A Chapter Secretary is responsible for administrative support and functions of the Chapter. A Chapter Secretary reports to the Chapter Chief and acts in their place in the absence of the Chapter Chief and Chapter Vice Chief. A Chapter Secretary is principally advised by a qualified Chapter Adviser appointed by the Lodge Adviser. Their major duties and responsibilities include, but are not limited to:

- Keeps minutes at all meetings, including taking attendance at chapter events.
- Reports to the Chapter Chief on chapter event attendance.
- Attends all lodge and chapter meetings, events, and training sessions.
- Maintains an updated version of chapter roster and membership statistics for reference (working with the Lodge Vice Chief of Administration).
- Distributes meeting and event reminders to OA unit representatives and other chapter members.
- Contributes to the lodge newsletter and website.
- Performs other duties as assigned by the Chapter Chief.