



Tupwee Gudas Gov Youchiqudt Soovep
Order of the Arrow
Rocky Mountain Council, BSA

Lodge Officers Job Duties

All Lodge Officers have an important responsibility to promote the Goals and Mission of the Order of the Arrow and the Boys Scout of America. As officers they are the model for all Scouts, both OA members and non-members. They must dedicate themselves to living the OA Obligation and the Scout Oath in their every action and deed. To that extent the following are some of the responsibilities the officers of our lodge pledge their service to when they seek a lodge office and subsequently confirmed by their election from the members of the lodge. While these items are extensive they are not the sole source of an officer's duties. Officers must adhere to all items in the By-Laws of the Lodge, follow all requirements as to the operation of the lodge as outlined in the Order of the Arrow Guide for Officers and Advisers, Order of the Arrow Operational Updates, and assist in the promotion of camping and leadership.

To that end all offices in the Tupwee Lodge must a) be currently registered in Scouting in the Rocky Mountain Council, b) be a member in good standing in the lodge, and c) have not yet reached or will reach their twenty first birthday for their entire term of office.

Lodge Chief

- (1) Elected from the Youth membership and is responsible to the Rocky Mountain Council Scout Executive through the Lodge Advisor and Staff Adviser for performance of duties.
 - (a) Is a member of the Council Camping Committee
- (2) Responsible for adherence to the program and policies of Tupwee Lodge, the mission of the Order of the Arrow, and achieving the goals of the OA section the lodge is a member.
- (3) Attends and represents the Lodge at all council, section, regional, and national Order of the Arrow Functions.
- (4) Works closely with the Lodge Adviser.
 - (a) Contacts the Lodge Adviser on a regular basis to review status and plans of the lodge.
 - (b) Presents all plans and goals to the adviser for input and advice.
 - (c) Evaluates the operation and processes being used in the Lodge at both the lodge and chapter level.
 - (d) Define and establish any lodge level operational committees as needed.
- (5) Establish annual goals and objectives for the Lodge.

- (a) Insures all plans and goals follow the mission and objectives of the Order of the Arrow, Boy Scouts of America, and Rocky Mountain Council.
 - (b) Creates goals for Lodge to achieve Quality Lodge status.
 - (c) Insures that the lodge is operating in accordance of the long term goals of the strategic plan established by the National Order of the Arrow committee and the Rocky Mountain Council.
- (6) Attends all lodge activities.
- (a) Responsible for the planning and conducting of all lodge functions and meetings.
 - (b) Presides over the Lodge Executive Committee (LEC) meeting.
 - (i) Promotes the attendance to all meetings by lodge and chapter officers and committee chairmen.
 - (ii) In consultation with the lodge adviser and the other lodge officers, establishes the agenda of the LEC soliciting agenda items from lodge officers and committee chairman.
- (7) Establish Lodge Leadership Development Training.
- (a) Develop and execute an annual plan to insure all lodge and chapter officers get the necessary training for their positions.
 - (b) Incorporate into annual training plans course which all Arrowmen will benefit from for the work in their chapters or units.
- (8) Appoints lodge operating committee chairmen in consultation with the lodge adviser.
- (a) Works with committee chairmen to insure they understand the mission of the committee and assist in establishing committee goals.
 - (b) In consultation with the Committee Chairman, appoints lodge members to be member off the committee.
- (9) Appoints an OA Summer Camp Chief for the Council Camps.
- (a) This person will be responsible for handling all OA issues at summer camp and working with the camp director promote OA to all units attending summer camp.
 - (b) With assistance of the Vice Chief of Ceremonies, the Summer Camp Chief will provide call out team and ceremonies each week of summer camp.
- (10) Delegates his duties to fellow lodge officers and committee chairmen as needed.
- (11) Working with the Lodge Executive committee and lodge adviser, he will appoint lodge members to vacated in-term lodge officer positions.
- (12) Works closely with Chapter Officers.
- (a) Insures that chapter program support the lodge program and goals.
 - (b) Provides training and assistance to Chapter Officers to insure they fulfill their responsibilities to the Units in their Chapter, the District, the Council, and the Lodge.
 - (c) Plans visits to each chapter to facilitate any assistance the chapter chief may need.
 - (d) Promote chapter officers and potential officers to attend National Leadership Training.
- (13) Appoints the Vigil Honor nominating committee.
- (a) Provide support and training for the committee as needed.

