

LODGE OFFICER NOMINATION FORM

Age: under 21

I understand that election as a Lodge officer is a commitment to serve the membership of the Order of the Arrow to the best of my ability. This commitment includes, but is not limited to, attendance of Lodge meetings, and all activities within the Lodge that I am responsible for. It is also understood that my commitment to my unit is important within the obligation of the Order of the Arrow, but I will make sure that my commitment to the Lodge is also fulfilled.

Nominees Name: _____
Last, First, Middle (PRINT FULL NAME) Signature

Birth Date: _____ Under 21 the entire term
YY/MM/DD

Position: Check the boxes below for the offices you wish to be considered.

Lodge Chief Executive Vice-Chief Ordeal Vice-Chief Membership Vice-Chief

Camp Promotions Vice-Chief Secretary Treasurer

Chapter: Apache Hopi Lakota Wappo Wiyot

Why do you want to be a Lodge Officer?

Responsibilities:

A. Lodge Chief

- Serves as executive officer of the Lodge
- Responsible for the planning and execution of the Lodge program
- Serves as chairman of the Lodge Executive Committee
- Prepares and distributes agendas for Lodge Executive Committee meetings
- Appoints Lodge operation committees
- Represents the OA at council and district events
- Enforces Lodge and national policies at all times
- Represents the Lodge at section, area, region and national events
- Takes on additional duties as warranted

B. Executive Vice Chief

- Serves as vice chairman of the Lodge Executive Committee
- Responsible for the planning and execution of the Lodge Potlatch
- Serves as chairman of the Potlatch Committee
- Responsible for Lodge activities at council and section events
- Takes on additional duties as assigned by the Lodge Chief
- Responsible to the Lodge Chief

C. Service Vice Chief

- Responsible for the planning and execution of the Lodge Service Weekend
- Responsible for the planning and execution of Ordeals in the Lodge
- Responsible for training of Elangomats and Ordeal staff
- Responsible for planning and execution of Lodge service projects
- Serves as chairman of the Ordeal Committee
- Oversees Elangomats prior to and at Ordeal
- Takes on additional duties as assigned by the Lodge Chief
- Responsible to the Lodge Chief

D. Membership Vice Chief

- Responsible for all membership records and re-affiliation for the Lodge
- Serves as chairman of the Brotherhood Committee
- Works with Service Vice Chief to train Elangomats
- Oversees continuing Elangomats after Ordeal
- Responsible for planning and execution of the Lodge dinner
- Responsible for all Brotherhood ceremonies in the Lodge
- Takes on additional duties as assigned by the Lodge Chief
- Responsible to the Lodge Chief

E. Promotions Vice Chief

Authorization must be completed at least two weeks before election is held.

- Serves as chairman of the Unit Representative Committee, and oversees and coordinates unit visitations including, but not limited to, camping promotion and unit elections
- Responsible for promotion of the Boy Scouts of America, the Order of the Arrow and the Lodge at council events
- Takes on additional duties as assigned by the Lodge Chief
- Responsible to the Lodge Chief

F. Secretary

- Acts as the secretary for the Lodge Executive Committee
- Takes accurate minutes and distributes them to all LEC members within 15 days
- Responsible for all Lodge mailings, including, but not limited to, newsletters, registration forms and other notices
- Serves as chairman of the Lodge Publications Committee
- Responsible for planning and execution of the Lodge trading post and fund raisers
- Takes on additional duties as assigned by the Lodge Chief
- Responsible to the Lodge Chief

G. Treasurer

- Is the Chief Financial officer of the Lodge
- Reports account balances on a monthly basis
- Responsible to prepare and present the Lodge Budget
- Responsible for the Lodge Trading Post
- Responsible to the Lodge Chief and takes on additional duties as assigned

Unit Leader Authorization: *(This Lodge Officer candidate is a member in good standing in my unit.)*

Unit Leader _____
 Last, First, Middle (PRINT FULL NAME) Signature
 Unit Type & Number _____ Phone No.: _____

Parent/Guardian Authorization:

 Last, First, Middle (PRINT FULL NAME) Signature

Chapter Adviser Authorization:

Last, First, Middle (PRINT FULL NAME) **Signature**

Youth Officer Authorization: (You need two signatures)

Your Chapter Chief:

 Last, First, Middle (PRINT FULL NAME) Signature

2nd Chapter Chief or Lodge Officer

 Last, First, Middle (PRINT FULL NAME) Signature

Lodge Review/Authorization	
Lodge Chief	_____
Lodge Adviser	_____
Lodge Staff Adviser	_____