



Nendawen Lodge 618 Officer Job Description Manual

Written by Brian C. McQueen



Order of the Arrow  Boy Scouts of America

Officer Job Description Manual

I have personally written this manual as specifically worded as possible so that the officers of the lodge will know and understand fully their duties and what is expected of them while in their term of office. This manual is written specifically for the Nendawen Lodge LEC, and is based on my past experiences with these positions, research from other lodges, ideas presented to me from others, and a great understanding of how to interconnect responsibilities to effectively operate our lodge. It balances the size and spread of our lodge with the number of officers we have on the LEC. The responsibilities are by no means intended to be an upper boundary for responsibilities, but rather a minimum listing of what duties each officer is expected to perform. Hopefully this manual will be used by all officers as a reference when they are confused about their duties. The lodge chief may change the job descriptions if at a later date this format no longer works. It is my hope to make the lodge programs run efficiently and effectively through the use of this manual.

WWW,
Brian C. McQueen
Nendawen Lodge Chief 2007

Chapter Chief

It is the goal of Nendawen Lodge to facilitate communication throughout the lodge and increase the participation of all members. The Chapter Chiefs will serve more or less as more localized versions of the Lodge Chief, and will assist the other officers in completing their tasks within their respective Chapter. The following is a description of duties you are expected to perform (but are not limited to) during the term of your office.

1. Visit each troop in your Chapter 3 times every year

a. **First visit – (January 1 - February 31)**

Tell each troop about the Order of the Arrow, and schedule that troop's OA election date with the Scoutmaster. If they won't have any eligible troop members, set up an appointment with them during the election period anyway to promote the Order. Also, register a Troop Representative with each troop using the Troop Representative Form. Have him fill out this form during the meeting and give it back to you before you leave. Remind everyone that the OA Troop Representative position counts toward the requirement of a leadership position for Star, Life, and Eagle. If the troop already has a Troop Representative, ask him to fill out a new form for the new year. Keep a copy of this form and send a copy to the Troop Relations Vice Chief. Make sure the OA Troop Representative understands his responsibility to encourage OA members in his troop to attend events and to pass along communications from the lodge. **See also Duty 3 and 4.**

b. **Second Visit – (March 1 – May 31)**

Perform the OA elections at each troop in your Chapter. This is the most important visit of the year. Your election team should consist of you, your advisor, and the OA Troop Representative of that troop. Please call each Scoutmaster one week before the scheduled election date to confirm that they are prepared for you.

If the troop does not have any eligible members, that troop should still be visited during this time for purposes of promoting the Order of the Arrow. A question and answer session would be a great idea for this.

Ask again for an OA Troop Representative if nobody registered during your first visit. **See also Duty 3 and 4.**

c. **Third Visit – (After Fall Ordeal)**

The purpose of this visit is to encourage members to attend the Fall Fellowship and Winter Banquet. Remind them how important the elections are at the Winter Banquet, and that they must attend if they wish to have a vote (Only youth can vote). Also, this is a good opportunity to encourage new members to come to Spring Ordeal to convert to Brotherhood membership. Emphasize the importance of paying dues (To further the program of the Order and help complete projects to the camp and community) and also the incentives for paying dues (You must be dues paid to attend events, wear the sash or flap, or purchase more OA items, including lodge flaps.) This visit is not necessary, however it could be helpful.

At each visit, you should personally encourage each eligible Ordeal member to convert to Brotherhood, and offer to find them transportation if necessary. You will be provided a list of eligible Ordeal members (organized by Chapter, Troop, Name, and whether or not they are currently dues paid) at the beginning of every year. This list should serve you for the entire year, as no new members from Spring Ordeal will be eligible by Fall Ordeal. Also, at every visit, encourage people to visit the lodge website (Nendawen.aa-c4a.org) for information and a calendar.

