



# **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: \_\_\_\_\_ *Signature*

Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ *Must be under 21 for the entire term*

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

- Lodge Chief       Vice Chief, Administration     Vice Chief, Program  
 Vice Chief, Service       Vice Chief, Finance

## Why do you want to be a Lodge Officer?

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

Unit Leader: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ *Print Name* \_\_\_\_\_ *Signature* \_\_\_\_\_

**Chapter Adviser:** \_\_\_\_\_ *Print Name* \_\_\_\_\_ *Signature*

**Chapter Chief:** \_\_\_\_\_ *Print Name* \_\_\_\_\_ *Signature* \_\_\_\_\_

**Chapter/Lodge Officer** \_\_\_\_\_ *Print Name* \_\_\_\_\_ *Signature* \_\_\_\_\_

*All applications are due no later than Noon during the Fall Weekend*



KIT-KE-HAK-O-KUT LODGE

# ORDER OF THE ARROW

## Responsibilities

### A. Lodge Chief

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

### B. Vice Chief, Administration

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

### C. Vice Chief, Program

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

### D. Vice Chief, Service

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

### E. Vice Chief, Finance (Treasurer)

- a. Attend all meetings of the lodge, including LEC.
- b. Should attend the National Leadership Seminar of his choosing.
- c. Be trained at the annual Lodge Officers Lodge Leadership Development conference (November).
- d. Responsible for the planning of the annual lodge budget, and income and expense reports for the meetings of the LEC
- e. Provides advice for the budgets and financial planning of lodge events.
- f. Advise and assist assigned committees as defined in the Lodge 97 Committee Guide Book.
- g. Responsible to the Lodge Chief and takes on additional duties as assigned.

*Key 3 Approval*

Lodge Chief \_\_\_\_\_

Lodge Adviser \_\_\_\_\_

Lodge Staff Adviser \_\_\_\_\_