



# Lodgewide Position Expectations

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# General Expectations

## Executive Committee Expectations

- Attend each Lodge Executive Committee meeting (aka Eboard)
  - If you cannot, a report must be sent to the Lodge Chief
- Attend each lodge event: Winter Banquet, Spring/Fall Fellowship, Spring/Summer Brotherhood Bash, and LLD
- Attend chapter meetings
- Attend as many section events as possible, including Winter/Fall Council of Chiefs, ACT Conference, and Conclave
- Attend each Key 6 meeting, typically once a month
  - Topics will be determined for the EBoard agenda then. No new business will be discussed if it is not brought up at that meeting
- Will hold no other lodge position
- Elect Arrowman of the Year (AOTY)
  - Simple majority vote, presented by the previous AOTY
- Copy your adviser on all communications
- Go to the lodge chief for all issues and concerns outside of your role. Otherwise contact your adviser
- Must be under 21 for the entire term
- Monthly updates to your adviser
- Organize and plan both LLD and Winter Banquet
- Wear the scout uniform correctly
- Represent the lodge in a positive manner

## Executive Committee Adviser Expectations

- Attend each Lodge Executive Committee meeting (aka Eboard)
- Attend each Lodge event: Winter Banquet, Spring/Fall Fellowship, Spring/Summer Brotherhood Bash
- Attend LLD to be trained
- Attend as many section events as possible, including Winter/Fall Council of Chiefs, ACT Conference, and Conclave
- Attend each adult adviser meeting
- Will hold no other position in the Lodge at either the Lodge or Chapter level unless approved by the Key 3
- Monthly updates with your youth



## Committee Chair Expectations

- Attend each Lodge Executive Committee meeting (aka Eboard)
  - If you cannot, report must be sent to whomever your committee reports to
- Attend major lodge events: Winter Banquet, Spring/Fall Fellowship, Spring/Summer Brotherhood Bash, LLD
- Attend chapter meetings
- Attend monthly committees meeting
- Organize monthly meetings for your committee
- Attend as many section events as possible, including Winter/Fall Council of Chiefs, ACT Conference, and Conclave
- Copy adviser on all emails
- Go to the Key 6 officer you report to for all issues and concerns outside of your role. Otherwise contact your adviser
- Monthly updates to your adviser
- Send monthly reports to the position your committee reports to
- Wear the scout uniform correctly
- Represent the lodge in a positive manner
- This applies to all committees whether: ad-hoc, standing, or special event

## Committee Adviser Expectations

- Attend each Lodge Executive Committee meeting (aka Eboard)
- Attend major lodge events: Winter Banquet, Spring/Fall Fellowship, Spring/Summer Brotherhood Bash
- Attend chapter meetings
- Attend monthly committee meeting
- Attend LLD to be trained by the lodge
- Attend each adult adviser meeting
- Monthly updates with your youth

## Chapter Officer Expectations

- Attend each Lodge Executive Committee meeting (aka Eboard)
  - If you cannot, report must be sent to the Vice Chief of Chapters
- Attend each lodge event: Winter Banquet, Spring/Fall Fellowship, Spring/Summer Brotherhood Bash, and LLD
- Attend monthly chapter meeting
- Attend monthly chapter officer meeting
- Will hold no other lodge position
- Copy adviser on all communications



- Go to the Vice Chief of Chapters for all issues and concerns outside of your role. Otherwise contact your adviser.
- Monthly updates to your adviser.
- Wear the scout uniform correctly
- Represent the lodge in a positive manner

## Position Specific Expectations

### Lodge Chief Expectations

- Run Lodge Executive Committee meetings (aka Eboard)
- Attend monthly Key 3 meetings
- Run monthly Key 6 meetings
- Represent the lodge at section
  - This includes the monthly Lodge Chief Summits
- Will work with the Key 3 when necessary to remove any youth from a position
  - No other youth has the authority to do this
- Oversees planning and execution of the Winter Banquet
- Approves the appointment of youth to Committee Chair or Chapter Chief positions
  - Includes reviewing committee chairs at the start of the term
- Attend Popcorn Super Saturday and have the final signoff on items returned to inventory
- Oversees the Lodge Executive Committee and ensures everyone is meeting expectations
- Runs Lodge Executive Committee elections in the fall
- Assumes responsibility over all Lodge Executive Committee vacancies
- Approves the blunted knife used for Brotherhood ceremonies
- Responsible for #ChieflyChewsday social media posts
- Performs “Lodge chief minute” at the end of each Eboard meeting

