

2018 LODGE OFFICER NOMINATION FORM

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
MM/DD/YYYY

Position: Check **any and all** boxes below for the offices you wish to be considered:

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Lodge Chief | <input type="checkbox"/> Vice Chief of Program | <input type="checkbox"/> Vice Chief of Inductions |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Secretary | <input type="checkbox"/> Vice Chief of Ceremonies |

Why do you want to be a Lodge Officer?

Responsibilities: (see bylaws at www.takachsin.org for full responsibilities) Lodge officers are required to attend both ordeal weekends or find someone to take their place at those two events

A. Lodge Chief

- Is the Chief Executive Officer
- Plans and chairs LEC's and other Lodge Meetings
- Appoints Ad Hoc officers and chairs of Lodge Committees
- Enforces Lodge and National Policies at all times
- Cannot hold any other OA office
- Represents the Lodge at BSA and OA meetings and events
- Responsible for all the duties of the youth officers
- Must be at least a Brotherhood Member

B. Vice Chief Program

- Serves as vice Chair of the LEC
- Responsible for Lodge activities at council and section events
- Serves as or appoints an Ordeal Master for all ordeals
- Acts as Chief in the Chief's absence
- Responsible to the Lodge Chief and takes on additional duties as assigned

C. Vice Chief Inductions

- Oversees candidate election process.
- Makes sure elections are ran according to national guidelines
- Makes contact with all units about elections
- Responsible to the Lodge Chief and takes on additional duties as assigned

D. Vice Chief Ceremonies

- Responsible to insure that all Ordeal Callouts, Ordeal and Brotherhood ceremonies are conducted by the lodge in accordance with the national guidelines.
- Organizes and works with all Ceremony teams
- Recruits and regularly leads a committee to plan the Ordeals
- Oversees Elangomats and all other Arrowmen at Ordeal
- Responsible to the Lodge Chief and takes on additional duties as assigned

E. 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

F. Secretary

- Takes accurate minutes and distributes them to all LEC members within 7 days
- Responsible for the quarterly Lodge Newsletter
- Responsible for all other Lodge mailings, notices and forms
- Responsible for all Lodge websites and other online groups
- Responsible to the Lodge Chief and takes on additional duties as assigned

Parent/Guardian Authorization:

Last, First, Middle (PRINT FULL NAME)

Signature

Lodge Review/Authorization

Lodge Adviser _____

Lodge Staff Adviser _____

This completed application is due to the Lodge Adviser three days before the elections