

## LA120 - Lodge Positions and their Roles and Responsibilities

### National OA Adviser Training

**Session Length:** 25 minutes

#### **Slide 2 - Session Overview:**

- This module covers the roles and responsibilities of each lodge position in the Order of the Arrow
- Suggested lodge committees are included, but can vary between lodges

#### **Slide 3 - Learning Objectives:**

- Understand the roles and responsibilities of the Lodge Adviser and his/her purpose
- Understand the roles and responsibilities of Lodge Officers
- Detail suggested lodge committees
- Understand the roles and responsibilities of each lodge committee
- Understand the roles and responsibilities of a chapter and its Chief/Adviser

#### **Detailed Outline of the Session:**

It is important that each youth and adviser understand his purpose, roles, and responsibilities. Everyone has an important role in the lodge and the lodge's success depends on everyone following through with their responsibilities.

#### **Slide 4 - The Lodge Adviser Purpose**

What are you *really* here to do? Or, stated a little differently, why do you do what you do? There are many possible answers to this question. But, at the end of the day, the underlying reason why you do what you do is to provide the young men in our organization with opportunities to develop into leaders of character.

Some of the tools that we utilize in order to accomplish this worthy goal will be discussed in detail in this session. There are many: ceremonies, event planning, lodge and chapter officer positions, committee positions, publications, community service projects, etc. The list is endless. Essentially, we *create* leadership opportunities by deciding how to best implement the Order's mission in our council, then simply implement the "divide and conquer mentality" to share these responsibilities with the

young men in the lodge. By utilizing this method, our young men are constantly being charged with accepting responsibility and fulfilling their assigned duties. The whole of these responsibilities are interwoven into the fabric of the lodge. The lodge chief is much like the conductor of an orchestra. The conductor and all of the musicians play an equally important role in the creation of music. All of the musicians are experts in their craft and make their single contribution to the entire musical score. The conductor directs all of the individual musicians to create a single, unified piece of music, and while his role is critical to the overall success of the music, we can never forget that if any of the musicians fail to do their part, the intention of the composer will not be realized, and the sound will be imperfect and incomplete. In other words, the success of the lodge is only as successful as the sum of its working parts.

### **Slide 5 - The Role of the Adviser**

The following is a list of the high-level contributions that advisers can make to the program:

- **Serve as a positive role model.** The mission of the Order directs that we become an integral part of our councils by creating leadership opportunities for our youth “under the guidance of selected capable adults.” Young people need positive adult role models. Properly selected advisers can give wise counsel and offer perspective as someone who has “been there.”
- **Set the example of core values.** Advisers offer an opportunity to set the example of the core values that make Scouting what it is. This opportunity allows youth to see that it is important to think beyond one’s own self-interest and seek to serve others. This unique opportunity provides young people the chance to see how the values learned in Scouting can make a difference in their lives as they move into college, a career field, and family life.
- **Teach effective communication.** Advisers offer an opportunity to help youth develop and improve their communication skills. One of the basic tenets of leadership is the ability to communicate with others in an effort to motivate others to help achieve the objective.
- **Mentor through example.** Advisers should mentor youth and inspire them to mentor peers. The close relationship that can develop between an adviser and a youth leader presents a prime opportunity to demonstrate the proper way to inspire others and develop leadership qualities in the people they are leading.
- **Help set expectations.** The adviser helps to set and temper the expectation of youth leaders. An adult, through experience, offers the youth the ability to learn from the mistakes of others and adapt future plans to avoid potential pitfalls.
- **Provide perspective.** The adviser has the opportunity to help the youth leader understand the big picture of the Order and Scouting. This relationship is key to developing potential future advisers, Scouting volunteers and community leaders

by showing motivated young people that they can make a difference in charting the direction of what is happening around them.

## **Slide 6 - Common Lodge Responsibilities**

As discussed, we create many opportunities for our youth to develop leadership abilities. Within those opportunities are many common responsibilities shared by the Lodge and Chapter leadership teams. Some specific examples include:

- Attend all Lodge events
- Attend and have an active role at all meetings of the Lodge Executive Committee
- Focus on and work to ensure completion of Lodge Goals and JTE requirements
- Work to increase member participation
- Create yearly goals
- Create an action plan to accomplish all goals
- Attend the Lodge Leadership Development course
- Wear the uniform correctly at all OA events and meetings
- Be an example in leadership and cheerful service

Attachment 1 provides further detail and other responsibilities common for all leadership teams.