### Lodge Adviser Expectations

- Approves emails in Lodgemaster
- Approves adult candidate nominations in Lodgemaster after checking with the Adult Nomination Committee which includes the Staff Adviser and Supreme Chief of the Fire
- Adult representative for the Lodge at the Section
- Make sure each position on the Eboard is meeting their expectations and fill in where not
- Approves the appointment of any adult position with approval from council
- Approves all youth running for Key 6 positions before election at Fall Fellowship



- Attends Council Camping Committee meeting as a member of the committee reporting to the Council Camping Committee Chair
- Organizes the hotel accommodations for the Winter Council of Chiefs
- Ensures payment on behalf of the Lodge at Section events
- Organizes monthly Key 3 meetings (Lodge Chief, Lodge Adviser, Staff Adviser)
- Organizes monthly Key 6 meetings
- Organizes periodic adult adviser meetings
- Performs “Lodge Adviser minute” at the end of each Eboard meeting

## Lodge Staff Adviser Expectations

- Approves the blunted knife used for the Brotherhood Ceremony
  - If not approved, ceremonialists must use the alternative method outlined in the ceremonial texts
- Communicates Council policies to Lodge
- Communicates Council requests to Lodge
- Requests yearly Lodge donation amount
- Orders products from National (sashes, books, awards, etc)
- Facilitates completion of Lodge requests at Council (printing, email aliases, financial statements, etc)
- Mails out Lodge dues post cards using Council's bulk mail account
- Performs “Lodge Staff Adviser minute” at the end of each Eboard meeting

## Lodge Vice Chief of Committees Expectations

- Meet with committee chairs at least once a month
- Report on behalf of absent committee chairs at Lodge Executive Committee meetings
- Perform the duties of the Lodge Chief when absent
- Fill missing committee chair positions with the approval of the lodge chief
- Review committee chairs at the start of the term
- Perform the duties of vacant or underperforming committee chairs
- Plan and execute fellowships

## Associate Lodge Adviser of Committees Expectations

- Meet with all the advisers for each Committee once a quarter
- Perform duties of Lodge Adviser when not present
- Perform the duties of vacant Committee Advisers
- Fill the Committee Chair Positions that are missing with approval of Lodge Adviser and Staff Adviser



- Ensure Committee Advisers are meeting their expectations (see individual committees for expectations)

### American Indian Affairs Chair

- Provide ceremonies for lodge events
  - Works with the Vigil Committee for Vigil Ceremonies
- Organizes monthly meeting for ceremonies team
- Maintenance of the OA Trailer (owns this responsibility)
- Performs call-out ceremonies at district call out ceremonies

### American Indian Affairs Adviser

- Maintains in contact with local tribe to make sure we are using Native American regalia and symbolism in accordance to their culture and in a respectful way
- Enforces the above agreed upon stipulations with how the Lodge uses Native American regalia and symbolism
- Provides adult supervision for ceremony practices
  - Approves the blunted knife used for Brotherhood Ceremony

### Activities Chair

- Plan and create fun events for lodge events
- Plans the Lodge Holiday Party
- Responsible for all activities at lodge events
- Ensure all activities follow the Guide to Safe Scouting

### Activities Adviser

- Submits all reimbursements to the council on behalf of the committee
- Contact person for 3rd party vendors relating to activities
- Helps to negotiate any contracts or purchases for the committee
- Makes sure all proposed activities follow the guidelines for safe scouting

### Awards Chair

- Facilitates choosing of the Founders, James E. West, and Legacy Fellow awards
- Nominates lodge members for the Section G9 RD Dunkin award
- Update submission forms on the Lodge Website each year
- Contacts youth and adults who have earned the above awards to assist with the selection process
- Provides list of award recipients to the Lodge for record keeping



## Awards Adviser

- Runs selection committee to choose Founders Award, James E West Award, and Legacy Award recipients
- Collects nominations for the above awards from year to year to re-introduce candidates previously submitted if needed
- Ensures all paperwork is properly submitted to the council or National for the above awards
- Ensures all award candidates are pre-approved with council to receive awards
- Keeps track of award recipients for each year

## Brotherhood Chair

- Run Brotherhood conversion at lodge events
- Plan and execute Brotherhood Bashes
- Communicate and encourage Brotherhood conversion

