

Election Candidacy Agreement

Dear Lodge Officer Candidate and Parent/Guardian,

Thank you for your desire to serve as a lodge officer. This is a unique and exciting opportunity, but one that comes with many responsibilities. The success of the lodge depends on each lodge officer and their *time, talent, and energy* commitments. If you have any questions or are unsure about what will be asked of you as a lodge officer, please review the job descriptions provided and talk with one of the current officers or advisers before completing this form. This form **MUST** be received by Abby Thibodeau before November 6th, 2026. It can be sent in via email (abbythibodeau23@gmail.com) or presented in person.

☐ Yes, I desire to become a Candidate for office in the Pocumtuc Lodge.

Name: _____

Unit #: _____ District: _____

Phone #: _____ Email: _____

Please select the office you intend to run for:

☐ Chief ☐ Admin ☐ Communications ☐ Program ☐ Inductions

This form is meant to make sure that each candidate has the support and understanding of their parents/guardians before making a commitment to serve as a lodge officer. This is a crucial part of ensuring the success of every officer. Each Lodge Officer is expected to do the following:

1. Attend ALL Lodge events and the Section E20 Training Summit and Conclave. A calendar will be provided.
2. Regularly communicate with their adviser, chairmen, and other officers throughout the year.
3. In consultation with your adviser, create goals, milestones, budget, and a backdated calendar for the position you are elected. Refer to the Lodge Bylaws to understand your elected position.
4. Meet the goals and milestones that you set.
5. Help recruit, train, and lead lodge members in carrying out the lodge's year-round program.
6. Officers are expected to attend and participate in a limited number of other meetings, planning sessions, and special projects throughout the lodge year, especially throughout the fall of the current year as we plan the new year. Dates for these meetings will be set by the officers.
7. Set the example by correctly wearing a full Class A uniform at all Scouting events and the OA sash at all OA events where you are representing the Pocumtuc Lodge.
8. Conduct themselves at all times according to the highest standards of the Scout Oath, Law, OA Obligation and Admonition.

The success of the OA Lodge is dependent on active, engaged officers. They will have experienced adult advisers to assist them. These Scouters volunteer their time to train, coach, and guide officers to complete their assigned duties. Lodge officers are expected to diligently work with their adviser, their fellow officers and chairmen, as well as with other Arrowmen. This responsibility is not for everyone, as Lodge Officers are expected to balance their time between troop, school, family, religious responsibilities, and the responsibilities of being a lodge officer. Pocumtuc Lodge encompasses the entirety of Western Massachusetts Council, serving approximately 200 Arrowmen. Since the effective operation of the Lodge depends on each Lodge Officer, any officer who finds that they cannot keep up with the duties above or balance these duties with other commitments and obligations will be expected to resign or will be removed from office.

I attest that the above Arrowman has my support to serve as a Pocumtuc Lodge Officer and that we have discussed the responsibilities of being a lodge officer.

Parent/Guardian

Date

Candidate

Date

Lodge Officer Responsibilities

1. Lodge Chief

- Attend all Lodge events, all Lodge Executive Committee meetings, and all Section events.
- Preside at all Lodge and Lodge Executive Committee meetings.
- Serves as the Chairman of the Lodge Executive Committee.
- Represent the Lodge at Section Council of Chiefs meetings.
- Attend Council Executive Committee meetings.
- Appoint, in consultation with the lodge adviser, chairmen for all the operating and temporary committees of the lodge. They shall be an ex-officio member of all lodge committees.
- Coordinate the functions and duties of all lodge officers and all other operating committee chairmen, temporary chairmen, and all component parts of the lodge.

2. Lodge Vice Chief of Administration

- Attend all Lodge events, all Lodge Executive Committee meetings, and all appropriate Section events.
- Presides at Lodge functions in the absence of the Lodge Chief.
- Keep an accurate and permanent record of all lodge business transacted at executive and business meetings and shall prepare minutes of all such meetings in writing.
- Provide the Lodge Chief with agenda items from lodge officers and committee chairmen for the LEC Meetings in advance of the LEC Meetings.
- Work with the Vice-Chief of Program to develop a budget for each event or activity.
- Represent the Lodge at Section Council of Chiefs meetings.
- Assumes all duties assigned to them by the Lodge Chief.
- Serve as a member of the Lodge Executive Committee.

3. Lodge Vice Chief of Communications

- Attends all Lodge events, all Lodge Executive Committee meetings, and all appropriate Section events.
- Serves as a member of the communication committee.
- Actively promotes attendance of other OA members to lodge, council, Section, region and national events.
- Oversees Lodge social media, website, mailings, and email.
- Assumes all duties assigned to them by the Lodge Chief.
- Serves as a member of the Lodge Executive Committee.
- Represents the Lodge, as appropriate, at Section Council of Chiefs meetings.

4. Lodge Vice Chief of Program

- Attends all Lodge events, all Lodge Executive Committee meetings, and all appropriate Section events.
- Serves as an administrative member of the Ceremonies team.
- Provides leadership in the planning and execution of the coming year's lodge events.
- Works with the Vice Chief of Administration to develop a budget for each event or activity.
- Is responsible for the maintenance and secure storage of all Lodge property
- Assumes all duties assigned to themhim by the Lodge Chief.
- Serves as a member of the Lodge Executive Committee.
- Represents the Lodge, as appropriate, at Section Council of Chiefs meetings.

5. Lodge Vice Chief of Inductions

- Attends all Lodge events, all Lodge Executive Committee meetings, and all appropriate Section events
- Provides leadership in the planning and execution of the Spring and Fall Induction weekends.
- Serves as an administrative member of the Elections, Ceremonies, and Service Committees
- Assumes all duties assigned to them by the Lodge Chief.
- Serves as a member of the Lodge Executive Committee.
- Represents the Lodge, as appropriate, at Section Council of Chiefs meetings.