



To All Nischa Achowalogen members:

It is time again for Lodge Office Elections. The officer terms are for one-year January 1 – December 31, and you must be under 21 years of age throughout the term of office. In order to be considered for an Officer position, please submit a written and signed letter addressed to the Lodge Advisor and Scout Executive by **October 20th, 2023 at Noon**. Please email the letter to jrahija@icloud.com. Your letter will not be accepted if your Lodge Dues are not paid up. You must be a dues paying member and keep dues current.

If you turn 18 during the term of office, you are expected to comply with these requirements:

- Take Youth Protection Training
- Submit an adult application and become a registered adult. “Members between 18 – 20 years of age are considered adults except for voting and holding office, in which case they are considered youths. This is not only a policy – it is just common sense” – quoted from the Guide to Officers and Advisors.

If you are turning 18 and or graduating high school, give careful consideration to your commitment becoming a Lodge Officer. The officer expectation and duties may become more difficult to fulfill with changes in life priorities – graduating from high school, job requirements, and attending college or technical school. Careful consideration needs to be given before making a commitment to your Unit, peers, and Lodge to hold an officer position.

The letter indicating your desire to hold a Lodge Officer position should contain the following elements:

- Who are you? (Name, rank, unit number, years in all scouting programs, OA membership level, years of OA membership, school attending, grade)
- Provide your email and contact phone number.
- What are your current unit responsibilities (position)?
- Does your unit leader approve of you taking on additional responsibilities as a Lodge Officer?
- What other activities are you involved in outside of Scouting (UIL, Honor Societies, Leo/Lion’s Club, School Clubs, School Sports, and Church Groups)??

- What leadership position do you wish to run?
- Have you looked up the responsibilities in the most current Guide to Officers and Advisors (available on the OA National web page?) As a convenience they are provided in this document.
- Why are you seeking a position in Lodge Leadership?
- If not elected to the desired position, are you willing to run for other positions, be specific and list the ones you do have interest?
- If you are a current Lodge Officer, please state your position, what are your desires and goals for the Lodge and how would you implement them?
- If you are not a current Lodge Officer, what are your desires and goals for the Lodge and how would you implement them?



Please include a school photo or other photo with your letter as a pdf or jpg file format please. (Copy and paste into your letter if that's easier.

Additionally, every LEC (Lodge Chief and Vice Chiefs) member is expected to attend our annual Planning and Leadership Development sessions, watch the POLESTAR training. Please note these important dates

2023

- Fall Fellowship Nov. 3-4 (Brotherhood Induction Only Nov. 3rd and Banquet Nov 4th) – CDH,
- Pay 2024 Dues!

2024

- Pay your dues! (\$15, subject to change by the LEC)
- New LEC Lodge Leadership Development – Place and Time TBA
- Section G3 TRIAD – January 2024 Camp Constantine
- Unit Elections – Ongoing through May 1st, please have these completed by May 1st for the year.
- LEC Dates TBD
- Section Conclave – April 19th -21st – Mikanakawa Lodge, Camp Constantine – Circle Ten Council , Dallas, TX
- Beaver Day May 3rd -5th MK Brown (Ordeal and Brotherhood Inductions)
- NOAC – University of Colorado at Boulder, CO. July 29-Aug 3rd Conference dates, Contingent Travel dates will be set in early 2024 – final travel options will be a joint delegate decision.
- Summer Ordeal August 23rd-24th MK Brown (Ordeal and Brotherhood Inductions)
- Fall Fellowship Nov 1st – 2nd (Brotherhood Induction Only Nov. 1st and Banquet Nov. 2nd) – CDH

Thank you for taking the effort to write a letter, these will be posted or made available to general membership before voting takes place at Fall Fellowship. There will also be an opportunity just prior to voting for a brief speech. Please expect a phone call from an Advisor to discuss your letter, we will use the contact information you provided. Each person running for office is approved by the Advisors and Supreme Chief of the Fire.

Elected Officer Positions and their role expectations:



Lodge Chief - a member of the Lodge Key 3 – Lodge Chief, Lodge Advisor, and Staff Advisor. The following is taken directly from the Guide to Officers and Advisors and describes the Lodge Chief role.

