

Lodge Offices

Lodge Chief

1. Presides over all meetings of the Lodge.
2. Attends all Section Council of Chiefs Meetings and serves as the designated council youth representative in all Section matters.
3. Oversees the conclave committee and Conclave Vice Chief (CVC) position.
4. Works with the other Lodge Youth officers and Adult Advisers to plan the program of the Lodge.
5. If appointed, serves as the Lodge's youth designee to the Council Executive Board.
6. Attends all events of the Lodge and serves as the ultimately responsible youth at said events unless properly excused or relieved of their duties by a more appropriate officer.
7. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.

Lodge Vice Chief of Administration

1. Assist the Chief in any duties
2. Attend any meetings that the Chief would like you to attend
3. Take over for the Lodge Chief if the Lodge Chief is absent.
4. Works with Chapter Chiefs to ensure success of all Chapter activities and workings within the Chapters.
5. Be present at the Lodge Executive Committee Meetings.
6. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.

Lodge Vice Chief of Program

1. Assist the Chief in any duties
2. Attend any meetings that the Chief would like you to attend
3. Help oversee all committees and works to ensure the program is successful.
4. Be present at the Lodge Executive Committee Meetings.
5. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.

Lodge Secretary

1. Takes Minutes at the Lodge Executive Committee meetings.
2. Takes the minutes of the Lodge at all meetings. Within fourteen (14) days following a meeting, the minutes will be sent to appropriate members of the Lodge Executive Board.
3. Works with the Lodge Chief and Vice Chief of Administration to produce promotional materials for events as deemed necessary and appropriate by the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.
4. Lead organizer to produce regular Lodge newsletters each year giving event information, Lodge news, and other requested information.
5. Oversees the maintenance of content on the Lodge's website and social media.
6. Be present at the Lodge Executive Committee Meetings.
7. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.

Chapter Offices

Chapter Chief(s)

1. Ensures agendas are prepared and presides over all meetings of the Chapter.
2. Attends all Lodge Executive Committee Meetings and serves as the designated Chapter youth representative in all Lodge matters.
3. Works with the other Lodge Youth officers and Adult Advisers to plan the program of the Chapter.
4. Attends all events of the Chapter and serves as the ultimately responsible youth at said events unless properly excused or relieved of his duties by a more appropriate officer.
5. Works with the Lodge Secretary to prepare a Chapter Calendar and Chapter Goals.
6. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.