



LLD - Council and District Relations

Lodge Leadership Development Training

Session Length: 25 Minutes

Learning Objectives:

- Understand how the council operates
- Understand how districts operate
- Inform the audience on how the Order of the Arrow can play an integral role to facilitate and support the council and districts

Required Materials:

- Notebook and Pen

Outline of the Session:

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| • Introduction | 2 minutes |
| • The Council | 5 minutes |
| • The District | 5 minutes |
| • The Ties of Brotherhood | 5 minutes |
| • OA Lodge and Chapter Chief Roundtable | 5 minutes |
| • Takeaway Challenge and Closing Remarks | 3 minutes |

Trainer Preparation:

Review the material thoroughly. This session can easily be an hour long session if you allow it to. To keep your audience's' full attention, teach in a timely and energetic fashion.

Trainer Tip: Use notecards. There is a lot of detailed information in this session, and it is easy to lose your place. This session is packed with tedious and important information. To prevent your audience from dozing off, make this personal, interactive and entertaining.



Session Narrative

Introduction

2 minutes

Briefly introduce yourself and the topics.

The Council

5 minutes

- a. A council is a voluntary association of citizens, including representatives of organizations that are chartered by the Boy Scouts of America, to promote the Scouting program within a geographic area. There are four major functions involved in achieving the purposes of a council: membership, fund development, program, and unit service. These four functions and all other responsibilities are accomplished in each council in a manner that is consistent with local conditions and circumstances.
- b. Offices and Key roles
 - i. Council Commissioner
 1. This is a person of good character and standing in the council with organizational, administrative, communications, and leadership abilities, preferably with wide and practical experience in Scouting. Familiarity with contemporary technology is a valuable asset. Working with the Scout executive as a member of the council Key 3. The council commissioner provides leadership to the commissioner corps in effectively serving the packs, troops, teams, ships, and crews in the council. He or she serves with the council president as a local council representative to the National Council and regional committee.
 - ii. President
 1. Responsibility for conducting the affairs of the Boy Scouts of America is vested in volunteer Scouters. The council president is the highest officer and volunteer leader. The council president serves as chair at meetings of the council body, council executive board, and council executive committee, and serves as a council representative to the National Council and regional committee during his or her term of office. The council president stimulates and coordinates the work of the council executive board and committees. The president sees that the vice-presidents and committee personnel are trained and coached in their committee assignments. The president gives leadership to the employment and evaluation of the council executive. The president is an administrator and personnel director. He or she recruits strong volunteers for



council leadership, fires their enthusiasm, and welds individuals into a strong working team. The president has a deep sense of dedication to the purposes of Scouting and the achievement of objectives and for the financial stability and growth of the council.

iii. Scout Executive

1. Although responsibility for Scouting is vested in volunteer leaders, a vital part of the movement is lodged in the comparatively small but well-trained group of professional Scouters. The Scout executive is commissioned by the Boy Scouts of America, selected by the council executive board, and serves under its direction. He or she is the council secretary for all of its council committees, although he or she may delegate this responsibility to members of the professional staff. He or she appoints and supervises all employees of the council, subject to the approval of the council executive board. He or she recognizes and is committed to the predominant and vital role of volunteer Scouters at all levels in fulfillment of their responsibilities. He or she maintains standards in the operation, program, and administration of the council.

c. The OA in the council

i. Meetings

1. Chapter Meetings
2. Lodge Meetings
3. Sectional Meetings

ii. Activities

1. Fellowship Weekends
2. Sectional Participation
 - a. Conclave
 - b. Section Training
3. Induction Activities
4. Teams
 - a. Ceremony
 - b. Dance
 - c. Drum
5. Annual Banquet
6. LLD

iii. Service

1. Work Days
2. Projects over summer
3. Projects at Induction weekends



The District

5 minutes

- a. The OA helps with these HOW?
 - i. Financial
 1. The finance function sees that the district provides its share of funds to the total council operating budget.
 - a. The Local Lodge/Chapter is able to donate to the council and its other functions to assist in the operation.
 - ii. Membership
 1. The membership function strives for growth through the organization of new Scouting units and through new members and adult volunteers joining existing units and working to retain current membership.
 - a. The Local Lodge plays a large part in this by retaining membership through activities and inducting new youth through the elections and inductions.
 - b. Section can retain membership through interesting section events and fun conclaves.
 - iii. Unit Participation
 1. The unit service function provides direct coaching and consultation by district volunteers for unit adults to help ensure the success of every Scouting unit.
 - a. The OA comes directly from the unit, and all youth members belong to a home unit. Through active troop participation, this can assist the OA participation as well through interest in events.
 - iv. Program
 1. The program function concentrates on helping Scouting units with camp promotion; special activities including community service; training adult volunteers; and youth advancement and recognition.
 - a. The OA assists in program through creating events and helping youth in the induction weekends and providing positive fun atmospheres for the fellowship weekends and conclaves.
- b. Chapters in the District
 - i. The chapters work alongside with the district and the main lodge works alongside the council; it all is working together in an ordered fashion.
- c. District making sure the council operates correctly
 - i. The Council has a responsibility by providing a positive atmosphere



for the various districts in the council and their youth. The districts work with the troops within them and the council to coordinate events and various other things such as service projects and competitions.