2. Troop Representatives

You may be asked by the Troop Relations Vice Chief to pass along information to each of your Troop Representatives. Please contact them by email and by phone if possible. It is your responsibility to facilitate communication of Lodge Events through the use of Troop Representatives. Contact with Troop Representatives by Chapter Chiefs should be more personal and friendly, as the Troop Relations Vice Chief will also send out an email to each of the Troop Representatives when information needs relayed.

3. Where to Go Camping Guide (WTGCG)

During the first or second visit of the year, each Chapter Chief should personally give the Scoutmaster two WTGCG information forms and ask him to fill them out as soon as possible and mail/email them to the Camping Promotions Vice Chief. Emphasize that if they fill out two forms, they will help construct the Guide, and all Scoutmasters in the Council will be given a copy of the completed guide. Ask them to not use Camp Kootaga or Camp Mahonegon as one of their campsites. We prefer that they use places within the council, but places outside of the council are just as good, especially if they are in OH or WV. If they are stuck, simply tell them to fill out the forms using the last two places their troop camped. We can use anything, including places to backpack, state parks, and other favorite places.

4. Elangomats

Because we always have trouble finding Elangomats before the Ordeals take place, ask at every visit if there are any members that wish to be Elangomats at the next Ordeal. Record their names, email addresses, and telephone numbers, and report them to the Elangomat Vice Chief.

Any information you receive should be sent to the Lodge Officer it is most important to, the Lodge Chief, and the Lodge Vice-Chief.

Troop Relations Vice Chief

It is the goal of Nendawen Lodge to facilitate communication throughout the lodge and increase the participation of all members. The main responsibility of the Troop Relations Vice Chief is to remind members of upcoming events and happenings in the lodge through the use of OA Troop Representatives. The following is a description of duties you are expected to perform (but are not limited to) during the term of your office.

1. Registering OA Troop Representatives

Each Chapter Chief will attempt to recruit an OA Troop Representative in their first meeting with each troop between January 1 and February 31. Contact the Chapter Chiefs to make sure they are performing this duty. They will send a copy of each Troop Representative Form they receive. It is your responsibility to put these forms into an electronic format (Excel works well). Not all of the troops visited will register a Troop Representative. Use the list of Scoutmasters to help you determine which troops are still in need of a Representative. Call the Scoutmaster of each troop that does not have a registered Troop Representative (Sometime during early March) and ask him to find one for the troop. Remind the Scoutmaster that he is not considered an official Troop Representative unless a form is filed with the Lodge. Inform the Scoutmaster that a copy of the form can be found online at Nendawen.oa-c4a.org

2. Contacting Troop Representatives

A few weeks before each lodge event, the Troop Relations Vice Chief should send an email to all of the Troop Representatives in the Council asking them to remind their troop of the event and encouraging them to attend. This same email should be sent to the Chapter Chiefs, who will then send their own email or make a phone call to each of the Troop Representatives.

3. Roundtables and LEC meetings

The Troop Relations Vice Chief should encourage all Troop Representatives to attend Roundtables and all LEC meetings. They are very welcome at LEC meetings to give their opinion and express concerns from their troop members. At this time, however, they have no vote in the LEC.

It is very vital to the continuation of the Lodge events and programs to communicate effectively with its members and encourage active participation, especially from the youth.

Secretary/Treasurer

It is very important to the lodge to have accurate records of the business and decisions that occur at Lodge Executive Committee Meetings. We must have the ability to learn from our mistakes, and to be reminded of decisions that have been made and projects that need to be finished. The purpose of the Lodge Secretary/Treasurer is to ensure that these goals and needs of the Lodge are met. The following is a description of duties you are expected to perform (but are not limited to) during the term of your office.

1. Lodge Executive Committee (LEC) Meetings

You are expected to take roll at every LEC meeting. Also, you are to keep accurate minutes of the meeting, especially including all items on which a vote was taken. You must record who made what motion, who seconded it, and what the vote count was. The minutes should be typed up after the meeting and emailed to the Lodge Chief and Lodge Vice Chief within 2 weeks of the LEC meeting.

