



Kit-Ke-Hak-O-Kut

2015 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) Signature

Birthdate: _____ Must be under 21 the entire term
MM/DD/YYYY

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

- Lodge Chief
- Vice Chief, Administration (Secretary)
- Vice Chief, Program
- Vice Chief, Service
- Vice Chief, Finance (Treasurer)

Why do you want to be a Lodge Officer?

Responsibilities

A. Lodge Chief

- Plan and chair all meetings of the lodge, including the LEC.
- Attend the National Leadership Seminar of his choosing.
- Preside at all lodge functions and meetings.
- Be trained at the annual Lodge Officers Lodge Leadership Development conference (September).
- Appoints Ad-Hoc officers and chairs of Lodge Committees (with the advice and consent of the Key3).
- Ensure the successful carrying out of all lodge functions and meetings.
- Advise the lodge officers in the proper carrying out of their functions, and assisting them as needed.
- Enforces Lodge and National Policies at all times.
- Cannot hold any other OA office.

B. Vice Chief, Administration

- Serves as vice Chair of the LEC and preside in the absence of the Lodge Chief.
- Attend all meetings of the lodge, including LEC.
- Should attend the National Leadership Seminar of his choosing.
- Be trained at the annual Lodge Officers Lodge Leadership Development conference (September).
- Oversee the proper administrative functions of the Lodge.
- Takes accurate minutes and distribute them to all LEC members within 7 days.
- Provide timely notice of upcoming Lodge meetings.
- Oversee the Lodge Annual recharter process.
- Oversee and provide regular progress reports to the LEC for the ongoing Lodge Journey to Excellence (JTE).
- Advise and assist assigned committees as defined in the Lodge 97 Committee Guide Book.
- Responsible for Lodge activities at council and section events.
- Responsible to the Lodge Chief and takes on additional duties as assigned.

C. Vice Chief, Program

- Attend all meetings of the lodge, including LEC.
- Should attend the National Leadership Seminar of his choosing.
- Be trained at the annual Lodge Officers Lodge Leadership Development conference (September).
- Responsible for the successful planning and carrying out of all lodge activities.
- Advise and assist assigned committees as defined in the Lodge 97 Committee Guide Book.
- Responsible to the Lodge Chief and takes on additional duties as assigned.

D. Vice Chief, Service

- Attend all meetings of the lodge, including LEC.
- Should attend the National Leadership Seminar of his choosing.
- Be trained at the annual Lodge Officers Lodge Leadership Development conference (September).
- Be responsible for the planning of lodge service during all Induction/Ordeal events
- Establish a Service Corps to broaden the service range of the Camp Trails committee.
- Apply for the National Service Grant as needed/allowed.
- Work with the chapters to encourage, plan, and implement service in thier areas.
- Advise and assist assigned committees as defined in the Lodge 97 Committee Guide Book.
- Responsible to the Lodge Chief and takes on additional duties as assigned.

E. Vice Chief, Finance (Treasurer)

- Attend all meetings of the lodge, including LEC.
- Should attend the National Leadership Seminar of his choosing.
- Be trained at the annual Lodge Officers Lodge Leadership Development conference (September).
- Responsible for the planning of the annual lodge budget, and income and expense reports for the meetings of the LEC
- Provides advice for the budgets and financial planning of lodge events.
- Advise and assist assigned committees as defined in the Lodge 97 Committee Guide Book.
- 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, MI (PRINT) Signature

Unit Type / Number _____ Phone: _____

Parent/Guardian: _____
Last, First, MI (PRINT) Signature

Chapter Adviser: _____
Last, First, MI (PRINT) Signature

Youth Officer: (You need two signatures)

Your Chapter Chief: _____
Last, First, MI (PRINT) Signature

2nd Chapter Chief or Lodge Officer: _____
Last, First, MI (PRINT) Signature

Lodge Review
Lodge Chief _____
Lodge Adviser _____
Lodge Staff Adviser _____