## **Responsibilities of Lodge Officers**

Most lodges have several lodge officers that are needed to run a lodge effectively and provide for these development opportunities. Depending on the size of the lodge the youth officers will vary but several will be in common. All lodges will have a Lodge Chief and one or more Vice Chiefs. In addition, the officers normally include a Secretary, Treasurer and if the lodge has chapters, Chapter Chiefs. These normally comprise the Lodge Executive Committee (LEC). Some specific responsibilities of these positions include:

### **Lodge Chief:**

- Is the elected youth leader of the Lodge
- Heads the Lodge Executive Committee (LEC)
- Is responsible for the Lodge's Goals, Strategic Plan, JTE
- Is the youth representative of the Council Executive Board
- Meets with the Lodge Key 3 on a regular basis
- Meets with the Council Scout Executive at least twice per year

- Presents Lodge Annual Report to the Lodge membership, Council Scout Executive, and Council Executive Board

### **Lodge First Vice-Chief**

- Assists the Lodge Chief in running the Lodge on a monthly basis
- Focuses on his assigned half of the Lodge Executive Committee (assigned by the Lodge Chief)
- Manages the Lodge Troop Representative program

### **Lodge Second Vice-Chief**

- Assists the Lodge Chief in running the Lodge on a monthly basis
- Focuses on his assigned half of the Lodge Executive Committee (assigned by the Lodge Chief)
- Manages the Lodge OA at Camp program at Council Camp
- Oversees the Summer camp OA program at each Camp

### **Lodge Treasurer**

- Prepares monthly financial reports of the Lodge
- Develops and manages the Lodge annual budget
- Provide an income report of each event at each Lodge Executive Committee meeting

### **Lodge Secretary**

- Takes minutes at all meetings of the LEC
- Communicates the minutes to the Executive Committee
- Maintains and updates Membership information
- Publishes Lodge newsletter or e-News, keeps lodge social media current and writes article for Council Communication
- Lodge Communication Director

### **Chapter Chiefs (and Chapter Advisers)**

- Responsible for the effective administration of the Chapter
- Represents their Chapter on the Lodge Executive Committee
- Arranges Chapter meeting, place, time, and agenda
- Works to complete Chapter goals and JTE
- Is the OA/youth representative at the District committee and District Roundtables

Further detail of other specific suggested responsibilities for the youth lodge officers are provided in Attachment 2.

## Slide 7 - Basic Lodge Operating Committees

In order to provide program and operational areas for the lodge, there are several operating committees that many lodges have. Each operating committee will have a youth chairman and adviser along with some youth members of that committee. Again, this is another opportunity for a youth to develop under the guidance of his adviser. The chairman is also a member of the Lodge Executive Committee and is responsible to provide feedback to the LEC of progress/status of his committee. Some of the more common Operating Committees include:

**Activities committee.** Develops plans for two or three membership activities for the lodge each year and is responsible for carrying them out.

**Camping promotion committee.** Assists the council camping committee in the execution of its Camping Promotion Plan. This includes promotion helps such as "Where to Go Camping" booklets, visual aids, color slides, and movies or videos of camping activities. The council camping committee representative to the executive committee usually serves as the camping promotion committee adviser.

**Ceremonial committee.** Recruits and trains ceremonial teams, instructs members on appropriate ceremonial costumes, keeps ceremonial grounds in good condition, and conducts lodge and Scout unit ceremonies when requested.

**Communications committee.** Prepares lodge newsletters, develops and maintains lodge websites, organizes and operates the network of OA troop/team representatives to keep units informed, and promotes participation in OA events and activities. Some lodges may want to create a separate troop/team representative committee.

**Finance committee.** Draws up an annual budget based on administrative and program needs, obtains information from the council service center and issues regular finance reports and is responsible for the financial status of the lodge.