The Key 3 Team For Lodge Administration

The Lodge Chief	The Lodge Advisor	The Lodge Staff Adviser
1. Elected from the youth membership of the lodge. Responsible to the Scout executive through the lodge adviser and staff adviser for performance of duties. Becomes a member of the council camping or program committee.	1. Appointed annually by the Scout executive. Becomes a member of the council camping or program committee and may be elected to the council executive board. Attends all meetings of that council committee and knows the camping situation in each unit. Knows from chapter reports which units need camping promotion and training.	1. Appointed annually by the Scout executive. If not a member when appointed, participates in the first available Ordeal. Consults with the Scout executive on annual performance and appointment of the lodge adviser.
2. Responsible for adherence to the program and policies of the lodge. Attends appropriate council, section, regional, and national OA functions.	2. Understands the policies and principles of the OA and sees that they are followed in the lodge. Sees that all lodge funds are handled properly. Attends all lodge functions. Attends appropriate council, section, regional, and national OA functions.	2. Understands the policies and principles of the Boy Scouts of America and the Order of the Arrow. Communicates and ensures their application to OA functions. Ensures funds are properly budgeted, receipted, disbursed, and transmitted according to council procedures and the accounting manual of the BSA. Attends all lodge functions and other appropriate OA activities.
3. Works closely with the lodge adviser, seeking advice and training. The chief does not wait for the adviser to call, but calls the adviser often. Establishes annual goals and objectives for the lodge including attainment of Journey to Excellence recognition.	3. Sees that the lodge officers get the job done by providing them with tools, opportunities, and necessary transportation. Knows the adult role in the Order of the Arrow and does not wait for the lodge chief to call, but is self-motivated and offers help. Assists in establishing goals and objectives, including attainment of Journey to Excellence recognition.	3. Provides council, regional, and national information, literature, and correspondence to lodge advisers and appropriate committees. Orders materials and supplies from the national service center and Supply Group.
4. Attends all lodge activities and lodge executive committee meetings. Promotes attendance and participation of lodge officers and committee chairs.	4. Makes sure that the lodge chief conducts the lodge executive committee meetings. Attends and sits with the lodge chief at all meetings and activities.	4. Works with the lodge adviser to help the lodge chief conduct lodge executive committee meetings. Attends and sits with the lodge adviser and lodge chief.
5. Appoints lodge operating committee chairs in consultation with the lodge adviser and lodge staff adviser.	5. Appoints an adult adviser to each lodge officer and committee chairman, in consultation with the lodge chief and staff adviser.	5. Recommends and obtains Scout executive approval of prospective adult advisers.
6. Assigns lodge members to operating committees in consultation with the lodge adviser and lodge staff adviser.	6. Helps every adult Arrowman in the lodge to be a functioning adviser, either as a unit leader or an adult adviser to a lodge or chapter committee or project. There are no honorary adult positions in the Order, the lodge, or the chapter.	6. Encourages appropriate adult participation and support to committees and activities. Informs professional staff associates of OA activities, program, and correspondence.



The Lodge Chief	The Lodge Adviser	The Lodge Staff Adviser
7. Reminds lodge officers and committee chairmen to attend meetings of lodge operating committees related to their assignments.	7. Reminds adult lodge committee advisers to attend the meetings of the lodge operating committees related to their assignments. Ensures the lodge charter renewal application is completed and submitted on time.	7. Works with the lodge adviser to ensure appropriate adult participation in meetings of lodge operating committees related to their assignments. With the lodge adviser, ensures the lodge charter renewal application is completed and submitted on time.
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 chairs.	8. Aids the lodge chief in producing effective agendas for these meetings. Promotes attendance of appointed adult advisers. Encourages work with officers and committee chairmen prior to the meetings.	8. Recommends agenda items. Ensures that financial and activity reports required from the council office are printed with timely information. Works with advisers to the lodge treasurer and other committees concerning the information in the reports.
9. Responsible for planning and conducting lodge activities.	9. Limits annual lodge activities to an appropriate number of exciting events scheduled each year that involve the entire lodge membership. These activities should be well planned and provide opportunities for the Arrowmen to learn more about the Order and how to provide effective service. Clears all dates with the staff adviser.	9. Represents the OA at the council annual planning conference, coordinating dates with council, section, region, and national dates. Makes appropriate reservations for council facilities. Works with office staff to ensure timely communication to the membership and units. Involves the OA in council programs. Ensures lodge representation at national and section OA functions.
10. Delegates duties to fellow lodge officers and committee chairs.	10. Helps the lodge chief delegate the full burden of the lodge program so that it is shared with the other lodge officers and committee chairmen.	10. Monitors the delegation of responsibilities and assists the lodge adviser and lodge chief in evaluation, assignments, and follow-up.
11. Sees that the chapter program gives complete support to the lodge program.	11. Understands that the chapter (when so organized) is a division of the lodge for carrying out the lodge program. Understands that the chapter is not a superunit unto itself, but is a camping promotion aid for units. Every youth in the chapter is a member of a unit and has unit responsibilities. Each chapter activity should result in an enriched program for units. Frequently reviews the goals with officers to see that the Order of the Arrow program is being actively followed in each district.	11. Recommends to the Scout executive the appointment of chapter staff advisers. Communicates with chapter staff advisers and ensures appropriate council services to the chapter system. Evaluates and makes suggestions for chapter programs.



