

## **Ceremonies Team Director Position Description**

Reports to the Vice Chief of Inductions

Position responsibilities include:

1. Support and uphold the policies, procedures and programs of the Greater St. Louis Area Council, the Order of the Arrow, and Scouting America.
2. Be a role model of Scouting's values by:
  - a. Striving to live by the Scout Oath and Law
  - b. Striving to live by the OA Obligation
  - c. Solving conflicts with courtesy and respect
  - d. Wearing the correct and complete uniform
3. Communicate frequently (preferably weekly) with your adviser.
4. Attend all Lodge Executive Committee meetings & other lodge activities including the Lodge Leadership Development Conference.
5. Coordinate all ceremonies performed by the Lodge.
6. Ensure all ceremonies are performed by trained ceremonialists.
7. Conduct ceremonies team trainings throughout the year.
8. Other duties as specified by the Lodge Chief.

Time Considerations:

1. Lodge Executive Committee Meetings (Monthly)
2. Lodge Activities (Winter Banquet, Spring Fellowship, Induction Weekend, Fall Fellowship)
3. Lodge Leadership Development Conference

## **Brotherhood Chairman Position Description**

Reports to the Vice Chief of Inductions

Position responsibilities include:

9. Support and uphold the policies, procedures and programs of the Greater St. Louis Area Council, the Order of the Arrow, and Scouting America.
10. Be a role model of Scouting's values by:
  - a. Striving to live by the Scout Oath and Law
  - b. Striving to live by the OA Obligation
  - c. Solving conflicts with courtesy and respect
  - d. Wearing the correct and complete uniform
11. Communicate frequently (preferably weekly) with your adviser.
12. Attend all Lodge Executive Committee meetings & other lodge activities including the Lodge Leadership Development Conference.
13. Promote Brotherhood membership to all eligible Ordeal members.
14. Achieve at least 40% Brotherhood conversion each year.
15. Recruit Arrowmen to help with the Brotherhood induction process (questioners, Brotherhood hike guides, etc.)
16. Coordinate with the Ceremonies Team Director to ensure ceremonies will be conducted properly.
17. Other duties as specified by the Lodge Chief.

Time Considerations:

4. Lodge Executive Committee Meetings (Monthly)
5. Lodge Activities (Winter Banquet, Spring Fellowship, Induction Weekend Fall Fellowship)
6. Lodge Leadership Development Conference

## **Elangomat Chairman Position Description**

Reports to the Vice Chief of Inductions

Position responsibilities include:

18. Support and uphold the policies, procedures and programs of the Greater St. Louis Area Council, the Order of the Arrow, and Scouting America.
19. Be a role model of Scouting's values by:
  - a. Striving to live by the Scout Oath and Law
  - b. Striving to live by the OA Obligation
  - c. Solving conflicts with courtesy and respect
  - d. Wearing the correct and complete uniform
20. Communicate frequently (preferably weekly) with your adviser.
21. Attend all Lodge Executive Committee meetings & other lodge activities including the Lodge Leadership Development Conference.
22. Recruit and train Arrowmen to serve as Elangomats at the Spring Fellowship and Induction Weekend.
23. Serve as the Head Elangomat during the Spring Fellowship and Induction Weekend.
24. Ensure that Elangomats follow up with their clan and encourage them to seal their membership by becoming Brotherhood members.
25. Other duties as specified by the Lodge Chief.

Time Considerations:

7. Lodge Executive Committee Meetings (Monthly)
8. Lodge Activities (Winter Banquet, Spring Fellowship, Induction Weekend, Fall Fellowship)
9. Lodge Leadership Development Conference

## **Communications Chairman Position Description**

Reports to the Vice Chief of Activities

Position responsibilities include:

26. Support and uphold the policies, procedures and programs of the Greater St. Louis Area Council, the Order of the Arrow, and Scouting America.
27. Be a role model of Scouting's values by:
  - a. Striving to live by the Scout Oath and Law
  - b. Striving to live by the OA Obligation
  - c. Solving conflicts with courtesy and respect
  - d. Wearing the correct and complete uniform
28. Communicate frequently (preferably weekly) with your adviser.
29. Attend all Lodge Executive Committee meetings & other lodge activities including the Lodge Leadership Development Conference.
30. Produce at least 4 newsletters annually.
31. Ensure all committee chairmen and officers are contributing to the newsletter.
32. Recruit Arrowmen to write general interest stories and take photos at Lodge activities.
33. Coordinate & Manage Lodge Social Media platforms.
34. Keep the Lodge website up to date.
35. Other duties as specified by the Lodge Chief.

Time Considerations:

10. Lodge Executive Committee Meetings (Monthly)
11. Lodge Activities (Winter Banquet, Spring Fellowship, Induction Weekend, Fall Fellowship)
12. Lodge Leadership Development Conference

## **Service Chairman Position Description**

Reports to the Vice Chief of Activities

Position responsibilities include:

36. Support and uphold the policies, procedures and programs of the Greater St. Louis Area Council, the Order of the Arrow, and Scouting America.
37. Be a role model of Scouting's values by:
  - a. Striving to live by the Scout Oath and Law
  - b. Striving to live by the OA Obligation
  - c. Solving conflicts with courtesy and respect
  - d. Wearing the correct and complete uniform
38. Communicate frequently (preferably weekly) with your adviser.
39. Attend all Lodge Executive Committee meetings & other lodge activities including the Lodge Leadership Development Conference.
40. Work closely with your adviser and Camp Ranger at Rhodes France Scout Reservation to develop projects.
41. Plan and conduct at least one community service project each year.
42. Promote all Lodge work projects.
43. Other duties as specified by the Lodge Chief.

Time Considerations:

13. Lodge Executive Committee Meetings (Monthly)
14. Lodge Activities (Winter Banquet, Spring Fellowship, Induction Weekend, Fall Fellowship)
15. Lodge Leadership Development Conference

## **Vigil Chairman Position Description**

Reports to the Vice Chief of Inductions

Position responsibilities include:

44. Support and uphold the policies, procedures and programs of the Greater St. Louis Area Council, the Order of the Arrow, and Scouting America.
45. Be a role model of Scouting's values by:
  - a. Striving to live by the Scout Oath and Law
  - b. Striving to live by the OA Obligation
  - c. Solving conflicts with courtesy and respect
  - d. Wearing the correct and complete uniform
46. Communicate frequently (preferably weekly) with your adviser.
47. Attend all Lodge Executive Committee meetings & other lodge activities including the Lodge Leadership Development Conference.
48. Recruit a Vigil Selection Committee consisting of at least 4 youth members (not including the chairman).
49. Ensure that the selection of new Vigil Honor candidates is conducted each year.
50. Complete the Vigil Honor nomination forms for each member selected.
51. Plan and conduct the annual Vigil Honor Reunion which includes the induction of the new members. Submit a budget for the event to the Lodge Executive Committee for approval.
52. Other duties as specified by the Lodge Chief.

Time Considerations:

16. Lodge Executive Committee Meetings (Monthly)
17. Lodge Activities (Winter Banquet, Vigil Reunion)
18. Lodge Leadership Development Conference