**Inductions committee.** Plans and administers Ordeals, recruits and trains elangomats and nimats, administers the Brotherhood hike, and conducts new member orientation.

**Leadership development (Training) committee.** Plans an annual conference to build members' leadership and job-specific skills; coordinates continued leadership training throughout the year based on current lodge needs.

**Membership committee.** Checks on inactive members and maintains membership records, sends out letters each year to identify active members and checks address changes, and sends letters to Ordeal members eligible for Brotherhood membership.

**Service committee.** Suggests a yearly schedule of service projects, gets lodge approval, and makes complete plans for getting the work done.

**Unit elections committee.** Sends out information to the unit leader regarding membership election procedures, organizes and trains election teams, schedules visits of election teams to units, and records the results of elections.

**Ad hoc committees.** Committees are sometimes appointed on a temporary basis to carry out some specific assignments such as lodge officer nominations, Vigil Honor nominations, lodge rule revisions, or running a single service project, a banquet, or other major lodge activity.

Some of the larger lodges broaden their committee structure to include editorial, public relations, American Indian dance team, costuming committees, etc. Lodges organized by chapters should have corresponding chapter-level committees with the chapter committee chairmen serving on the lodge level committees. Further detail of the common committees and other ad hoc committees are provided in Attachment 3.

## **Slide 8 - Summary**

This session provided a discussion of the most common roles and responsibilities of youth leadership positions and the roles and responsibilities of the adviser. Typical operating committees were also outlined.

One of the main purposes of an Order of the Arrow is to provide further leadership development opportunities to the elected youth that they normally could not get in their home unit. The Mission of the Order of the Arrow states:

*The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.*

The leadership positions and committees provide these opportunities for our youth to develop into the leaders of tomorrow. These opportunities provide the path “to crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others”, the last stated of the four points of the Purpose of the Order of the Arrow.

## Attachment 1

### Specific Responsibilities of all lodge positions:

- Attend all Lodge events
- Talk to respective Adviser at least once a month outside of the Lodge Executive Committee meeting
- Attend and have an active role at all meetings of the Lodge Executive Committee
- Report to the LEC your progress as a Committee/Chapter
- Promote Scout camping
- Promote the Order of the Arrow
- Support the Council
- Create and manage a budget
- Focus on and work to ensure completion of Lodge Goals and JTE requirements
- Work to increase member participation
- Clean Facilities after use
- Evaluate for improvement
- Follow Ten Inductions Principles
- Create yearly goals
- Create an action plan to accomplish all goals
- Attend the National Leadership Seminar (NLS) within 8 months of office
- Attend the Lodge Leadership Development course
- Safety of all participants involved
- Wear the uniform correctly at all OA events and meetings
- Be an example in leadership and cheerful service
- Update and maintain a Committee/Chapter calendar
- Pass on all materials to successor

## Attachment 2

### Examples of specific responsibilities of Lodge Officers:

#### Lodge Chief:

- Responsible for the effective administration of the Lodge
- Heads the Lodge Executive Committee
- Arranges Lodge Executive Committee meeting, place, time, and agenda
- Plans and executes a productive and effective Lodge Leadership Development course
- Oversees all Chapter Chiefs and Committee Chairmen
- Is responsible for the Lodge's Goals, Strategic Plan, JTE
- Attends all Section Council of Chiefs meetings and gives a written report of the Lodge
- Is the youth representative of the Council Executive Board
- Meets with the Lodge Key 3 on a regular basis
- Meets with the Council Scout Executive at least twice per year
- Last to leave all Lodge events to ensure proper cleanup
- Presents Lodge Annual Report to the Lodge membership, Council Scout Executive, and Council Executive Board

#### Lodge First Vice-Chief

- Assists the Lodge Chief in running the Lodge on a monthly basis
- Focuses on his assigned half of the Lodge Executive Committee (assigned by the Lodge Chief)
- Stays in constant communication with his half of the Lodge Executive Committee
- Assists the Lodge Chief in planning and executing a productive and effective Lodge Leadership Development course
- Manages the Lodge Troop Representative program