2. Monetary Report

At each LEC meeting, you should present a report of the current financial status of the Lodge. You can obtain a copy of this by calling the Council Office and asking for it. Make sure the person at the Council Office to whom you are talking knows that you are the Lodge Secretary/Treasurer.

3. Budget Planning

At the Lodge Leadership and Development Course and Yearly Planning Meeting at the beginning of the year, it is the duty of the Lodge Secretary/Treasurer to sit down with the Lodge Staff Advisor and prepare the budget for the upcoming year. It is then your duty to present it to the LEC and ask for its approval by vote.

The lodge must constantly be reminded of its plans and histories if it is to learn and progress. It must also be reminded of its financial situation so it is prepared to take the proper courses of action.

Camping Promotions Vice Chief

It is very important that the youth of this Council have a good camping experience during their time in Scouting. The Camping Promotions Vice Chief should promote camping, especially long term Summer Camping, to the youth of the Council, including non-OA members. It is his job to update and release the Where to Go Camping Guide (WTGCG). He will use the Chapter Chiefs and OA Troop Representatives to help him accomplish these goals. The following is a description of duties you are expected to perform (but are not limited to) during the term of your office.

1. Where to Go Camping Guide

Early in the year, the Camping Promotions Vice Chief should review the current Where to Go Camping Guide and look for areas where it could be improved. Refer to the Manual for Producing a Where to Go Camping Guide, provided to you in your Officer Notebook, for tips on how to create a WTGCG and what should be included in it. During the first few months of the year, until May 31, the Chapter Chiefs should be sending WTGCG forms to you. Send an email or give a phone call to the Chapter Chiefs to remind them of this responsibility. As you receive these forms, put them into a format that you can use for your WTGCG. If you do not receive enough forms by this method, you will have to mail the forms to Scoutmasters with a letter explaining them. You can send these forms through the Council Office. If there is a need to update and re-release the Where to Go Camping Guide in the year you are in office, you must go before the LEC to have them approve the WTGCG you have produced, and to have them decide the best way to distribute it (CD, print, etc.)

2. Promoting Camping

Through the use of the OA Troop Representatives, you can promote camping within the Council, especially to OA members. Contact the Troop Relations Vice Chief to get a copy of the list of Troop Representatives. You can send emails to the Troop Representatives asking them to encourage their Troop members to go to Summer Camp. Also, you can ask them to encourage their troop members to come to OA outings.

3. High Adventure Camping

The Camping Promotions Vice Chief should always have information available and always promote the many High Adventure Camping programs that the Boy Scouts of America has to offer. He should especially promote the Order of the Arrow High Adventure Camping programs to his fellow OA members.

The Camping Promotions Vice Chief should have a wealth of knowledge and resources about the different camping opportunities both in the council and out of it. It is his job to encourage others to take advantage of these opportunities, and to present this information to them.

Elangomat Vice Chief

It is essential to the perpetuation of the Lodge that new Ordeal members continue to be active within the Lodge and the Council. It is also essential to obtaining Quality Lodge status that thirty percent of all eligible Ordeal members in the Lodge convert to Brotherhood. The purpose of the Elangomat Vice Chief is to ensure that these goals and needs of the Lodge are met.

1. Recruitment of Elangomats

The Elangomat Vice Chief is responsible for recruiting OA members that wish to be Elangomats at the two Ordeal Weekends Nendawen Lodge has every year. It is preferred that these people are recruited before the event takes place. However, they can also be recruited during the registration at the event. Those that are at the Ordeal to do their Brotherhood CAN be Elangomats. They will have a chance to attend the Brotherhood class on Saturday afternoon.

