

## **Responsibilities of Lodge Officers**

from the Kon Wapos Lodge Planbook, rev. 12 October 2019

### **1. Lodge Chief (*Netami Sakima*)**

- a. The Lodge Chief is the youth leader of the entire Lodge.
- b. The Chief directly oversees the Executive Committee of the lodge and imparts leadership to the other elected Lodge officers.
- c. The Lodge Chief chairs meetings of the Lodge Executive Committee and Lodge Business Meetings, as well as presiding over Lodge officer elections.
- d. The Chief has the responsibility of serving on the Council Executive Board, Council Camping Committee and the Section Council of Chiefs, and is also responsible for attending meetings of the National Council of Chiefs at National Order of the Arrow Conferences (NOACs).
- e. The Chief is responsible for selecting all youth committee chairs for his term.
- f. The Chief is responsible for leading discussion at the annual Lodge Leadership Development Conference in planning the Lodge's calendar for the following year and for ensuring specific elements of the events are determined at that time to encourage early promotion of the same.

### **2. Lodge Vice-Chief of Program (*Sakima Welihela*)**

- a. The Vice-Chief of Program (VCP) shall act as a direct assistant to the Lodge Chief.
- b. The VCP oversees and provides leadership to all programming at the Lodge level. Specific programs for which the VCP is responsible include, but are not limited to, the following:
  - i. Spring Fellowship and Lodge Gathering lodge-wide events;
  - ii. Program components of Spring and/or Fall Conferences which are not the purview of the VCI or the Chapters;
  - iii. National Order of the Arrow Conference;
  - iv. All Lodge responsibilities related to programming at Section Conclaves as assigned to the Lodge by the Section Council of Chiefs;
  - v. Unit representative and OA Assistant Unit Leader program;
  - vi. Summer Camp Program Coordinator program elements not related to inductions;
  - vii. Kon Wapos Award;
  - viii. Kon Wapos Awareness program;
  - ix. Where to Go Camping resources, including creation and maintenance of a booklet with this title;
  - x. Promotion of camping at Bay-Lakes Council-operated camping facilities;
  - xi. Support of the Cub Scouting program within Bay-Lakes Council;
  - xii. Other programs at the direction of the Lodge Chief
- c. The VCP is responsible for oversight of the following Lodge operating committees:
  - i. Activities and Training;
  - ii. NOAC Contingent;
  - iii. Service;
  - iv. Ad hoc committees as assigned by the Lodge Chief.
- d. The VCP acts as the Chief in the temporary absence of the latter or assumes the position of Lodge Chief in the event of a vacancy at any time during the term of office (cf. Rule IV(3)).

### **3. Lodge Vice-Chief of Inductions (*Sakima Lakeokan*)**

- a. The Vice-Chief of induction (VCI) shall act as a direct assistant to the Lodge Chief.
- b. The VCI oversees and provides leadership to all inductions at the Lodge level. Specific areas of responsibility for which the VCI is responsible include, but are not limited to, the following:
  - i. Spring and Fall Conferences;
  - ii. Induction elements of Spring Fellowship and/or Lodge Gathering;
  - iii. Summer Camp Program Coordinator program elements relating to inductions;
  - iv. Elangomat, Nimat and Extended Elangomat initiatives;

- v. Unit elections;
- vi. Dance teams and ceremonies competition teams;
- vii. Oversight of pre-induction welcome events, as well as post- induction Activation event certification;
- viii. Other programs at the direction of the Lodge Chief
- c. The VCI is responsible for oversight of the following Lodge operating committees:
  - i. Ceremonies
  - ii. Unit Relations
  - iii. Ad hoc committees as assigned by the Lodge Chief.
- d. The VCI acts as the Chief in the temporary absence of both the Chief and the VCP (cf. Rule IV(3)).

#### **4. Lodge Secretary (*Netami Lekhiket*)**

- a. The Secretary is responsible for preparing a typed agenda detailing the order of business and topics for discussion prior to all Lodge Executive Committee and Lodge Business Meetings in consultation with the Lodge Chief.
- b. The Secretary shall record the proceedings of each meeting of the Lodge Executive Committee and each session of a Lodge Business Meeting. These shall be prepared for general distribution to members of the Executive Committee and available for review of other Lodge members as soon as practicable after the adjournment of the meeting in question. Copies of the minutes and agenda of each meeting shall be preserved in a permanent file.
- c. The Secretary shall be responsible for organizing, formatting, and distributing the Lodge newsletter, *The Natowa* (translated as “to consult”). The frequency of distribution shall be determined by the Secretary in consultation with the adviser of the same, the Lodge Chief, and the Lodge Adviser and Staff Adviser(s), but shall be no less frequent than twice annually, at the Spring Fellowship and Lodge Gathering events.
- d. The Secretary is responsible for oversight of the following Lodge operating committees:
  - i. Awards and Honors;
  - ii. Communications;
  - iii. Ad hoc committees as assigned by the Lodge Chief.
- e. Other areas of responsibility delegated by the Lodge Chief.

#### **5. Lodge Treasurer (*Netami Mawachpo*)**

- a. The Treasurer is responsible for reporting on the Lodge account at all Executive Committee meetings or at the request of the Lodge Chief or Adviser.
- b. The Treasurer shall draft the annual budget for the Lodge in consultation with the Adviser of the same by two weeks prior to the business meeting at which it is to be approved for the following year.
- c. The Treasurer shall keep a bound record of all expenditures passed by the Executive Committee.
- d. The Treasurer is responsible for oversight of the following Lodge operating committees:
  - i. Finance;
  - ii. Membership;
  - iii. Ad hoc committees as assigned by the Lodge Chief.
- e. Other areas of responsibility delegated by the Lodge Chief.

#### **6. General responsibilities of Lodge officers:**

- a. Officers are expected to attend all Executive Committee meetings and Lodge activities.
  - i. Any officer who is to miss a meeting or event is to notify the Lodge Chief via telephone.
  - ii. An officer missing more than any combination of three (3) meetings and events in total may be removed from office by a vote of the Lodge Chief, Adviser, and Staff Adviser.
- b. The Lodge expects the high ideals of the Order of the Arrow be maintained during the officers’ term and the Scout Oath and Law followed as guidelines of behavior. An officer not abiding by the Scout Law and Oath may be removed from office by a vote of the Lodge Chief, Adviser, and Staff Adviser.