#### Lodge Second Vice-Chief

- Assists the Lodge Chief in running the Lodge on a monthly basis
- Focuses on his assigned half of the Lodge Executive Committee (assigned by the Lodge Chief)
- Stays in constant communication with his half of the Lodge Executive Committee
- Assists the Lodge Chief in planning and executing a productive and effective Lodge Leadership Development course
- Manages the Lodge OA at Camp program at Council Camp
- Oversees the Summer camp OA program at each Camp



## **Lodge Treasurer**

- Prepares monthly financial reports of the Lodge
- Develops and manages the Lodge annual budget
- Approves expenses before reimbursement
- Files paperwork for approved reimbursements
- Presents Lodge budget at the Lodge meeting for approval by the Lodge membership
- Run Lodge Store and have it open at all Lodge events
- Order supplies and merchandise
- Keeps an accurate electronic inventory of all merchandise
- Creative new items
- Ensure we maintain a profit on each item sold to achieve yearly budgeted profit target
- Provide an income report of each event at each Lodge Executive Committee meeting
- Attends Summer camp preparation meetings hosted by AIA Committee

## **Lodge Secretary**

- Serves as the Communications Director of the Lodge
- Takes minutes at all meetings of the Lodge Executive Committee
- E-mails the minutes to the Executive Committee no more than two weeks after the meeting
- Maintains and updates Lodge Executive Committee Contact List and e-mails updated file to all members of the Lodge Executive Committee
- Maintains and updates Lodge Executive Committee Calendar and e-mails updated file to all members of the Lodge Executive Committee
- Maintains and updates Chapter Contact Lists from Chapter Chiefs and e-mails updated file to all members of the Lodge Executive Committee
- Publish Lodge newsletter or e-News
- Publish special event flyers at least 2 months before event
- Sets deadlines for publications
- Write and gather articles from chapters and committees
- Take pictures at all Lodge events
- Publish article in Council e-newsletter
- Updates and hands out Lodge information pamphlets, supply to Council Office
- Responsible for printing Lodge Banquet program
- Maintain inventory and order supplies in coordination through the Lodge Treasurer

## **Chapter Chiefs (and Chapter Advisers)**

- Responsible for the effective administration of the Chapter
- Brings all information back to the Chapter
- Insures Chapter committees are structured to support the Lodge committee structure
- Represents their Chapter on the Lodge Executive Committee
- Arranges Chapter meeting, place, time, and agenda
- Works to complete Chapter goals and JTE
- Attends District re-chartering days and hands out OA Chapter information
- Ensures the Chapter has an active role in District events
- Is the OA/youth representative at the District committee and District Roundtables
- Attends District committee meetings and District Roundtables and provides an OA update
- Maintains and updates Chapter Contact Lists and e-mails updated file to Lodge Secretary

## **Attachment 3**

### **Specific responsibilities of lodge Committees and Ad hoc Committees:**

#### **Activities Committee**

- Assist Membership Committee with registration before and at all Lodge events
- Creates schedule of the program at Lodge events
- Coordinates religious service at Lodge events
- Conduct Colors at events
- Secure location and facilities for all Lodge events
- Oversees parking and parking passes at all Lodge Events
- Responsible for all aspects of planning and organizing NMOP (New Members Only Party) at the Lodge Weekends
- Secure door prizes for Lodge Banquet
- Secure entertainment/program for Lodge Banquet
- Organizes and cleans up locations for Lodge Executive Committee meetings
- Creates and posts signage at all Lodge Events
- Responsible for Lodge assigned activities at Section Conclaves (while working with the National & Section Events Chairman/Adviser)
- OA/Youth representative to the Council Activities Committee
- Attend Council Activities Committee meetings

#### **American Indian Affairs (AIA) Committee**

- Oversees all Ceremonies and Dance Teams
- Ensure all ceremonies teams are trained
- Responsible for regalia maintenance and cleaning
- Responsible for the creation and maintenance of props
- Circle maintenance – repair/build/maintain
- Approves all OA Callout ceremony scripts
- Provides all necessary regalia to each Camp for summer OA Callouts
- Responsible for special event participation
- Researches traditions to maintain validity
- Organizes Summer camp preparation meetings to ensure the Lodge is well coordinated with each camp and their OA program
- Research, train, and perform authentic dances
- Maintains Lodge Drum and Teepee
- Promote interest in Native American dance and culture
- Visible at OA weekends and all Lodge events
- Participates in local dance traditions and gatherings
- Attends regional Pow-Wows