2. Briefing of Elangomats

The Elangomat Vice Chief is also responsible for informing those serving as Elangomats of their duties as Elangomats. Those responsibilities include staying with their clan at all times, enforcing the silence rule, making sure their clan stays together at all times, and helping their clan in any way possible.

3. Rule Enforcer

The power of the Elangomat Vice Chief at the Ordeals is great. It is his duty to enforce the rules set forth by the Ordeal, and to ensure the Elangomats are behaving as they should and performing their given duties. He is to constantly walk around to the different clans to make sure they are doing what they are supposed to be doing. Please refer to the Guide for Elangomats for a very detailed description of the Elangomat Vice Chief's duties at the Ordeals.

4. Extended Elangomat Program

The role of the Elangomat extends beyond the weekend of the Ordeal. It is the responsibility of the Elangomat Vice Chief to ensure that each Elangomat gets his clan members' contact information. The Elangomat Vice Chief should have a copy of all the contact information, as well as the contact information for each Elangomat. It is then his duty to periodically call each Elangomat. Each Elangomat is then responsible for calling each of his respective clan members and relay the message given to him. The Elangomat Vice Chief will be prompted by the Lodge Chief as to what information should be relayed. This type of contact will continue for one year, until the members of the clans have had the opportunity to convert to Brotherhood membership. The purpose of such contact is to encourage new Ordeal members to convert to Brotherhood.

Ceremonies Vice Chief

It is important that all Order of the Arrow Ordeal candidates and members receive a ceremony that is well rehearsed, audible, and memorable. The purpose of the Ceremonies Vice Chief is to ensure that the Ceremony process goes smoothly and fulfills all of these specifications.

1. Recruitment of a Ceremonies Team

The most important job of the Ceremonies Vice Chief is to make sure that there are enough people present that are willing to perform the duties required of the ceremonies. It is preferable that the Ceremonies Vice Chief recruit a full time Ceremonies Team that is responsible for being at each event during which a ceremony is held. The members of the Ceremonies Team must be at least of that Ceremony's honor (i.e. must be Brotherhood to perform Brotherhood Ceremony) to perform that ceremony.

2. Ceremonies Grounds

Both Camp Kootaga and Camp Mahonegon have ceremonies grounds set in place. It is the responsibility of the Ceremonies Vice Chief to make sure that these grounds are clean of debris and that a fire is built and the grounds fully prepared (props, sashes, altars, etc.) before each ceremony. It is not, however, the responsibility of the Ceremonies Vice Chief to perform these tasks (not to say that he can't do them if he wishes to). The Ceremonies Vice Chief should recruit help from the general lodge members (Brotherhood candidates work well) to perform these tasks.

3. Performing Ceremonies

The Ceremonies Chief is responsible for making sure that each member of the Ceremonies Team knows his part, and has practiced it several times. This ensures smooth movements and a better ceremony. The Ceremonies Vice Chief is responsible for maintaining the Ceremonies Regalia. It is his responsibility to make sure each piece is dry before being stored, and that each piece is washed/cleaned regularly.

Dance Team Vice Chief

The Dance Team is an important part of the lodge, and can serve as a face for the lodge by performing inside of the Lodge, at other scouting events, competing at Conclave, and competing at NOAC. It is important that the team practices regularly. The purpose of the Dance Team Vice Chief is to relay information from the LEC to the dance team, and ensure that the dance team practices and is informed of events at which they can dance.

1. Practice

It is obvious for any sort of team that if they are to improve, they should practice. It is the duty of the Dance Team Vice Chief to make sure regular practices are being held for the members of the Dance Team.

2. Competition

The Dance Team Vice Chief should inform the members of the Dance Team of any Dance Competition opportunities that are upcoming, especially Conclave and NOAC.

3. Other Duties

The Dance Team Vice Chief is responsible for recruiting new members to the Dance Team whenever possible. The Dance Team Vice Chief should relay information from the LEC that is important to the Dance Team. He should also report information from the Dance Team to the LEC about the events they have participated in.