

# Wauna La-Mon'tay Lodge Officer Job Descriptions

**Order of the Arrow Mission Statement:** *The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.*

## **RESPONSIBILITIES OF ALL LODGE OFFICERS: (Part of each Lodge officers Contract with the Lodge)**

- Attends all Lodge Executive Board meetings on the first Wednesday of each month, not including those months during the summer. Lodge Executive Board meetings are not held in July or August. The September LEC is replaced with Grand Council the Last Wednesday of August
- Attends all Lodge Officer Meetings on the last Wednesday of each month, not including those months during the summer. Lodge Officer Meetings are not held in June or July.
- Attends the Annual Lodge Officer retreat for the incoming officers
- Attends at least three (3) service workdays, or 75% of the workdays during the year.
- Attends at least three (3) of the five (5) Induction Weekends during the year.
- Maintains communication with their respective Adult Adviser.
- Provide articles for the *Voice of Brotherhood*, as requested by the Lodge Newsletter Chairman.
- Notifies the Lodge Chief and Lodge Adviser well in advance if unable to attend a Lodge event, workday, Lodge Executive Board meeting, or Officer meeting.
- Promotes the correct wearing of the Scout uniform by personal example.
- Is an ambassador of Wauna La-Mon'tay Lodge, Cascade Pacific Council, the Order of the Arrow and the Boy Scouts of America.
- Lives by the Scout Oath, Law, and OA Obligation.

## **From the Standing Rules of Wauna La-Mon'tay Lodge:**

### III. LODGE OFFICERS

- The elected officers of this Lodge shall be the Lodge Chief, Program Vice-Chief, Membership Vice-Chief, Service Vice-Chief, Ceremonies Vice-Chief, and Administrative Vice-Chief.
- B. Elections shall be held at the Annual Lodge Meeting.
- C. Installation of officers shall take place as soon as possible after the term of office begins.
- D. Term of office for elected Lodge officers shall be from May 1 of the current year through April 30 of the following year.
- E. Election of Lodge Officers:
  - 1. Eligibility:
    - a. Elected officers must be younger than twenty-one (21) years of age during the entire term of office.
    - b. Any active member of Wauna La-Mon'tay Lodge seeking to run for office must declare their intention in writing prior to their nomination, to the Lodge Adviser. The purpose of this written declaration is not for the Lodge Adviser to screen a candidate, but rather is to inform the candidate of the duties and responsibilities of the office which they are seeking.
  - 2. Election Procedure:
    - a. Nominations shall be accepted during the Annual Business Meeting from Chapter Chiefs or their designates only for those individuals who meet all eligibility requirements.
    - b. Voting shall be by ballot, with each chapter present being given ten (10) votes. The chapter may assign votes to the candidates on the ballot at their sole discretion, provided that all votes assigned are non-negative integers and that the total number of votes assigned on a ballot does not exceed ten (10) votes

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## ☐ **Lodge Chief**

- Oversees and manages the overall program of Wauna La-Mon'tay Lodge
- Presides over Lodge Executive Board (LEC) meetings, Lodge Officer Meetings, and business meetings of the Lodge
- Represents the Lodge to the Council Scout Executive and Council Executive Board
- Communicates regularly with Lodge Adviser and Lodge Staff Adviser (Lodge Key Three), and provides periodic report to Council Scout Executive on operations of the Lodge
- Ensures Lodge programs comply with National OA goals and Operating Procedures, and that chapter programs support mission and objectives of the Lodge.
- Appoints all Lodge chairmen, including standing and ad hoc committees as he deems necessary, in consultation with lodge adviser and lodge staff adviser, and with the recommendation of appropriate Lodge Officers.
- Appoints replacement of any Lodge Officers as required (according to Lodge Standing Rules)
- Manages specific lodge chairmen as assigned, typically:
  - Lodge Awards Chairman (Vigil and Founders Awards)
  - OA High Adventure and other National Programs
  - Leadership Development Chairman
  - Unit of Excellence Program

## ☐ **Lodge Program Vice Chief**

- Manages/oversees lodge-wide events
  - Rendezvous of the Order
  - Annual Awards Banquet (working with Lodge Awards Chairman)
  - Leadership Development Conference (LDC)
  - Appoints or confirms Induction Masters for each Induction Weekend
  - Assures Induction Weekends are planned and conducted according to lodge goals and standards
- Assumes responsibility in the absence of the Lodge Chief
- Manages specific lodge chairmen as assigned, typically:
  - Rendezvous of the Order Chairman
  - LDC Chairman
  - Elangomat Chairman
  - Lodge Induction Coordinator

## **Membership Vice Chief**

- Maintains membership records of the lodge
- Manages Unit Elections/Visitations process
  - Creates Unit Visitation packet
  - Trains visitation teams
- Works with Administrative Vice Chief
  - Works with Camp Promotions Chairman for camp promotions during unit visitations
  - Works with OA Representative Chairman to promote at visitations
  - Works with other lodge officers to convey information at visitations
- Manages specific lodge chairmen as assigned, typically:
  - Unit Visitations Chairman
  - OA Unit Representative Chairman
  - Brotherhood Chairman
  - Elangomat Chairman

## **Service Vice Chief**

- Works with Lodge Officers and Council Facilities Director to solicit proposals, prepare initial resource estimates, and select Annual Lodge Service Project
- Manages Annual Lodge Service Project
- Manages Lodge week long service project, Arrowcorps
- Promotes chapter Leadership in Service community project planning and manages award recognition program
- Works with Brotherhood Chairman to offer Brotherhood Service Projects at Lodge workdays as appropriate
- Manages specific lodge chairmen as assigned, typically:
  - Leadership in Service Program Chairman
  - Community Service Program Chairman
  - Service Corps Chairman
  - Induction weekend Member Project Chairman

## Ceremonies Vice Chief

- Manages Ceremonies Process
  - Helps prepare Chapter Ceremony teams by providing resource materials and training
  - Offers ceremony team certifications and maintains Ceremonialist database
  - Works with Induction Masters to ensure that quality ceremonies are available for each Induction Weekend
- Manages Lodge Brotherhood Program
  - Works with Brotherhood Chairman to ensure quality Brotherhood ceremonies are offered at all Induction Weekends, appropriate Lodge workdays and other lodge events, and Council summer camps.
- Manages annual Northwest Arrowmen Arts and Craft Seminar (NAACS) Event
- Manages specific lodge chairmen as assigned, typically:
  - Ceremonies Certification Chairman
  - NAACS Event Chairman

## Administrative Vice Chief

- Takes minutes at all Lodge business meetings
- Oversees lodge publications and mailings:
  - Works with Admin Adviser to release two versions of the Voice of Brotherhood annually.
  - Works with Admin Adviser to release postcard mailings as needed.
  - Prepares and mails other mailings for the lodge
  - Produces the Weekly Wauna Update for email to the Lodge each Tuesday Morning
- Responsible for promoting Wauna La Mon'tay Lodge and its events via social media:
  - Snapchat, Twitter, Facebook and Text messaging service
  - Lodgemaster – email
- Manage the Lodge Website to provide information, documents, and forms:
  - Ensures accurate lodge and chapter information
  - Keeps website updated with the latest news and timely promotion
- Manages specific lodge chairmen as assigned, typically:
  - Events Promotion Chairman and Conclave Promotions Chairman
  - Chapter Administrative Vice Chiefs

Camp Promotions Chairman