

NACHA-MAWAT LODGE 373
LODGE OFFICER
DUTIES AND RESPONSIBILITIES 2010-2011

ATTENDANCE

- Officers of Lodge 373 are expected to attend all Lodge Meetings, Officers meetings, Spring and Fall Fellowships, Lodge Leadership Development, Winter Reunion, Section Conclave, OA day of Fun, Strikes for Scouting and NOAC (if applicable).
- The Lodge Chief is expected to attend all Council of Chiefs (COC). All Vice Chiefs are expected to be at the DeCoursey Award presentation COC in March.
- Officers are expected to remain active member of their home chapters and attend any functions of their chapter.
- Officers are expected to remain active in their home scout unit.
- Officers must be able to provide their own transportation to all events.

UNIFORMING

- Officers of Lodge 373 are expected to be in proper, clean Scout Uniform whenever representing the Lodge and/or the Order of the Arrow.
- Uniform patches should be correctly placed according to the Boy Scout Uniform Guide Book.

COMMITMENT

- Being a Lodge Officer is a huge commitment. It involves a significant amount of time, energy, and travel to do the job correctly.
- Scouting activities are secondary to family, church and school responsibilities.
- Therefore, if your present responsibilities are time demanding then you need to re-think where the OA fits into your life before deciding to run for lodge office.
- An officer of Lodge 373 may not serve as a Chapter Chief or Chapter officer.

LODGE ELECTED LEADERSHIP POSITIONS

- Lodge Chief
- Vice Chief of Administration
- Vice-Chief of Program
- Vice-Chief of Unit Service
- Vice-Chief of Camping Service

LODGE CHIEF APPOINTED LEADERSHIP POSITIONS

- Ceremonies Chair
- Ordealmaster Chair
- Brotherhood Chair
- Vigil Chair
- DeCoursey Chair
- Event Chair's as needed.

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LEADERSHIP DUTIES

Lodge Chief – The Lodge Chief is elected annually at the Spring Fellowship Weekend and takes office at the conclusion of the Fall Fellowship. The Chief provides overall leadership at all Lodge Meetings. He represents the Lodge at Council and Section Council of Chiefs meetings. He chairs our Lodge meetings. He appoints Chairs within the Lodge based on the recommendation of his vice chiefs and Lodge Advisor. He is responsible for everything his vice chiefs do or fail to do.

Vice-Chief of Administration – The Vice-Chief of Administration is elected annually at the Spring Fellowship Weekend and takes office at the conclusion of the Fall Fellowship. Makes chairman recommendation to the Lodge Chief for the committees he oversees and provides overall leadership to said committees. Records and distributes minutes of Lodge meetings. Vice-Chief oversees event's financial and administration duties. He performs other duties as assigned by the Lodge Chief. He chairs the Lodge meetings in absence of the Lodge Chief.

Event Chairs – Event Chairs are appointed by the Lodge Chief for specific OA events based on the recommendation of the Vice-Chief of Administration. Strikes for Scouting, OA Day of Fun and Winter Reunions are examples of Events that the Lodge Chief can appoint.

Brotherhood Chair – Brotherhood Chair is appointed by the Lodge Chief based on the recommendation of the Vice-Chief of Administration. The Brotherhood Chair is responsible for Brotherhood training and testing.

Vigil Chair – Vigil Chair is appointed by the Lodge Chief based on the recommendation of the Vice-Chief of Administration. The Vigil Chair is responsible for Vigil Elections, Ceremonies, Vigil event and Vigil paperwork.

Vice Chief of Program – The Vice Chief of Program is elected annually at the Spring Fellowship Weekend and takes office at the conclusion of the Fall Fellowship. Makes chairman recommendation to the Lodge Chief for the committees he oversees and provides overall leadership to said committees. Vice-Chief oversees event's program activities. He performs other duties as assigned by the Lodge Chief. He chairs the Lodge meetings in absence of the Lodge Chief and the Vice-Chief of Administration.

Ordealmaster Chair - Ordealmaster Chair is appointed by the Lodge Chief based on the recommendation of the Vice-Chief of Program. The Ordealmaster Chair is responsible for recruiting and training Elangomats, dividing Ordeal candidates into Clans and the proper care of Ordeal candidates and management of the Ordeal.

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Ceremonies Chair - Ceremonies Chair/Chief is appointed by the Lodge Chief based on the recommendation of the Vice-Chief of Program. The Ceremonies Chair is responsible for recruiting and training Ceremony principals and extras. The Ceremonies Chair is responsible for fielding Ordeal and Brotherhood Ceremonies at each Fellowship; Call out and Brotherhood Ceremonies at summer camp and Call out ceremonies at Camporees. The Chair is responsible for maintaining Lodge Ceremony regalia, equipment, the Lodge dressing and storage areas.

Vice-Chief of Unit Service – The Vice Chief of Unit Service is elected annually at the Spring Fellowship Weekend and takes office at the conclusion of the Fall Fellowship. Makes chairman recommendation to the Lodge Chief for the committees he oversees and provides overall leadership to said committees. Vice-Chief of Unit Service recruits Lodge members to serve on the Unit election teams. He coordinates Unit Election presentation to all Troops/Teams in the Council and assigns team to conduct elections in each unit. He performs other duties as assigned by the Lodge Chief. He chairs the Lodge meetings in absence of the Lodge Chief, the Vice-Chief of Administration and the Vice-Chief of Program.

Vice-Chief of Camping Service – The Vice Chief of Camping Service is elected annually at the Spring Fellowship Weekend and takes office at the conclusion of the Fall Fellowship. Makes chairman recommendation to the Lodge Chief for the committees he oversees and provides overall leadership to said committees. Vice-Chief of Camping Service recruits Lodge members to serve on the Camp Promotion teams. He coordinates Unit Camp Promotion presentations to all Troops/Teams in the Council and assigns team to conduct Unit Camp Promotions in each unit. He performs other duties as assigned by the Lodge Chief. He chairs the Lodge meetings in absence of the Lodge Chief, the Vice-Chief of Administration, the Vice-Chief of Program and the Vice-Chief of Unit Service.

DeCoursey Chair – DeCoursey Chair is appointed by the Lodge Chief based on the recommendation of the Vice-Chief of Camping Service. The DeCoursey Chair is responsible for fielding the DeCoursey Presentation at the COC in March. The Chair is responsible for capturing Lodge Camping Promotion and Service metrics to be included in presentation.

Service Chair – Service Chair is appointed by the Lodge Chief based on the recommendation of the Vice-Chief of Camping Service. The Service Chair is responsible for overall coordination of Service Project opportunities at Lodge Functions.