## **Awards Committee**

- Distribute all Lodge and National award forms
- Promotes award opportunities and makes forms available at all Lodge events
- Responsible for all Lodge awards and recognition
- Responsible for National E. Urner Goodman Camping Award and National Service Award (in coordination with the Lodge Camp Promotions Committee and Lodge Service Committee)
- Collection of completed award forms
- Ordering (in coordination through the Lodge Treasurer) and storage/inventory of all Lodge and National awards (Lodge certificates, patches, ribbons, etc.)
- Presentation of awards
- Updates all Lodge award applications
- Report monthly on JTE status to Lodge Executive Committee

## **Camp Promotions Committee**

- Update, maintain, and distribute the Lodge's Where To Go Camping guide
- Responsible for Troop camp promotion visitations
- Promote year round camping at all Lodge and Council events
- Promote high adventure programs at all Lodge and Council events
- Promote camping awards (Camping Award ribbon at Summer Camp)
- Administer camping demos and training
- Distributes year-long camp promotional material
- Works with Lodge Awards Committee to present National Camping Award ribbons to Troops and updates/maintains requirements for award
- OA/Youth representative to the Council Camping Committee
- Attend Council Camping Committee meetings

## **Cub Scout Committee**

- Plans and conducts all service to Cub Scout units
- Examples of events: Native American activities, crossover ceremonies, service at Cub Scout events

## **Food Service Committee**

- Plan, prepare, cook, and clean up all meals at all Lodge Events
- Order food and supplies after securing Purchase Orders from the Lodge Treasurer
- Establish menus with creative meals and get approval from the Lodge Chief and Lodge Adviser
- Coordinate kitchen staff
- Ensures all kitchen equipment and materials are ready for each event
- Ensures good, quality food is served
- Oversees and prepares dining facilities for use

- Provides dining hall steward
- Last to leave kitchen at all Lodge events in order to make sure it is clean and inspected by the Lodge Chief and Lodge Adviser

### **Council Camporee**

- Attends Council Camporee meetings and represents the Lodge
- Acts as liaison between the Council and Lodge for Camporee
- Plans Lodge involvement in Council Camporee
- Appointments and oversees chairmen for Lodge involvement for Camporee
- Follows up with Lodge involvement after event

### **Membership Committee**

- Responsible for Dues collection
- Yearly dues bill sent to members
- Responsible for handing out membership cards to all dues paid members
- Responsible for registration at all Lodge Events
- Maintains and updates OA LodgeMaster (OALM)
- Import Unit Elections candidate info list from Unit Elections Committee
- Update records: Ordeal/Brotherhood/Vigil, address changes, e-mail, phone, BSA registered
- Process all transfer forms and ensure our new members get a membership card
- Maintains Lodge membership laptops
- Provides Brotherhood eligible lists

### **National & Sectional Events Committee**

- Acts as liaison between the Section and Lodge for Conclave
- Appointments and oversees chairmen for Lodge involvement in Conclave
- Carry out all business of preparing and carrying out an effective NOAC Contingent
- Acts as liaison between National and the Lodge for NOAC
- Appointments and oversees chairmen for Lodge involvement for NOAC
- Handles involvement in all other National and Section Events
- Responsible for National and Section event "contingent list" and informing all members of each event's contingent on the details of the event

### **OA Mentoring Committee**

- Serve as a link and liaison between the Order of the Arrow and the Scoutreach program
- Serve as a catalyst for the OA Mentoring programs in all Chapters
- Promotes Lodge OA Mentoring award
- OA/Youth representative to the Council Scoutreach Committee/District
- Attend Council Scoutreach Roundtable meetings