1. The OA plays a large role in this, as the OA is considered a large part of the program in a council

The Ties of Brotherhood

5 minutes

- a. How the OA fits into this
 - i. Without the District(s)/Council, the OA would not be able to hold events, participate in event, and most importantly retain membership and induct new candidates.
- b. OA Positions
 - i. Lodge Chief (Council)
 1. Is usually responsible to the Scout Executive through the lodge adviser and staff adviser for performance of duties. Becomes a member of the council camping or Boy Scout committee.
 2. Is responsible for adherence to the program and policies of the lodge. Attends appropriate council, section, regional, and national OA functions.
 3. Works closely with the lodge adviser, seeking advice and training. He does not wait for his adviser to call, but calls the adviser often. Establishes annual goals and objectives for the lodge including attainment of a minimum of bronze level in the Journey to Excellence recognition.
 4. Attends all lodge activities and lodge executive committee meetings. Promotes attendance and participation of lodge officers and committee chairmen.
 5. Appoints lodge operating committee chairmen in consultation with the lodge adviser and lodge staff adviser.
 6. Assigns lodge members to operating committees.
 7. Reminds lodge officers and committee chairmen to attend meetings of lodge operating committees related to their assignments.
 8. Presides over all lodge and lodge executive committee meetings. Works from an agenda established by the Key 3. Solicits agenda items from lodge officers and committee chairmen.
 9. Is responsible for planning and conducting lodge activities.
 10. Delegates his duties to fellow lodge officers and committee chairmen.



11. Sees that the chapter program gives complete support to the lodge program.
 12. Undertakes lodge service projects with the advice and approval of his adviser.
 13. Appoints the Vigil Honor nominating committee.
 14. Promotes the correct wearing of the Scout uniform by personal example and special lodge education programs.
 15. Works with the adviser in providing his lodge officers and chairmen with unit contact information.
 16. Welcomes new members at New Member Orientation
- ii. Chapter Chief(s) (District)
 1. Meets monthly with the chapter officers and advisers.
 2. Attends all chapter meetings and events.
 3. Carries out well-planned and effective chapter meetings and activities.
 4. Supervises unit elections in the chapter.
 5. Attends requested meetings to represent the chapter.
 6. Is responsible to ensure all chapter assignments are completed.
 7. Organizes a unit election team, crossover ceremony team(s), and ceremony teams for chapter Ordeal inductions and Brotherhood inductions, if so delegated by the lodge.
 8. Attends lodge events, including training sessions (e.g., LLD).
 9. Represents chapter at all lodge executive committee meetings.
 10. Serves as a positive example of leadership and represents the OA well.
 11. Supports the lodge in promoting all OA events to chapter members.
 12. Is responsible for constant communication with chapter members.
 13. Wears the Scout uniform correctly.
- c. District Events leading to Council events (OA)
 - i. The chapters have separate events but then the lodge has total events in which all chapters participate in. This could be an induction weekend or a Lodge Fellowship weekend to get every member of the lodge in one area.

OA Lodge and Chapter Chief Roundtable

5 minutes

- a. Prompt Ideas
 - i. A fellowship weekend is wanted for the various chapters. Plan an itinerary and camping accommodations for approx. 500 total lodge



- members
- ii. An induction weekend for your local chapter is coming up next weekend, and the lodge chief asks how it is going. Create a budget and a schedule and various service projects to show the lodge chief how it is going

Takeaway Challenge and Closing Remarks

3 minutes

End your session with a challenge for every participant to write down key points to take with them. The wording of the takeaway challenge will depend upon the session. For example: *Please take out your notebook and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge works / budgets / plans programs [something appropriate for your session. During your break time later today, share these with others in your chapter or lodge.*



LODGE LEADERSHIP DEVELOPMENT

ORDER OF THE ARROW

Appendix: Resources and Source Material

- 2016 Guide to Unit Elections, available online at <http://www.oa-bsa.org/pages/content/guide-to-unit-elections>
- 2012 Guide for Officers and Advisers, available online at <http://www.oa-bsa.org/pages/content/publications#goa>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>