



O Ni Flo Lodge #311

Lodge Officer Application



Instructions:

Complete this form, and then submit to Eugene Lickenbrock at kocchemist@yahoo.com. Job descriptions for each position are available on the last pages of this application. Any youth member of the O Ni Flo Lodge may apply to run for two positions. If you are elected to the first position, then you will not be allowed to run for the second position.

Prior to election, all candidates will be required to sign this form below to ensure that they are informed of their duties as responsibilities in their respective positions.

If you have any questions about this process, please contact Ian Stephenson or Amanda Terhune. All completed applications are due NO LATER THAN 12:00 p.m. on FRIDAY, October 10, 2022 via email kocchemist@yahoo.com.

Name: _____

Date of Birth: _____

Phone Number: _____

Email: _____

Applicant's Honor Level (Ordeal, Brotherhood, Vigil): _____

Unit Number: _____

____ Lodge Chief

____ Lodge Vice-Chief - Inductions

____ Lodge Vice-Chief – Program

____ Lodge Vice-Chief – Service

____ Lodge Secretary

____ Lodge Treasurer

I wish to be considered for the Lodge officer positions I have indicated above. I understand that election as a Lodge Officer is a commitment to serve the membership of my lodge and of the Order of the Arrow to the best of my ability. This commitment includes, but is not limited to, attendance at all Lodge meetings and activities and adherence to the Scout Oath and Law.

All Nomination Forms are submitted for review by Nomination review committee Nominees

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



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Lodge Officer Responsibilities

Lodge Chief

- Is responsible to the Scout Executive through the Lodge Adviser and Staff Adviser for performance of duties.
- Is responsible for adherence to the program and policies of the lodge. Attends appropriate council, section, regional, and national OA functions.
- Works closely with the Lodge Adviser, seeking advice and training. Does not wait for the adviser to call, but calls the adviser often.
- Establishes annual goals and objectives for the lodge including attainment of a minimum of bronze level in the Journey to Excellence recognition.
- Attends all lodge activities and lodge executive committee meetings.
- Promotes attendance and participation of lodge officers and committee chairmen.
- Appoints lodge operating committee chairmen in consultation with the lodge adviser and lodge staff adviser.
- Assigns lodge members to operating committees.
- Reminds lodge officers and committee chairmen to attend meetings of lodge operating committees related to their assignments.
- Presides over all lodge and lodge executive committee meetings. Works from an agenda established by the Key 3. Solicits agenda items from lodge officers and committee chairmen.
- Is responsible for planning and conducting lodge activities.
- Delegates duties to fellow lodge officers and committee chairmen.
- Undertakes lodge service projects with the advice and approval of his adviser.
- Appoints the Vigil Honor nominating committee.
- Promotes the correct wearing of the Scout uniform by personal example.
- Maintains current registration in the Boy Scouts of America

Lodge Vice-Chief (Inductions)

- Organizes and conducts annual unit election process for new members.
- Recruits and trains the Ordeal and Brotherhood committee chairmen to conduct ceremonies at Inductions events
- Promotes the correct wearing of the Scout uniform by personal example
- Maintains current registration in the Boy Scouts of America

Lodge Vice-Chief (Program)

- Recruits and trains chairmen for any lodge program committees that are created.
- Recruits and trains and a Lodge Camp Promotions Committee chairman.
- Helps promote training of lodge members through Lodge Leadership Development events and attendance at National Leadership Seminars.
- Coordinate all special events on the section, region, or national level
- Promotes the correct wearing of the Scout uniform by personal example
- Maintains current registration in the Boy Scouts of America

Lodge Vice-Chief (Service)

- Recruits and trains chairmen for any lodge service committees that are created.
- Suggests a yearly schedule of service projects, gets lodge approval, and makes complete plans for getting the work done.



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- Coordinates all service projects for the Lodge inductions weekends with input and advice from camp rangers' or other appropriate properties personnel.
- Recruits service project leaders and identifies needed resources
- Promotes the correct wearing of the Scout uniform by personal example
- Maintains current registration in the Boy Scouts of America

Lodge Secretary

- Keeps a record of all the proceedings of the lodge executive committee and general membership meetings.
- Keeps the lodge's official membership records.
- Shall conduct the registration and check-in at all Lodge events and weekends.
- Shall sign and distribute Lodge membership cards.
- Writes articles for the council newsletter and the lodge bulletin/website/social media
- Makes the minutes and other records available to members upon reasonable request.
- Shall prepare and distribute minutes of these meetings to members of the Lodge Executive Committee within two weeks of the meeting.
- Conducts the general correspondence of the lodge.
- Shall cause an annual mailing or announcement that annual dues are to be paid for following year
- Recruit and train a Lodge Membership committee chair and a Lodge Communications committee chair
- Promotes the correct wearing of the Scout uniform by personal example
- Maintains current registration in the Boy Scouts of America
- Lodge Treasurer
- Is responsible for maintaining sound lodge financial records — income, expense, dues, inventory, budget, etc.
- Works closely with the council service center accounting specialist in matters relating to income, expenses, inventory and auditing.
- Supervises receipt of all income from lodge members, activities, and events and deposits receipts in the council OA account (through the council service center).
- Chairs the lodge finance committee and supervises preparation of the annual lodge budget.
- Works closely with the lodge financial adviser and members of the lodge finance committee.
- Works with the lodge secretary and membership committee on collection of lodge dues.
- Prepares financial statements for the lodge executive committee.
- Keeps the lodge executive committee aware of their adherence to the lodge budget.
- Recruits and trains a Lodge Trading Post Chair
- Be responsible for accounting for all the Lodge's funds and inventories.
- Conduct the sale of Lodge and Order of the Arrow items at all Lodge events.
- Prepare requisitions for the ordering of Lodge and Order of the Arrow merchandise.
- Assist with the registration at all Lodge events, ensuring that proper fees have been paid and collecting any amounts due from members or guests as appropriate.
- Promotes the correct wearing of the Scout uniform by personal example
- Maintains current registration in the Boy Scouts of America