



Lodge Officer Information and Application

Introduction

This form has been developed to aid an Arrowman in the approval process to run for a lodge office, as well as provide a description of the duties and expectations.

- The purpose of the Lodge is to support the Scouting units of Bay-Lakes Council and the Scouting program. Therefore, if an Arrowman is needed by his unit, in a critical position, he should serve the unit in that leadership role rather than at the lodge officer level.
- All Officers must be under 21 years of age for the entire term of office. The term of Office is from Jan. 1st to Dec. 31st (one year).
- If an Arrowman runs for office, he must be prepared to fulfill the duties of the office. PLEASE TALK WITH THE LODGE ADVISER BEFORE COMPLETING THIS FORM IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT FULFILLING THE DUTIES.
- To serve successfully as the Lodge Chief or Lodge Vice Chief the candidate should have a good understanding of the different aspects of the Lodge. Other positions are a great way to gain the necessary experience and knowledge before running for Lodge Chief.
- If you have interest in more than one office, this form should be filled out for the primary and highest choice. If a different candidate is elected to the position, the unelected candidate could be allowed to run for a different elected position, with the approval of the Lodge Adviser or the Lodge Staff Adviser.
- The 5 lodge officer positions are: Lodge Chief; Lodge Vice-chief, Program; Lodge Vice-chief, Inductions; Lodge Secretary; Lodge Treasurer. You can contact the Lodge Chief or Lodge Adviser with any questions about the lodge officer positions.
- All candidates for lodge offices require approval by the Lodge Adviser and Staff Adviser.

All candidates for Lodge Chief will also need to be approved by the Council's Scout Executive (Supreme Chief of the Fire) or designee before the election. All candidates MUST have the signature of the Lodge Adviser. The lodge adviser will get the signature of the Scout Executive after approving the Lodge Chief application. ALL FORMS, WITH APPROPRIATE SIGNATURES, MUST BE RECEIVED BY THE LODGE ADVISER AT LEAST 1 WEEK PRIOR TO THE LODGE ELECTION.

Form can be submitted to:

Michael Mailand, Lodge Adviser
mike.mailand@konwapos.org

Be sure to keep a copy for yourself, and bring a copy to Lodge Leadership Development.



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Lodge Officer Responsibilities

ATTENDANCE

- Officers of the Kon Wapos Lodge are **required** to attend all Lodge Executive Committee (LEC) meetings, officer meetings, the annual banquet, & the Lodge Leadership Development Training.
- All Officers are **encouraged and expected** to attend all Lodge Functions/Activities and Section Conclave.
- The Lodge Chief is also **required** to attend all Lodge Functions/Activities, the Section Council of Chiefs, and the Section Conclave. The lodge chief serves as the youth representative on the Bay-Lakes Council board. They will be invited to attend board meetings.
- Officers are expected to remain active in their home Troop, Team, and/or Crew.
- Officers must be able to provide, or arrange, their own transportation to all events. The Lodge Adviser and other advisers are available to assist with transportation to events.

UNIFORMING

- Officers of the Kon Wapos Lodge are required to be in complete and proper, clean Scout uniform whenever representing the Lodge and/or Order of the Arrow.
- Uniform patches must be placed correctly according to the Scout handbook

DUTIES

- Most duties are found in the "Guide for Officers and Advisers", "Chapter Operations Guide", "Field Operations Guide", and the Lodge Planbook. Copies of the guides can be found at the National Order of the Arrow website www.oa-bsa.org. Specific duties may also be assigned by either the Lodge Chief or the LEC throughout the year.
- All Officers are expected to communicate with their Adviser on a regular basis throughout the program year.
- All Officers must document their work in a manner to pass along to their successor.

COMMITMENT

- Being a Lodge Officer is a large commitment. It involves a significant amount of time, energy and travel to perform the duties of the job.
- Scouting activities are secondary to family, faith and academic responsibilities.
- Therefore, if your present responsibilities are time demanding (e.g.: sports teams at school, difficult school classes, heavy family responsibilities, other leadership roles in scouting, etc.) then you need to consider where the Order of the Arrow fits into your life before deciding to run for lodge office.

No Officer can serve in more than one elected position simultaneously. Therefore, if you have any intention of running for more than one position, please discuss this with the Lodge Adviser and decide whether you can best serve the OA at this time in the Lodge.



**Lodge Officer
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Lodge Officer Application Form

Name: _____ Unit: _____ Rank: _____

Mailing Address: _____ Ordeal Brotherhood Vigil

City/State/Zip: _____ School & Year: _____

Phone: _____ Cell: _____

Email: _____ Birthday: _____

Conclave(s) Attended: _____ NOAC(s) Attended: _____

Chapter: Anikwa Beshkno Mahng Mahwow Mekek Muk Wesmianiw Witcawa

Lodge Office Seeking (Select one):

Lodge Chief Vice Chief Induction Vice Chief Program Treasurer Secretary

OA Position(s) Held (Chapter, Lodge, Section): _____

Current Position (s) in Scouting (other than OA): _____

Current Unit Position: _____

Camp Staff Experience: _____

Reason for wanting to be a Lodge Officer: _____

I understand the obligations of being a Lodge Officer. I agree to take an active leadership role if elected, and to fulfill my assigned responsibilities fully and in a timely manner.

Arrowman's Signature: _____ **Date:** _____

I understand the obligations of my son/daughter being a Lodge Officer. I agree to support them in taking an active leadership role if elected, and support them to fulfill their assigned responsibilities fully and in a timely manner.

Parent's Signature: _____ **Date:** _____

I have discussed the obligations with the candidate and believe they fully understand them and will be a positive influence upon the program and the youth of the Order of the Arrow and Scouting in general.

Lodge Adviser's Signature: _____ **Date:** _____

Scout Executive's Signature: _____ **Date:** _____

(needed for lodge chief)