## **Ordeal & Brotherhood Committee**

- Ensures safety of Ordeal candidates
- Knows location of all clans and candidates at all times
- Coordinates the entire Ordeal experience (from arrival at camp to departure)
- Updates and produces Ordeal pamphlets/booklets and materials
- Responsible for ordering OA sashes and OA handbooks in coordination through the Lodge Treasurer
- Responsible for recruiting, training, and recognizing Elangomats
- Responsible for carrying out the promotion, questioning, letter collection, and review for the Brotherhood conversion

## **Service Committee**

- Create a project list – meaningful (clans), create and publish (before event), request tools from members prior to event
- Maintains any tools/equipment owned by the Lodge
- Ensure proper required supervision or skill present at projects
- Talk to both Rangers and Camp Directors prior and during service events
- Creates OA project ideas
- Maintain special skills list
- Organize special service weekends at council camps
- Responsible for maintaining a log of service hours from the Lodge throughout the entire year and presenting an electronic report in November
- OA/Youth representative to the Council Properties Committee
- Attend Council Properties Committee meetings

## **Unit Elections Committee**

- Holds Lodge Unit Elections training before beginning of Unit Elections period
- Creates and distributes Chapter Unit Elections Packets
- Scoutmaster / Committee Chairman letter/ mailing
- Utilize resources for OA information
- Create binders for Summer camp Call-out Coordinator, Lodge Chief, Lodge Adviser, and Camp Directors
- Collects and tallies Unit Elections forms from Chapters
- Coordinate info with Troop Representative
- Gets approved adult list from Lodge Adviser
- Database information provided to membership committee at close of elections
- Responsible to ensure all elections are completed
- Handles any and all Unit Elections issues in coordination with Adviser
- Attends Summer camp preparation meetings hosted by AIA Committee

## **Vigil Committee**

- Ensures and advertises Vigil nomination forms are available at all Lodge Events (responsible for updating form when necessary)
- Responsible for maintaining Vigil regalia and headdress
- Responsible for the Lenni Lenape naming of candidates
- Hold Vigil election and ensure results are kept secret
- Conducts the Vigil and organizes every aspect of the Vigil at Lodge Fall Weekend
- Submit all forms to National
- Secures and assigns Vigil guides to each candidate
- Orders (in coordination through the Lodge Treasurer) Vigil sashes and ceremonies books for Vigil

## **Web & Social Media Committee**

- Update, maintain, and innovate the Lodge's website and social media platforms on a regular basis
- Maintains web hosting service
- Maintains domain name registration
- Update and maintain Calendar, Officers link, and all other pages
- Post mailings
- Advertise the web address to members
- OA/Youth representative to the Council Technology Committee
- Attend Council Technology Committee meetings

## **OA Summer Camp Coordinator**

- Directly responsible to the Lodge Chief, Camp Program Director, and Camp Director
- All duties are performed at the camp for which he is on the staff
- Safety
- Attends summer camp preparation meetings hosted by AIA Committee
- Coordinates all Order of the Arrow and Lodge activities at summer camp
- Coordinates and presides over all call-out ceremonies and Order of the Arrow campfires
- Ensures only those elected and eligible to be called-out are called-out
- Follow Ten Inductions Principles
- Promotes the Lodge and Order of the Arrow program to all troops at camp
- Encourages Lodge members at camp to continue their involvement in the Lodge and Order of the Arrow program
- Responsible for representing the Brotherhood of Cheerful Service attitude in camp
- Must understand Lodge program and calendar of events



TRAINING

## ORDER OF THE ARROW

- Works closely with the ceremonies team to develop and present a call-out ceremony
- Obtain Lodge AIA Committee approval on any ceremony that represents the Order of the Arrow
- Work with Camp Ranger and Lodge Service Committee to create small service projects to be done on Wednesday by all OA members in camp
- Coordinates with Lodge Treasurer and Camp Trading Post to ensure Lodge merchandise is available in the Trading Post and restocked.
- Stays within the budget
- Turn in expenses with a receipt to the Lodge Treasurer
- Clean facilities after use
- Coordinates Wednesday night's cracker barrel at summer camp with camp cook
- Returns all borrowed equipment and regalia to appropriate owners
- Performs all other duties as assigned by the Lodge Chief