



## Kiskakon Lodge Chief Position Description



**Objective:** To provide key leadership to the members of Kiskakon Lodge through adherence to the program and policies of the Order of the Arrow and the Lodge. The Lodge Chief works with the Lodge Adviser and Lodge Staff Adviser to ensure the proper implementation of all lodge operations by the youth leaders and members of Kiskakon Lodge and can delegate some duties to fellow lodge officers and committee chairpersons when needed.

### Requirements and Responsibilities:

- MUST be a registered member of the BSA and a dues paid member of the lodge; MUST be less than 21 years of age for the entire duration of the elected term; be elected by the youth membership of the lodge.
- Attend all appropriate meetings (lodge, council, section, region, and national OA functions); especially Lodge Key 3, Lodge Executive Committee (LEC), Council Executive Board, and Section Council of Chief (COC) meetings.
- Preside over all lodge & lodge executive committee meetings, working from an agenda established by the Key 3.
- Solicit agenda items from lodge officers and committee chairmen for the LEC meetings in advance of the LEC meetings, and committee reports at the LEC meetings.
- Actively promote attendance and participation of lodge officers and committee chairmen at LEC meetings and appropriate COC meetings.
- Attend all lodge activities.
- Actively promote attendance of other OA members to lodge, council, section, region, and national events.
- Attend trainings to enrich the knowledge and ability to serve as Lodge Chief, including but not limited to Lodge Leadership Development (LLD) and National Leadership Seminar (NLS).
- Provide leadership in the planning and execution of the coming year's lodge events.
  - Establish annual goals and objectives for the lodge, including fulfillment of the Performance Measurement Program (PMP) Program.
  - Responsible for planning/conducting lodge activities/events through lodge officers and committee chairmen
  - Process the lodge re-charter and provide notification of inactive membership to such members throughout the year, in conjunction with the Assistant to the Staff Adviser.
- Appoint lodge committee chairmen, nominated by themselves or a Vice-Chief, in consultation with the Lodge Adviser and Lodge Staff Adviser.
  - Delegate duties to lodge officers and committee chairpersons.
- Undertake and provide leadership to lodge service projects with advice and approval of the Lodge Adviser.
- Appoints the Vigil Chief and recommends a Summer Camp Chief with the advice and approval of the Lodge Adviser and Staff Adviser
- Appoint the Vigil Nomination Committee, with advice from the Vigil Committee Chief and Adviser, and approval from the Lodge Adviser.
- Follow all proper financial practices including budgeting within all areas of responsibility.
- Work with the Lodge Adviser and Lodge Staff Adviser to seek advice and training.
- Work with the Lodge Adviser to provide lodge officers and chairmen with unit contact information.
- Promote the correct wearing of the Scout uniform by personal example.
- Conducts themselves at all times according to the Scout Oath, Law, and OA Obligation.



## Kiskakon Lodge Vice-Chief of Program Position Description



**Objective:** To provide leadership to the members of Kiskakon Lodge through adherence to the program and policies of the lodge. Vice Chief regularly reports to the Lodge Chief on the progress of the committees administered. Works with the Lodge Chief and Associate Adviser for Program to ensure proper implementation of all lodge operations by the youth leaders and members of Kiskakon Lodge. This Vice-Chief oversees these committees: Activities, AIA, Service, and Training.

