



Lodge Officer Information and Application

Introduction

This form has been developed to aid youth members 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 a member is needed by his unit, in a critical position, they 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 a member runs for office, they 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 be approved by the Lodge Adviser and the Council 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 approval 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 OFFICER ELECTION. The 2022 Election is scheduled for Nov. 12, 2022. Applications are due by Nov. 5, 2022.**

Form should be submitted to:
Michael Mailand, Lodge Adviser
mike.mailand@konwapos.org



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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 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.

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 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.



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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.

Officer Candidate 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 and support them to fulfill their assigned responsibilities fully and in a timely manner.

Parent 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:** _____

Required For Lodge Chief Candidate only (lodge adviser will obtain Scout Executive signature)



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2023 Lodge Event Dates Confirmation

As mentioned, attendance is a vital aspect of being a Lodge Officer and the overall success of the Lodge. Therefore, we ask that nominee and parent initial each event they are required or expected to attend.

Event	Start	End	Time	Location	Code	Officer Initials	Parents Initials
Lodge Leadership Development	Nov. 11 2022	Nov. 13 2022	Fri. 5pm-Sun 10am	Gardner Dam			
December LEC	Dec. 4	Dec. 4	2-4pm TBD	Zoom			
January LEC	Jan. 8	Jan. 8	2-4pm TBD	Zoom			
Winter Section Council of Chiefs	Jan. 20	Jan. 22	Fri 5pm-Sun 10am	Wisconsin Dells, Kalahari Resort			
February LEC	Feb. 5	Feb. 5	2-4pm TBD	Zoom			
March LEC	March 5	March 5	2-4pm TBD	Zoom			
April LEC	April 2	April 2	2-4pm TBD	Zoom			
Spring Section Council of Chiefs	April 14	April 16	Fri 7pm-Sun 10am	Camp Phillips, Haugen, WI			
Council Convention	April TBD	April TBD	TBD	Green Lake Conference Center Green Lake, WI			
May LEC	May 7	TBD	TBD	Zoom			
Spring Conferences	June 2 June 9	June 4 June 11	Fri 5pm-Sun 10am	BP, Rokilio Hiawatha, GDC			
Lodge Gathering	Aug 18	Aug 20	Fri 5pm-Sun 10am	Camp Rokilio			
Party on the Bay	Aug. 27	Aug. 27	Sun 11am-4pm	Bay Beach Amusement Park, Green Bay			
LEC meeting	Sept. 10	Sept. 10	2-4pm TBD	Zoom			
Section Conclave	Sept. 15	Sept. 17	Fri 5pm-Sun 10am	Camp Phillips			
Bay-Lakes Scout Fest (OA support)	Sept. 29	Oct. 1	Fri 5pm-Sun 10am	Gardner Dam and/or Bear Paw			
October LEC	Oct. 2	Oct. 2	2-4pm TBD	Zoom			
Lodge Leadership Development	Nov. 10	Nov. 12	Fri 5pm-Sun 10am	Gardner Dam			
December LEC	Dec. 3	Dec. 3	2-4pm TBD	Zoom			

Lodge officer meetings are scheduled as needed and coordinated to accommodate the schedules of lodge officers and lodge adviser.

The Lodge Chief serves as the youth representative on the Bay-Lakes Council board. They will be invited to attend board meetings. The Lodge Chief becomes a member of the council outdoor program committee and represents the OA and youth of the council on the committee.

The Lodge Chief represents Bay-Lakes Council for Scouting's report to the governor at the Wisconsin State Capital in the spring. Date TBD. A day-long event. Parents are invited to attend.