- (b) Works with the Lodge Secretary to insure that the committee has all the membership information they need to fulfill their goals.
- (14) Promotes the correct wearing of the Scout Uniform at all times by personal example.

Vice Chief of Administration

- (1) Presides over all activities and meetings in the absence of the Lodge Chief.
- (2) Works closely with the Lodge Chief to assist him in meeting his responsibilities to the Lodge.
- (3) Responsible for all Ordeals.
 - (a) Works closely with the Lodge Adviser to coordinate services projects and facility utilization.
 - (b) Works closely with the Vice Chief of Ceremonies to insure all Ordeal and Brotherhood ceremonies are accomplished and are meaningful to the participants.
 - (c) Develop and deliver a Lodge Fast Start program for all newly inducted Ordeal members at the Ordeal weekend.
- (4) Responsible for the Order of the Arrow Troop/Team Representative Program.
 - (a) Promotes the Troop/Team Representative program to all Chapters, Units, and the Lodge membership.
 - (b) Works with Chapters and their associated district to insure that every unit understands the duties of the OA Representative.
 - (i) Provides training as needed to Units, Unit Leaders, and Chapters about the program and the Position's responsibilities..
- (5) Will fill in-term vacancies of the Lodge Chief.
- (6) Responsible for all registrations of Lodge events.
 - (a) Promotes all lodge, section, and national events.
 - (i) Provides articles for Lodge and Council Newsletters promoting events.
 - (b) Insures all programs have chairman and the appropriate material as needed.
 - (c) Insures the registration process for all events is adequately communicated to members and units.
- (7) Routinely visits the meetings of all Lodge Chapters.
 - (a) Coordinate those visits with the Lodge Chief and Chapter Chief and offer assistance as needed.
- (8) Develops Camp Promotion Team
 - (a) Meet with Council Camping Committee, Lodge and Chapter Chiefs, and Lodge Advisor to develop a promotion plan.
 - (b) Recruit and train 3-5 member visitation teams.
 - (c) Acquire and develop camp material for each team (movies, charts, publications, literature, etc)
 - (d) Schedule visits suggesting that parents attend the presentation.
 - (e) Provide a final report to the Council Camping committee of units visited, units attending council camps, and units not attending summer camp.

- (9) Promotes the correct wearing of the Scout Uniform at all times by personal example.

Vice Chief of Ceremonies

- (1) Promote lodge and chapter ceremony teams at all lodge functions.
- (2) Provide training programs for all ceremony teams including workshops and visits to other lodges in our section.
 - (a) Develop training schedule for all teams and solicits a team chief for each team who will be responsible for coordinating the team's activities.
 - (b) Develop team and/or individual recognition for exceptional ceremony service and participation to be presented at the Winter Business Meeting.
 - (c) Conduct an annual ceremony workshop for all ceremonialist and those members who wish to be involved in ceremonies.
- (3) Plan and coordinate all ceremonies for Ordeal and Brotherhood honors.
- (4) Maintain all lodge ceremony costuming and equipment.
 - (a) Promote each team's development of their own costuming but insuring it meets with the National guidelines and follows the traditions of the Lodge.
- (5) Maintain all ceremony sites at summer camps.
- (6) If appropriate, work with the Lodge Vigil Honor Selection Advisor to insure each Vigil candidate has a meaningful ceremony and experience.
- (7) Work with district Unit Leaders to provide ceremonies for Boy Scout and Cub Scout Units.
- (8) Present other ceremonies as needed for the Lodge and Council.
- (9) Promotes the correct wearing of the Scout Uniform at all times by personal example.

Secretary

- (1) Responsible for the membership records of all members and events.
- (2) Working with the Lodge Chief provide communications to members:
 - (a) Member Dues Letters
 - (b) Delinquent Dues Letters.
 - (c) Brotherhood Eligibility letters.
 - (d) Upcoming Events registration forms.
- (3) Develop and edit the Lodge Newsletter
 - (a) Establish an annual publication schedule for news articles and newsletter.
 - (b) Solicit volunteers to write reports and promotional articles for events.
 - (c) Acquire chapter news articles for each chapter.
- (4) Provide the membership notification and summary as needed for updates and changes to National Publications, manuals, and Operational Updates.
- (5) Working with the Lodge LEC, develop and publish the lodge calendar.
- (6) Working with the Lodge Vice Chief of Administration and the Ordeal Master, insure all new candidates have membership cards and other material as needed.