### Requirements and Responsibilities:

- MUST be a registered member of the BSA and a dues paid member of the lodge; MUST be less than 21 years of age for the entire duration of the elected term; be elected by the youth membership of the lodge.
- Attend all lodge activities and lodge executive committee meetings.
  - Provide the Lodge Chief with agenda items from committee chairpersons for the LEC Meetings in advance of the LEC Meetings.
- Attend appropriate section, region, or national functions.
- Actively promote attendance and participation of lodge officers and committee chairpersons.
- Actively promote attendance of other OA members to lodge, council, section, region, or national events.
- Attend trainings to enrich the knowledge and ability to serve as Lodge Vice-Chief of Program, including but not limited to annual Lodge Leadership Development and the National Leadership Seminar.
- Assist the Lodge Chief with providing potential committee chairpersons for the committees you oversee.
  - Assist in establishing annual goals and objectives for these committees.
  - Works directly with the committee chairpersons they oversee to delegate duties, to recruit members for committees, and to ensure the completion of their assigned duties.
  - Ensure all needed supplies are available for use by the committees you oversee. If needs are identified, will need to bring those needs up before the LEC for consideration.
- Provide leadership in the planning and execution of the coming year's lodge events.
  - Provides draft schedules for lodge events for approval.
  - Ensure, through guidance, committees are providing quality activities, programs, trainings, and meaningful service projects at lodge events.
  - Coordinate with the Lodge Chief and Secretary-Treasurer to provide timely promotional information on lodge, section, region, and national events for publication.
- Works with the Activities Chair to plan the annual Winter Banquet and program
- Actively promotes and administers the Lodge Service Award Program
- Focus area on American Indian Activities (AIA) and development of a comprehensive AIA program in the Lodge.
- Is the key Lodge youth trainer and develops the annual Lodge Leadership Development program.
- Follow all proper financial practices including budgeting within all areas of their committee responsibilities.
- Work with the Associate Adviser for Program and the Lodge Associate Adviser to seek advice and Training.
- Promotes correct wearing of the Scout Uniform by personal example.
- Personal conduct at all times according to the Scout Oath, Law, and OA Obligation.



## Kiskakon Lodge Vice-Chief of Membership

### Position Description



**Objective:** To provide leadership to the members of Kiskakon Lodge through adherence to the program and policies of the lodge. This Vice Chief regularly reports to the Lodge Chief on the progress of the committees administered. Works closely with the Associate Lodge Adviser for Membership in all areas to improve lodge membership and record keeping. The Vice-Chief of Membership oversees these committees: LodgeMaster (member records), Unit Elections/Camp Promo, and OA Summer Camp Chief visitation program.

#### Requirements and Responsibilities:

- MUST be a registered member of the BSA and a dues paid member of the lodge; MUST be less than 21 years of age for the entire duration of the elected term; be elected by the youth membership of the lodge.
- Attend all lodge activities and lodge executive committee meetings.
  - Provide the Lodge Chief with agenda items from committee chairpersons for the LEC Meetings in advance of the LEC Meetings.
- Actively promote attendance and participation of lodge officers and committee chairpersons.
- Actively promote attendance of other OA members to lodge, council, section, region and national events.
- Attend trainings to enrich the knowledge and ability to serve as Lodge Vice-Chief of Membership, including but not limited to annual Lodge Leadership Development and the National Leadership Seminar.
- Assist the Lodge Chief with providing potential committee chairpersons for the committees you administer.
  - Assist in establishing annual goals and objectives for these committees.
  - Works directly with the committee chairpersons to delegate duties, to recruit members for committees, and to ensure the completion of their assigned duties.
  - Ensure all needed supplies are available for use by the committees you oversee. If needs are identified, will need to bring those needs up before the LEC for consideration.
  - Provides a recommendation to the Key 3 for a Summer Camp Chief
- Provide leadership in the planning and execution of the coming year's lodge events.
  - Recruits and works with the registration team at all Lodge events.
  - Assists the Summer Camp Chief to promote OA activity at Summer Camp, especially unit visits.
- Keeps membership records updated regularly with the help of the LodgeMaster (membership) committee, the Chapter Chiefs, and Council staff.
  - Reports on membership goals during the first two quarters (January – June) of the new year.
- Helps the Unit Elections Committee promote unit elections, organize and train election teams, schedules visits for camp promotion/elections, and record the results of these elections.
  - Establish annual goals and objectives for improving unit elections and camping promotion visits.
  - Works closely with the Unit Elections Committee Adult Adviser and Youth Chairman to help meet the needs of this committee.
- Works with the Associate Lodge Adviser for Membership and Lodge Associate Adviser to seek advice and training.
- Promote the correct wearing of the Scout uniform by personal example.
- Conducts themselves at all times according to the Scout Oath, Law, and OA Obligation.



## Kiskakon Lodge Vice-Chief of Inductions

### Position Description



**Objective:** To provide leadership to the members of Kiskakon Lodge through adherence to the program and policies of the lodge. This Vice Chief regularly reports to the Lodge Chief on the progress of the committees administered. Works closely with the Associate Adviser for Induction in all areas to improve the lodge induction process. The Vice-Chief of Induction oversees these committees: Ceremonies (including summer Rededication), Inductions (Ordeal and Brotherhood), and Vigil Candidate Selection and Induction.

