



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 _____	