



# Lodge Officer Candidate Agreement

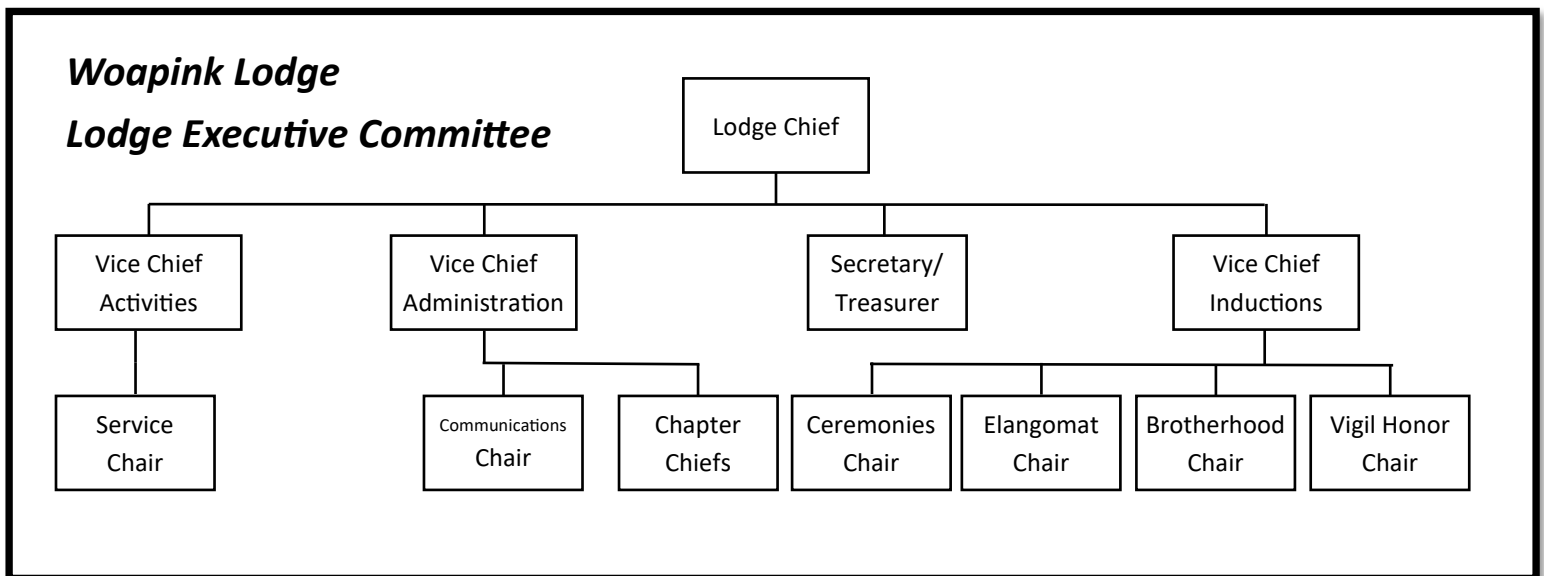
**The information below is intended to inform Arrowmen and their parents/guardians about expectations and time commitments of Lodge Officers in Woapink Lodge.**

Serving as a Lodge Officer is a unique and exciting opportunity. The success of Woapink Lodge depends on each Lodge Officer and their appointed adviser. It takes a commitment of their time, talent, and energy. If you have any questions or are unsure about what will be asked of you if elected as a Lodge Officer, please talk to one of the current officers or advisers before completing this form. To be eligible to run for any elected office you must be under the age of 21 for the entire term (following calendar year). You must be a registered member of the BSA and be current with your lodge dues. ***This form must be completed and emailed to Woapink Lodge Adviser Mark Potter @ m3potter@comcast.net on or before Wednesday, September 11th, 2024.*** Complete this form even if you think you may decide against running.

To be successful, a Lodge Officer must have the support and understanding of their parents/guardians and their Unit Leader. Each elected officer will be appointed an adult adviser who will guide him/her in their role. These advisers train, coach, and mentor their officers to ensure they have the support they need to be successful. Officers and advisers are expected to work closely together throughout their term.

Service as a Lodge Officer is not for everyone. Lodge Officers are expected to be able to budget their time between school, family, religious, and other responsibilities. Any officer who is unable to meet their duties will be expected to resign or will be removed from office.

All Lodge Officers, appointed committee chairs, and their advisers are members of the Lodge Executive Committee (LEC). Below is an organizational chart for Woapink Lodge's LEC.



**Elected Offices:** Lodge Chief, Vice Chief of Activities, Vice Chief of Administration, Vice Chief of Inductions, Secretary/Treasurer, Arrowhead Chapter Chief, Redhawk Chapter Chief

**Appointed Positions:** Service Chair, Publications Chair, Ceremonies Chair, Elangomat Chair, Brotherhood Chair, Vigil Honor Chair.