## Brotherhood Adviser

- Ensures that Brotherhood inductions are run to National standards

## Cook Crew Chair

- In charge of cooking at lodge events
- Sets menu for lodge events
- Gathers food for lodge events
- Serves food at lodge events
  - This responsibility can be delegated as needed

## Cook Crew Adviser

- Purchases and stores all food necessary for lodge events
- Ensures meals are well balanced
- Ensures the kitchen is being run up to county/state standards
- Ensures that appropriate food accommodations are made where necessary or requested for allergies or cultural/religious requirements

## Elangomats Chair

- Provide Elangomats for fellowships
- Provide Nimats for Brotherhood events
- Train Elangomats/Nimats
- Ensures Elangomats stay in contact with crews (extended Elangomat Portal)





- Creates crews at fellowships

### Elangomat Adviser

- Approves adult Elangomats for the fellowships
- Ensures YPT is followed for Elangomats

### Grounds Chair

- Maintenance of the OA Trailer
- Set up and tear down for all lodge events
- Manage trail fires for Brotherhood conversions
- Attends camp walkthroughs in preparation for events

### Grounds Adviser

- Ensures the safe set up of ceremonial sites. This includes the proper use of fire in any way and must adhere to Council guidelines.
- Attends camp walkthroughs in preparation for events

### Service Chair

- Plan and coordinate a service project as a lodge event
- Coordinate and execute service projects at fellowships

### Service Adviser

- Ensure proper safety procedures for all lodge service projects

### Vigil Chair

- Conducts Vigil elections
- Selects members of Vigil election committee
- Tie breaker vote at Vigil elections
- Finds and contacts sponsors for elected Vigil recipients
- Plans and runs the Vigil Call Out
- Runs the Vigil Weekend
- Provides list of elected Vigil with Vigil names to Lodge for record keeping
- Maintains ceremony team for Vigil
  - Works with AIA committee to accomplish this as necessary

### Vigil Adviser

- Ensure paperwork is properly filed with National for Vigil Candidates



- Ensure Vigil election follows Lodge approved guidelines

## Lodge Vice Chief of Chapters Expectations

- Execution of all chapter elections
- Monthly check ins with Chapter Chiefs
- Perform the duties of vacant Chapter Chiefs
- Help fill empty Chapter Chief positions with the approval of the Lodge Chief
- Speak on behalf of absent Chapter Chiefs at Lodge Executive Committee meetings, provided they haven't sent a proxy
- Attend at least one of each chapter's meetings
- Meet with each Chapter Chief once a quarter
- Attend monthly Executive Board meetings
- Oversee the Lodge Unit Elections Committee

## Lodge Associate Adviser of Chapters Expectations

- Meet with all Chapter Advisers once a quarter
- Perform duties of Lodge Adviser when not present and also Associate Lodge Adviser Committees also not present
- Perform the duties of vacant Chapter Advisers
- Fill empty Chapter Adviser positions with the approval of the Lodge Adviser, Staff Adviser, and District Executive
- Attend a Chapter meeting for each Chapter in the year
- Ensure Chapter Advisers are meeting their expectations (see Chapter Adviser Expectations)

## Unit Elections Chair

- Creation of the election plan for the year
- Setting up of the inductions module in LodgeMaster
- Tracks elections
- Hosts Arrowmen 101
- Assemble New Ordeal Packets for Fellowship

## Unit Elections Adviser

- Sets up of the Inductions module in Lodgmaster
- Ensure completion of unit elections



## Chapter Adviser

- Establish a meeting location for monthly chapter meetings
- Approve all youth running for chapter positions
- Submit and approve all reimbursement requests on behalf of chapter membership
- Approve First Year Arrowman applications

## Chapter Chief

- Arrange at least 1 visit per year to each unit for elections or camp promotions
  - Unit election procedures will be dictated from the lodge via Unit Elections
- Schedule and run monthly chapter meetings
- Contact each unit for elections and either hold the election or report that none is needed
- Promote camping (especially summer camp) to each unit
- Attend monthly Eboard meetings or send a proxy
- Submit an update of Chapter activities to the Vice Chief of Chapters at least the day before Eboard
- Validate member and contact information during unit elections

## Chapter Vice Chief

- Perform the duties of the Chapter Chief when absent
- Plan and execute responsibilities at district camporees
- Attends the monthly chapter meetings

## Chapter Secretary

- Manage the chapter Instagram
- Take notes as necessary at chapter meetings
- Take photos at chapter events
- Promote the attendance form at chapter events