- (7) Provide Chapter Chiefs membership lists and Brotherhood eligible lists.
- (8) Provide Lodge Chief the list of eligible Vigil Members.
- (9) Prepare material as requested for the annual report to the Board and the Quality Lodge petition.
- (10) Provide reports as needed to the Lodge and Chapter Officers.
- (11) Maintain list of all Unit Leaders of Council Units.
 - (a) Provide unit contact information for all chapter election teams.
- (12) Create and maintain elected candidate list.
 - (a) Send letter to candidates indicating Ordeal process, dates, and registration information.
 - (b) Send letter to parents of elected candidates.
- (13) Maintain the e-mail address for all members.
- (14) Maintain up to date all membership and event files and computer systems.
 - (a) Insure that member files are up to date and complete.
 - (b) Insure the OA Office is always neat and orderly.
- (15) Maintain and publish the agendas and minutes of all lodge meetings and activities.
- (16) Promotes the correct wearing of the Scout Uniform at all times by personal example.

Treasurer

- (1) Maintains the financial records of the lodge.
- (2) Prepares and presents financial report at all LEC meetings which include activities and status.
- (3) Responsible for the Lodge Trading Post
 - (a) Make an annual inventory of all merchandise in the Trading Post.
 - (b) Working with the Lodge Adviser, order merchandise and supplies for the lodge as needed (e.g., handbooks, patches, sashes, etc.)
- (4) Collects all registration and fees at Lodge Functions.
- (5) Working with the Lodge Chief and Lodge Adviser will develop the Lodge Budget to be presented at the Lodge Winter Business Meeting.
- (6) Promotes the correct wearing of the Scout Uniform at all times by personal example.

Chapter Chief

- (1) As Chief administrator for the Chapter, conducts all chapter meetings and activities.
 - (a) Plan meaningful chapter meetings and activities.
 - (b) Promote service to units and community by carrying out meaningful service projects.
- (2) Works closely with the Chapter Adviser to
 - (a) Establish and annual plan that promotes and contributes to the Lodge goals.
 - (b) Insure all chapter members are involved in Lodge activities.

- (3) Give Leadership to Chapter Officers by assigning responsibilities to the Vice Chief, other chapter officers, and chapter committees.
 - (a) Provide training as needed to chapter officers and committee members.
 - (b) Supervise the operation of each officer and committees.
 - (c) Recruit and train Chapter Chairmen.
- (4) Promote all Lodge activities and events.
 - (a) Attend all lodge LEC meetings, functions, and activities.
 - (b) With the assistance of the Chapter Secretary, insure all chapter members are kept up to date on activities and functions of the lodge.
- (5) Assist in the achievement of Lodge annual goals.
- (6) Promotes the correct wearing of the Scout Uniform at all times by personal example.

Chapter Vice-Chief

- (1) Assist the work of the Chapter Chief by performing duties as assigned.
- (2) In the absence of the Chapter Chief performs the duties of the Chapter Chief.
- (3) Be responsible of overseeing the activities of Chapter committees as assigned by the Chapter Chief.
- (4) Responsible for assembling and training the Chapter Election and Camp Promotion Team(s).
- (5) Working with the OA Troop Representatives of the units in the District, assist them by promoting OA activities and providing them training with the assistance of the Lodge Vice Chief.
- (6) Attend all chapter and lodge events and other activities as requested by the Chapter Chief.
- (7) Promote Ordeal and Brotherhood candidates to participate by
 - (a) Providing Training for all Chapter Elangomats and insure they are fulfilling their duties.
 - (b) Contacting all Ordeal candidates and assist them in registering and attending fellowship(s).
 - (c) Notifying all Brotherhood eligible candidates to assist them in registering and attending the fellowship(s).
 - (i) Work with Brotherhood candidates in their understanding of the OA, the Brotherhood honor, and the Obligation.
- (8) Promote all Lodge activities and events.
- (9) Assist in the achievement of Lodge annual goals.
- (10) Promotes the correct wearing of the Scout Uniform at all times by personal example.

Chapter Secretary

- (1) Responsible for all minutes of Chapter and Chapter committee meetings.

- (a) Copy of all minutes are forwarded to the Lodge Secretary.
- (2) Working with the Lodge Secretary and Chapter Vice Chief insure all membership information is up to date.
- (3) Submit articles to the Lodge Secretary on all Chapter Activities.
- (4) Contact all Chapter Members to promote Chapter and Lodge activities attendance and keeping their membership current.
- (5) Assist in the achievement of Lodge annual goals.
- (6) Promotes the correct wearing of the Scout Uniform at all times by personal example.