

Nentego Lodge

Del-Mar-Va Council No. 081

Lodge Leadership Responsibilities



l) Lodge Officers

All Lodge Officers shall follow processes and procedures and carry out responsibilities outlined in the current editions of the Order of the Arrow Handbook, Guide for Officers and Advisers, Field Operations Guide, Guide to Inductions, and Lodge Adviser's Handbook.

A) Lodge Chief

The Lodge Chief shall fulfill the duties and responsibilities as listed in the current Lodge Adviser's Handbook.

- 1) Is responsible to the Scout executive through the lodge adviser and staff adviser for performance of duties. Becomes a member of the council camping or Boy Scout committee.
- 2) Is responsible for adherence to the program and policies of the lodge. Attends appropriate council, section, regional, and national OA functions.
- 3) Works closely with the lodge adviser, seeking advice and training. He does not wait for his adviser to call, but calls the adviser often. Establishes annual goals and objectives for the lodge including attainment of a minimum of bronze level in the Journey to Excellence recognition.
- 4) Attends all lodge activities and lodge executive committee meetings. Promotes attendance and participation of lodge officers and committee chairmen.
- 5) Appoints lodge operating committee chairmen in consultation with the lodge adviser and lodge staff adviser.
- 6) Assigns lodge members to operating committees.
- 7) Reminds lodge officers and committee chairmen to attend meetings of lodge operating committees related to their assignments.
- 8) Presides over all lodge and lodge executive committee meetings. Works from an agenda established by the Key 3. Solicits agenda items from lodge officers and committee chairmen.
- 9) Is responsible for planning and conducting lodge activities.
- 10) Delegates his duties to fellow lodge officers and committee chairmen.
- 11) Sees that the chapter program gives complete support to the lodge program.
- 12) Undertakes lodge service projects with the advice and approval of his adviser.
- 13) Appoints the Vigil Honor nominating committee.
- 14) Promotes the correct wearing of the Scout uniform by personal example and special lodge education programs.
- 15) Works with the adviser in providing his lodge officers and chairmen with unit contact information.
- 16) Welcomes new members at New Member Orientation

B) Lodge Vice-Chief (Inductions)

- 1) Recruits and trains the Ceremonies chair,
- 2) Recruits and trains the Ordealmaster
- 3) Recruits and trains the Brotherhood committee chair
- 4) Recruits and trains the Vigil Honors committee chair
- 5) Responsible for conducting the inductions training weekend each year
- 6) Assumes the chair in the absence of the Lodge Chief
- 7) Presents a brief history of the OA and explain the lodge's name and totem, along with a brief history of the lodge at New member Orientation
- 8) Promotes the correct wearing of the Scout uniform by personal example

C) Lodge Vice-Chief (Service)

- 1) Recruits and trains a Lodge Physical Arrangements Committee Chair
- 2) Recruits and trains a Lodge Health & Safety Committee Chair
- 3) Recruits and trains a Lodge Cook Crew Chair
- 4) Recruits and trains and Lodge Chaplain
- 5) Suggests a yearly schedule of service projects, gets lodge approval, and makes complete plans for getting the work done.
- 6) Coordinates all service projects for the Lodge inductions weekends utilizing the camp rangers' input and advice. Provides a written description of each project on an index card.
- 7) Recruits member project leaders and identifies needed resources
- 8) Responsible for the maintenance of the Lodge ceremony sites and buildings
- 9) Assumes the chair in the absence of both the Lodge Chief and the Lodge Vice-Chief (Inductions)
- 10) Promotes the correct wearing of the Scout uniform by personal example

D) Lodge Vice-Chief (Program)

- 1) Recruits and trains a Lodge Special Opportunities Committee Chair
- 2) Recruits and trains a Lodge Historic Trails Committee Chair
- 3) Recruits and trains and a Lodge Camp Promotions Committee Chair
- 4) Coordinate all special events on the section, region, or national level
- 5) Assumes the chair in the absence of the Lodge Chief, the Lodge Vice-Chief (Inductions), and the Lodge Vice-Chief (Service).
- 6) Promotes the correct wearing of the Scout uniform by personal example

E) Lodge Secretary

The Lodge Secretary shall fulfill the duties and responsibilities as listed in the current Lodge Adviser's Handbook:

- 1) Keeps a record of all the proceedings of the lodge executive committee and general membership meetings.
- 2) He shall maintain a lodge resolution book archive and have it at all meetings.
- 3) Keeps on file all committee reports.
- 4) Keeps the lodge's official membership records.
- 5) He shall conduct the registration at all Lodge events and weekends.
- 6) He shall sign and distribute Lodge membership cards.
- 7) Writes articles for the council newsletter and the lodge bulletin.
- 8) Makes the minutes and other records available to members upon reasonable request.
- 9) He shall prepare and distribute minutes of these meetings to members of the Lodge Executive Committee within two weeks of the meeting.
- 10) He shall prepare a synopsis of the minutes and forward it to the Nendawen editor, the Lodge Chief, and the Lodge Adviser.
- 11) Notifies officers, committee members, and other members of their election or appointment.
- 12) Signs all certified copies of acts of the lodge, unless otherwise specified in the lodge rules.
- 13) Maintains records of the lodge rules and minutes and has these available at every meeting.
- 14) Sends out notice of meetings to the membership.
- 15) Conducts the general correspondence of the lodge.
- 16) He shall maintain the inventory of Lodge stationery items.
- 17) He is responsible for the preparation, duplication, and mailing of the announcements for the various lodge events and, remembering that these mailings must be in the council office two weeks prior to the scheduled mailing date.
- 18) He shall cause an annual mailing announcing that annual dues are to be paid by December 15th.