## Lodge Secretary Expectations

- Manage the lodge social media
  - Post the weekly Sunday LASunday posts
- Take notes for EBoard and publishes them
- Prepare the agenda for EBoard
- Publish Lodge Newsletters once a quarter (review previous events, promote new events)
- Take and report event attendance (manage registration table at events)
- Recording First Year Arrowmen awards



- Making sure Lodge and Section events are posted on the website in a timely manner, and that registration is correct on Blackpug
- Make sure Lodge communication goes out in a timely manner
- Keep the website up to date

## Lodge Secretary Adviser Expectations

- Post dues for members into Lodgemaster in a timely manner
- Create events for the entire year in Lodgemaster
- Post event attendance in Lodgemaster
- Maintain proper permissions for users in Lodgemaster
- Track honor levels in Lodgemaster and update after induction events
- Track major awards in Lodgemaster
- Complete and submit Lodge charter in December
  - Done with the Lodge Chief, Lodge Adviser, Staff Adviser, and anyone else needed
- Facilitate the Induction Module setup in Lodgemaster
- Sync Council unit information in Lodgemaster at least once per year
  - This should be done at least in November when unit elections are in the process of being set up
- Grant access to the Member Portal to members upon request
- Update contact information for users from event registration forms
- Run registration at all Lodge events

## Lodge Webmaster Adviser Expectations

- Update content on Lodge website
- Solicit new content from Key 6 and Lodge
- Post Lodge events to allow for registration
- Update Lodge contacts after elections (typically during Fall Fellowship)
- Provide registration extracts to Lodge Executive Committee
- Help administer Lodge social media accounts

## Lodge Historian Adviser Expectations

- Maintain a document of Lodge history including who held key positions, award recipients, and general information
- Accept entries into the history from previous Lodge Chief to document their term
- Collect one of each patch produced by the Lodge from the Quartermaster
- Preserve Lodge patch history collection
- Collect and preserve other Lodge documents as they are found



## Lodge Treasurer Expectations

- Facilitate creating, keeping, and tracking Lodge budget
- Facilitate creating, keeping, and tracking budget for each Lodge event
- Collect money due during and after Lodge Events
- Dues notifications to Lodge including at least 1 postcard
- Facilitate determining the prices for dues and events
- Facilitate the printing of membership cards via member portal
- Review event prices in the Spring of each year

## Lodge Treasurer Adviser Expectations

- Create, keep, and track Lodge budget
- Create, keep, and track budget for each Lodge event
- Submit collected money to council
- Determine the prices for dues and events with Lodge approval
- Request financial reports from council on behalf of the lodge
- Request reimbursements from council on behalf of members that spent the money

## Lodge Quartermaster Expectations

- Running the trading post at events
- Distributing Polaris Pass sets
- Helping Adviser keep stock counts of the trading post
- Evaluate items to be sold at the trading post
- Designing event patch set (designed for the next year by September of current year)
- Designing other patches as necessary
- Facilitate ordering of items needed by the Lodge for Ordeal, Brotherhood, and Vigil
- Help report financial information from trading post events
- Provide one copy of each patch produced for the Lodge history

## Lodge Quartermaster Adviser Expectations

- Run the trading post at events
- Track distribution of Polaris Pass sets
- Keep stock counts of the trading post
- Communicate with 3rd party vendors to order and design items to be sold at the trading post
- Design event patch set if Quartermaster doesn't by September
- Order of items from National with the help of the Staff Adviser needed by the Lodge for Ordeal, Brotherhood, and Vigil
- Submit collected money to Treasurer or directly to council



- Create financial reports from trading post events
- Saves one copy of each patch produced by the Lodge
- Give Past Chief Lodge flap after a Lodge Chief's term is complete. Give second flap when history of the Chief's term is complete
- Give 2 Past Adviser Lodge flaps after a Lodge Adviser's term is complete.
- Give 1 silver bordered Execute Lodge Office patch to each member of the Key 6
- Give 1 gold bordered Execute Lodge Office patch to the Lodge Chief
- Provide supplies needed for Ordeal: Ordeal sash, spirit of the arrow booklets, standard lodge flaps, Order of the Arrow books, envelopes for new Arrowmen packets
- Provide supplies needed for Brotherhood conversion: Brotherhood sash, Spirit of the Arrow booklets
- Keep trading post stocked with sufficient "staple" products
- Purchase concessions to be sold at the trading post
- Transports and stores products to be sold at the trading post