



## **LODGE OFFICER RESPONSIBILITIES**

### **Responsibilities of Lodge Officers**

#### **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 & appointed Lodge officers.
- c. The Lodge Chief chairs meetings of the Lodge Executive Committee and Lodge Business Meetings, as well as presiding over Lodge elections.
- d. The Chief has the responsibility of serving on the Council Executive Board, Council Outdoor Program Committee and the Section Council of Chiefs. They are 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 appointing all youth committee chairs for their term.

#### **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 Fall 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. OA Camp Coordinator program elements not related to inductions;
  - vii. Kon Wapos Outreach Partnership program;
  - viii. Where to Go Camping resources, including creation and maintenance of a booklet and/or electronic version with this title;
  - ix. 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 (National Order of the Arrow Conference);
  - iii. Service;
  - iv. Ad hoc committees as assigned by the Lodge Chief.
- d. The VCP acts as the Chief in his temporary absence 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)).



## LODGE OFFICER RESPONSIBILITIES

### 3. Lodge Vice-Chief of Induction (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. OA Camp Coordinator program elements relating to inductions;
  - iii. Kon Wapos Extended Elangomat Program;
  - iv. Unit elections;
  - v. 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. Kon Wapos Extended Elangomat Program;
  - 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 working with the lodge chief in preparing an 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 their adviser, 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 Fall Gathering events.
- d. The Secretary is responsible for oversight of the following Lodge operating committees:
  - i. Communications;
  - ii. Membership;
  - iii. Social Media;
  - iv. Unit Relations;
  - v. Ad hoc committees as assigned by the Lodge Chief.



## LODGE OFFICER RESPONSIBILITIES

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 their Adviser by two weeks prior to Lodge Leadership Development (or another designated time) for the following year.
- c. The Treasurer shall keep a record of all expenditures passed by the Executive Committee.
- d. The Secretary is responsible for oversight of the following Lodge operating committees:
  - i. Awards and Honors;
  - ii. Finance;
  - iii. Merchandise and Promotions;
  - iv. 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.
  - ii. An officer missing more than any combination of three (3) meetings and events in total may be removed from his 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 his office by a vote of the Lodge Chief, Adviser, and Staff Adviser.

### ATTENDANCE

- Officers of the Kon Wapos Lodge are **required** to attend all Lodge Executive Committee (LEC) meetings, officer meetings & the Lodge Leadership Development Training.
- All Officers are **encouraged and expected** to attend all Lodge Functions/Activities and the 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.



## **LODGE OFFICER RESPONSIBILITIES**

### **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](http://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 should 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.