#### Requirements and Responsibilities:

- MUST be a registered member of the BSA and a dues paid member of the lodge; MUST be less than 21 years of age for the entire duration of the elected term; be elected by the youth membership of the lodge.
- Attend all lodge activities and lodge executive committee meetings.
  - Provide the Lodge Chief with agenda items from committee chairmen for the LEC Meetings in advance of the LEC Meetings.
- Actively promote attendance and participation of lodge officers and committee chairpersons.
- Actively promote attendance of other OA members to lodge, council, section, region and national events.
- Attend trainings to enrich the knowledge and ability to serve as Lodge Vice-Chief of Induction, including but not limited to annual Lodge Leadership Development and the National Leadership Seminar.
- Assist the Lodge Chief with providing potential committee chairpersons for the committees you administer.
  - Assist in establishing annual goals and objectives for these committees.
  - Works directly with the committee chairpersons to delegate duties, to recruit members for committees, and to ensure the completion of their assigned duties.
  - Ensure all needed supplies are available for use by the committees you oversee. If needs are identified, will need to bring those needs up before the LEC for consideration.
  - Provides a recommendation to the Key 3 for a Vigil Chief
- Provide leadership in the planning and execution of the coming year's lodge events.
  - Selects an Ordeal Master and ensures proper execution of the New Member process
  - Assists the Membership VC to promote Ordeal to Brotherhood conversion at service weekends and summer camp.
  - Assists the Vigil Committee with needed attendees at the Vigil selection meeting and Supports the Vigil Chief and Vigil Adviser during the Vigil Induction process
  - Assists the Summer Camp Chief to promote OA activity at Summer Camp
- Works with the Ceremony chairperson and adviser to ensure the induction teams are fully staffed and have needed materials.
  - Works with ceremony teams to ensure they act in accordance with OA policy and local tribal customs
  - Assists the Membership VC in coordinating the Summer Rededication ceremony at Summer Camp
- Focuses effort on the complete Induction process, ensuring that Elangomats communicate and support new Ordeal members to fulfill the promise and complete the Induction process
- Works with the Associate Adviser for Induction and Lodge Associate Adviser to seek advice and training.
- Promote the correct wearing of the Scout uniform by personal example.
- Conducts himself at all times according to the Scout Oath, Law, and OA Obligation.



## Kiskakon Lodge Secretary-Treasurer Position Description



**Objective:** To provide leadership to the members of Kiskakon Lodge through adherence to the program and policies of the lodge. The Secretary-Treasurer regularly reports to the Lodge Chief on the progress of committees administered. Works with the Lodge Chief and Committee Advisers to ensure that proper implementation of communication to all lodge members by different forms or modes and to maintain the financial health status of the Lodge through good fiscal management of all funds. The Secretary-Treasurer oversees the Communications and Finance Committees.

### Requirements and Responsibilities:

- MUST be a registered member of the BSA and a dues paid member of the lodge; MUST be less than 21 years of age for the entire duration of the elected term; be elected by the youth membership of the lodge.
- Attend all lodge executive committee meetings and lodge activities.
  - Provide the Lodge Chief with agenda items from committee chairmen for the LEC Meetings in advance of the LEC Meetings.
  - Takes detailed minutes of ALL meetings; types the minutes and provides a copy to the lodge officers and advisers by the following Friday the week after the meeting.
  - Keeps on file all chapter and committee reports.
  - Sends out notices of meetings and events to the Lodge membership.
  - Prepares financial statements with the help of the Council office/ Finance Committee Adviser.
- Attend appropriate section, region, or national functions.
- Actively promote attendance and participation of lodge officers and committee chairpersons.
- Actively promote attendance of other OA members to lodge, council, section, region, or national events.
- Attends trainings to enrich the knowledge and ability to serve as Lodge Secretary-Treasurer, including but not limited to annual Lodge Leadership Development and the National Leadership Seminar.
- Assist the Lodge Chief with providing potential committee chairmen for the committees you administer.
  - Assist in establishing annual goals and objectives for these committees.
  - Works directly with the committee chairmen to delegate duties, to recruit members for committees, and to ensure the completion of their assigned duties.
  - Ensure all needed supplies are available for use by the committees you oversee. If needs are identified, will need to bring those needs up before the LEC for consideration.
- Provide leadership in the planning and execution of the coming year's lodge events for the calendar.
  - Provides draft budgets for lodge events.
  - Ensures Lodge Store is available and that sufficient items are in stock for sale.
- Makes the minutes and other records available to members upon a reasonable request in a timely manner.
- Helps prepare the lodge newsletter (Bear Facts), develops and maintains lodge websites, and organizes/operates the network of OA troop/team representatives to keep units informed.
- Chairs the Lodge Finance Committee and supervises the preparation of the annual lodge budget
  - Performs audits with the Finance Adviser annually (or as needed) of the lodge's financial records.
  - Proposes and helps develop money-earning projects for consideration of the lodge executive committee.
  - Keeps the Lodge Executive Committee aware of their adherence to the lodge budget.
- Works closely with the Vice Chief of Membership on collection of lodge dues.
- Works with the Lodge Secretary-Treasurer Adviser to seek advice and training.
- Promote the correct wearing of the Scout uniform by personal example.
- Personal conduct at all times according to the Scout Oath, Law, and OA Obligation.