The Lodge Chief	The Lodge Adviser	The Lodge Staff Adviser
12. Undertakes lodge service projects with the advice and approval of their adviser.	12. Clears all lodge service projects with the staff adviser. Knows that the Arrowman is primarily a member of a unit and that Order of the Arrow projects must NOT remove a youth from their unit too often. The lodge service projects undertaken should be directly related to camping, the council Cub Scout, Scouts BSA, Venturing, or Sea Scouts programs, and the community.	12. Keeps the Scout executive informed on all OA projects. Recommends potential service projects for OA consideration. Coordinates with the camp ranger on Ordeal and other OA projects at camp.
13. Appoints the Vigil Honor nominating committee (chair and members approved by the lodge adviser and Scout executive).	13. Appoints an adviser to the Vigil Honor nominating committee in coordination with the lodge chief and staff adviser.	13. Administratively supports the functions of the Vigil Honor nominating committee.
14. Promotes the correct wearing of the Scout uniform by personal example and special lodge education programs.	14. Sets the example for youth and adult Arrowmen by correctly wearing the Scout uniform with the proper badges and insignia correctly placed.	14. Sets the example for youth and adult Arrowmen by correctly wearing the Scout uniform with proper badges and insignia correctly placed.
15. Works with the adviser in providing the lodge officers and chairmen with unit contact information.	15. Provides lodge officers and committee chairmen with district rosters of the units so that proper contact can be made for unit elections, camping promotion, etc. As the lodge adviser, maintains constant and regular contact with the staff adviser so that person can quickly relay any unit personnel changes, etc.	15. Secures rosters and reports required by the OA in a timely manner for their use.

Historically Nischa Achowalogen has not had Vice Chiefs for the following committees. The Lodge Chief works with the Lodge Advisor to coordinate and manage leadership developments and ad hoc committees – such as Section Conclave preparation.

Leadership development 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.

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.



The various Vice Chiefs chair committees as described in the Guide for Officers and Advisors. They act in their roles both alone and with other members as needed for various activities. Each Vice Chief will have an Adult Advisor that is selected by the Lodge Advisor and Staff Advisor, and approved by the Supreme Chief of The Fire (Scout Executive)

Vice Chief of Activities

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

Vice Chief of Service

Service committee. Suggests a yearly schedule of service projects, obtains lodge approval, and makes complete plans for accomplishing the work.

Vice Chief of Ceremonies

Ceremonial committee. Recruits and trains ceremonialists for pre-Ordeal, Ordeal, and Brotherhood ceremonies, and for the Vigil Honor unless that responsibility is managed by a Vigil committee. Researches appropriate ceremonial attire, procures or assists members in making it, and ensures the attire is clean, properly stored and in good repair. Maintains ceremonial circles used in the performance of all lodge ceremonies. Conducts lodge and unit ceremonies when requested.

Managing the Vigil Honor Ceremony will be appointed by the Lodge Chief and Advisor.

Vice Chief of Membership

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

The Vice Chief of Membership also assists with all activity member check-in, tracking member dues payments and working with Vice Chief Communications to provide notice of Brotherhood eligibility, and promote Ordeal Member activation after their induction.



Vice Chief of Communications (Lodge Secretary)

Communication committee. Prepares lodge newsletters and social media campaigns, develops and maintains lodge websites, organizes and operates the network of OA unit representatives to keep units informed, and promotes participation in OA events and activities. Some lodges may want to create a separate OA unit representative committee.

Vice Chief of Camp Promotion

Camping promotion committee. Develops plans for camping promotion in consultation with the council camping committee; develops promotion helps such as "Where to Go Camping" resources, visual aids, and movies or videos of camping activities.

Vice Chief of Finance (Lodge Treasurer)

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

The Lodge Treasurer is provided the account status so it can be reported at LEC meetings. The Lodge Treasurer works with Advisors preparing individual activity budgets and annual budget. Also at each event the Treasure participates in member check in handling funds with Advisor guidance.

Copy and paste into browser to view the entire Guide to Officer and Advisor document if you wish:
<https://oa-bsa.org/uploads/publications/GOA-202103.pdf>

Additionally, every LEC (Lodge Chief and Vice Chiefs) member is expected to attend our annual Planning and Leadership Development sessions. Participating in the POLESTAR training is also expected to be done as a group.