# **Officer Position Descriptions**

Each Lodge Officer is expected to meet the objectives and responsibilities of his or her position as described in the following position descriptions.

*Time Considerations for all offices:*

- *Monthly Lodge Executive Committee Meetings*
- *All Lodge Events (Winter Banquet, Spring Fellowship, Induction Weekend, Fall Fellowship)*
- *Lodge Leadership Development Training (Scheduled for November 3, 2024)*
- *Section Conclave (if possible)*
- *Possum Palooza (if possible)*

## **Lodge Chief**

- ◆ Chairman of the Lodge Executive Committee.
- ◆ Prepares agendas for monthly Lodge Executive Committee meetings.
- ◆ Represents the Lodge at Council, Section, Area, Region, & National events and meetings.
- ◆ Promotes Scouting to the public
- ◆ Welcomes new members to the Lodge.
- ◆ Ensures all officers are fulfilling their duties
- ◆ Works closely with the Lodge Adviser & Staff Adviser (Key 3) in the operation of the Lodge.
- ◆ Attend monthly Key 3 meetings.

## **Vice Chief of Activities**

- ◆ Plan and coordinate lodge activities/events (Winter Banquet, Spring Fellowship, Fall Fellowship, and Possum Palooza. This includes recruiting staff for events, setting budgets, entertainment, activities, etc...
- ◆ Provide updates at each Lodge Executive Committee meeting.
- ◆ Oversees the work of the Service Chair and works closely with the Service Chair for projects at lodge events.
- ◆ Any other duties assigned by the Lodge Chief.

## **Vice Chief of Administration**

- ◆ Oversee the work of the Communications Chair.
- ◆ Oversee the work of the Chapter Chiefs.
- ◆ Plan and coordinate lodge Merit Badge Fair. This includes recruiting staff for events, setting budgets, entertainment, activities, etc...
- ◆ Work with the OA Troop Representatives in the lodge to ensure they are promoting lodge events and activities in their troops.
- ◆ Conduct Unit Election Training for all Chapter Chiefs and their election team members.
- ◆ Provide updates at each Lodge Executive Committee meeting.
- ◆ Any other duties assigned by the Lodge Chief.

## **Vice Chief of Inductions**

- ◆ Plans the inductions portion of the Spring Fellowship (Ordeal Induction, Brotherhood Induction).
- ◆ Plans the Induction Weekend.
- ◆ Oversees the work of the Elangomat Chairman.
- ◆ Oversees the work of the Brotherhood Chairman.
- ◆ Oversees the work of the Vigil Honor Chairman.
- ◆ Provide updates at each Lodge Executive Committee meeting.
- ◆ Any other duties assigned by the Lodge Chief.

# **Officer Position Descriptions**

## **Secretary/Treasurer**

- ◆ Record minutes at the Lodge Executive Committee meetings. Submit electronically within one week after the LEC meeting.
- ◆ Report on the Lodge's financial position at each Lodge Executive Committee meeting.
- ◆ Send notices for upcoming Lodge Executive Committee meetings to all LEC members.
- ◆ Help keep track of Lodge income and expenses.
- ◆ Any other duties assigned by the Lodge Chief.

## **Chapter Chiefs**

- ◆ Lead monthly Chapter meetings in conjunction with District Roundtable meetings (Second Thursday each month).
- ◆ Plan and execute a Chapter community (not benefiting Scouting) service project or fundraiser annually.
- ◆ Conduct unit elections in all troops and crews in Chapter territory.
- ◆ Recruit other Arrowmen to serve as members of the unit election team for their Chapter.
- ◆ Any other duties assigned by the Lodge Chief.



# Lodge Officer Candidate Form

Return this completed form to Lodge Adviser, Mark Potter, [m3potter@comcast.net](mailto:m3potter@comcast.net) on or before  
Wednesday, September 11, 2024

I petition to become a candidate for (Check all that apply):

- Lodge Chief                       Vice Chief of Inductions                       Secretary/Treasurer  
 Vice Chief of Activities                       Vice Chief of Administration  
 Arrowhead Chapter Chief                       Redhawk Chapter Chief

Name \_\_\_\_\_ Troop or Crew # \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

***I understand that by seeking election I am agreeing to performing the duties described for each office. I understand that attendance at the Lodge Leadership Development Training is mandatory. I will also make an effort to attend a National Leadership Seminar to enhance my leadership skills.***

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

***I approve my son/daughter to seek election for office in Woapink Lodge.***

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions, please contact Lodge Adviser Mark Potter @ [m3potter@comcast.net](mailto:m3potter@comcast.net) or 217-521-2807

You can also contact Staff Adviser Matt Kaufman @ [matt.kaufman@scouting.org](mailto:matt.kaufman@scouting.org) or 217-521-4044.



**WOAPINK LODGE**  
ORDER OF THE ARROW