

LODGE OFFICER NOMINATION FORM

Age: under 21

I understand that election as a Lodge officer is a commitment to serve the membership of the Order of the Arrow to the best of my ability. This commitment includes, but is not limited to, attendance of Lodge meetings, and all activities within the Lodge that I am responsible for. It is also understood that my commitment to my unit is important within the obligation of the Order of the Arrow, but I will make sure that my commitment to the Lodge is also fulfilled.

Nominees Name: _____
Last, First, Middle (PRINT FULL NAME) Signature

Birth Date: _____ Under 21 the entire term
MM/DD/YY

Position: Check the boxes below for the offices you wish to be considered.

- Lodge Chief Executive Vice-Chief Vice-Chief of Communications Vice-Chief of Finance
- Vice-Chief of Membership Vice-Chief of Service Vice-Chief of Inductions

Why do you want to be a Lodge Officer?

Responsibilities:

A. Lodge Chief

- Is the Chief Executive Officer
- Plans and chairs LEC's and other Lodge Meetings
- Appoints Ad Hoc officers and chairs of Lodge Committees
- Enforces Lodge and National Policies at all times
- Cannot hold any other OA office
- Represents the Lodge at BSA and OA meetings and events
- Responsible for all the duties of the youth officers
- Attend LLD

B. Executive Vice Chief

- Assists the Lodge Chief as Vice Chairmen of LEC
- Monitors and coordinates all Lodge Program Committees and activities.
- Will fulfill all duties, responsibilities and commitments of the Lodge Chief if he is absence
- Responsible to the Lodge Chief and takes on additional duties as assigned
- Attend LLD

C. Vice-Chief of Communications

- Takes accurate minutes and distributes them to all LEC members within 7 days
- Responsible for the quarterly Lodge Newsletter
- Responsible for all other Lodge mailings, notices and forms
- Responsible for all Lodge websites and other online groups
- Responsible to the Lodge Chief and takes on additional duties as assigned
- Attend LLD

D. Vice-Chief of Finance

- Is the Chief Financial officer of the Lodge
- Handles registration of the candidates for Ordeals and Brotherhoods with assistance from V.C. of Membership
- Reports account balances on a monthly basis
- Responsible to prepare and present the Lodge Budget with assistance from the Lodge Chief
- Oversees the Lodge Trading Post
- Responsible to the Lodge Chief and takes on additional duties as assigned
- Attend LLD

E. Vice-Chief of Membership

- Gives election notifications and maintains candidate records
- Handles registration of the candidates for Ordeals and Brotherhoods with assistance from V.C. of Finance
- Collects a copy of each Chapters final election report no later than the April Lodge Executive Committee Meeting
- Co-runs Elangomat Program with assistance from V.C. of Inductions
- Co-runs Extended Elangomat Program with assistance from V.C. of Inductions
- Responsible to the Lodge Chief and takes on additional duties as assigned
- Attend LLD

F. Vice-Chief of Service

- Monitors and coordinates all Lodge Service Committees and activities
- Initiates Lodge service projects with advice and concurrence of the Lodge Chief
- Assists V.C. of Inductions with all service projects at any Induction
- Responsible to the Lodge Chief and takes on additional duties as assigned
- Attend LLD

G. Vice-Chief of Inductions

- Monitors and coordinates all Lodge Inductions
- CO-runs the Elangomat Program with assistance from V.C. of Membership
- CO-runs the Extended Elangomat Program with assistance from V.C. of Membership
- Prior to each Induction Weekend, shall visit the site and meet with the Site Manager or Camp Ranger for the purpose of discussing proposed projects and other details.
- Responsible to the Lodge Chief and takes on additional duties as assigned
- Attend LLD

Youth Lodge Executive Committee Member Authorization:

Last, First, Middle (PRINT FULL NAME)	Signature
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Parent/Guardian Authorization:

Last, First, Middle (PRINT FULL NAME)	Signature
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Lodge Review/Authorization

Lodge Chief _____

Lodge Adviser _____

Lodge Staff Adviser _____