## Election Candidacy Agreement

Dear Lodge Officer Candidate and Parent/Guardian:

Thank you for wanting to serve as a lodge officer for the upcoming year. Serving as a lodge officer is a unique and exciting opportunity. The success of the lodge depends on each lodge officer, and their appointed adviser, to make a commitment of their time, talent, and energy. If you have any questions or are unsure about what will be asked of you as a lodge officer, please talk with one of the current officers or advisers before completing this form. **To be considered eligible to run for any elected lodge office, you must be less than 21 years of age for the entire duration of the elected term, a registered member of the BSA, a dues paid lodge member, and this form MUST be submitted to the Lodge Adviser on or before the Saturday Lunch meal of Spring Fellowship prior to the Lodge Officer Elections that take place the following day.**

I petition to become a Candidate for the office of \_\_\_\_\_ for the \_\_\_\_\_ term.

Name: \_\_\_\_\_ Troop #: \_\_\_\_\_ District: \_\_\_\_\_ Chapter Name: \_\_\_\_\_

Candidate Phone #: \_\_\_\_\_ Candidate Email: \_\_\_\_\_

Parent/Guardian Phone #: \_\_\_\_\_ Parent/Guardian Email: \_\_\_\_\_

**\_\_\_\_\_ (Candidate initials) I understand attendance at the Lodge Leadership Development on \_\_\_\_\_ is mandatory for all elected officers. To further enhance my leadership skills, I will make all efforts to attend the National Leadership Seminar (NLS). Kiskakon Lodge provides financial assistance (50% of the registration fee) to any Lodge Officer able to attend NLS. The date and place which I attended or will attend NLS was/will be \_\_\_\_\_ (upcoming NLS dates available on our website).**

This form is meant to make sure that each candidate has the support and understanding of their parents/guardians, unit leader, and Lodge Adviser before making a commitment to serve as a lodge officer. This is a crucial part of ensuring the success of every officer. Each Lodge Officer is expected meet the objectives and responsibilities of their position as described in the Position Description for which they are running.

The success of Kiskakon Lodge is dependent on active, engaged officers. Each officer will have an experienced adult adviser assigned to them to work together as a team. Advisers in the OA are experienced Scouters who enjoy volunteering their time to mentor motivated Arrowmen. Advisers train, coach, and guide their officers to complete assigned duties that exceed what is normally asked of young men in high school or college. Lodge officers are expected to diligently work with their adviser, their fellow officers and chairpersons, and with other Arrowmen. Service as a lodge officer is not for everyone.

Lodge officers are expected to be able to budget their time between family, school, religious and other responsibilities with what is required of them as a lodge officer. A great many officers have served with distinction and managed their other responsibilities well. Since the effective operation of a Lodge with over 300 members depends on each lodge officer, any officer who finds that they cannot keep up with the duties above or balance these duties with other commitments and obligations will be expected to resign or will be removed from office.

I attest that the above Arrowman has my support to serve as a Kiskakon Lodge Officer and we have discussed the responsibilities of being a lodge officer.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Unit leader signature certifies activity and leadership in a troop: \_\_\_\_\_

\_\_\_\_\_  
Unit Leader Signature

\_\_\_\_\_  
Date

Lodge Adviser signature certifies understanding of leadership responsibilities within the lodge:

\_\_\_\_\_  
Lodge Adviser Signature

\_\_\_\_\_  
Date