Additionally, the Lodge Secretary shall:

- 19) Recruit and train a lodge Membership committee chair
- 20) Recruit and train a lodge Communications committee chair
- 21) Promotes the correct wearing of the Scout uniform by personal example

F) Lodge Treasurer

The Lodge Treasurer shall fulfill the duties and responsibilities as listed in the current Lodge Adviser's Handbook:

- 1) The lodge treasurer is the elected lodge officer who is responsible for maintaining sound lodge financial records — income, expense, dues, inventory, budget, etc.
- 2) He works closely with the council service center accounting specialist in matters relating to income, expenses, inventory and auditing.
- 3) He supervises receipt of all income from lodge members, activities, and events and deposits receipts in the council OA account (through the council service center).

In addition he:

- 4) Chairs the lodge finance committee and supervises preparation of the annual lodge budget.
- 5) Works closely with the lodge financial adviser and members of the lodge finance committee.
- 6) Works with the lodge secretary and membership committee on collection of lodge dues.
- 7) Sets up and maintains the lodge financial record book.
- 8) Prepares financial statements for the lodge executive committee.
- 9) Keeps the lodge executive committee aware of their adherence to the lodge budget.

Additionally, the Lodge Treasurer shall:

- 10) Recruit and train a Lodge Trading Post Chair
- 11) Be responsible for accounting for all the Lodge's funds and inventories.
- 12) Maintain the Lodge's financial records.
- 13) Conduct the sale of Lodge and Order of the Arrow items at all Lodge events.
- 14) Prepare requisitions for the ordering of Lodge and Order of the Arrow merchandise.
- 15) Assist with the registration at all Lodge events, ensuring that proper fees have been paid and collecting any amounts due from members or guests as appropriate.
- 16) Promotes the correct wearing of the Scout uniform by personal example

G) Immediate Past Lodge Chief

- 1) Serves as a non-voting member of the Lodge Executive Committee.
- 2) Promotes the correct wearing of the Scout uniform by personal example

II) Lodge Operating Committees

A) Committee Chairs

Appointed by the lodge chief with the approval of the lodge adviser. They become members of the executive committee and may pick their own committee members subject to the approval of the lodge chief.

All Lodge Officers shall follow processes and procedures and carry out responsibilities outlined in the current editions of the Order of the Arrow Handbook, Guide for Officers and Advisers, Field Operations Guide, Guide to Inductions, and Lodge Adviser's Handbook.

- 1) Carries out the duties of their respective committees.
- 2) Attend all Lodge meetings and functions.
- 3) Appoint a vice-chair or other youth representative to take his place at Lodge meetings and functions when unavailable.
- 4) Prepare and give a report at each Lodge weekend during the business meeting
- 5) Submit written articles on committee activities prior to deadlines for publication in the Nendawen and on the Lodge website
- 6) Keep their assigned Lodge Officer updated and aware of activities and issues
- 7) Remember that the Lodge Operating Committees exist to further the mission and purpose of the Order of the Arrow
- 8) Promotes the correct wearing of the Scout uniform by personal example

B) Inductions

1) Brotherhood Committee

- (a) Reports to the Lodge Vice Chief (Inductions)
- (b) Recruits and trains Nimats and administers the Brotherhood hike.
- (c) This group plans and conducts Brotherhood inductions and encourages Ordeal members to achieve their Brotherhood membership in the year following their Ordeal. (GT12012)
- (d) Manages the new member orientation including promotion of the JumpStart program
- (e) Trains Elangomats regarding the methods and expectations of the Extended Elangomat program
- (f) Coordination with the OA troop/team representative regarding their responsibilities toward Ordeal members
- (g) Distributes the Spirit of the Arrow booklets
- (h) Distributes encouragement letters to Ordeal members
- (i) Places of articles regarding the Ordeal experience, Arrowmen living their Obligation in their daily life, and opportunities to participate in the Brotherhood ceremony in lodge and council publications and websites
- (j) **Nimats**
 - (i) Serves as project leaders for Brotherhood candidate projects
 - (ii) Assists in testing candidates on the Challenges of Brotherhood membership.
 - (iii) Conducts the Brotherhood Hike.

2) **Ceremonies Committee**

- (a) Reports to the Lodge Vice Chief (Inductions)
- (b) Ensures that the various call-out, Ordeal, Brotherhood, and Vigil Honor ceremony teams are recruited and well trained. Because ceremony teams require continuity, it is recommended that ceremony recruiting and training be a year-round activity. (GTI2012)
- (c) Recruits and trains ceremonial teams, instructs members on appropriate ceremonial costumes, keeps ceremonial grounds in good condition, and conducts lodge and Scout unit ceremonies when requested.
- (d) Call-out ceremonies must be developed for use by the lodge/chapter and conducted when and where needed. (GTI2012)
- (e) Completely memorizes their parts as printed in the appropriate official ceremonies publications,
- (f) Helps prepare the ceremonial ring for all ceremonial activities,
- (g) Ensures all required props and costumes are present and in good condition, and
- (h) Conducts an impressive and inspiring ceremony.
- (i) Each of the four Ordeal ceremony principals, still in their ceremony costumes, explains their character's role in the ceremony at New Member Orientation.

3) **Honors Committee**

This group plans and conducts Vigil Honor candidate selection, call-outs and Vigil Honor ceremonies. (GTI2012)

- (a) Reports to the Lodge Vice Chief (Inductions)
- (b) Responsible for the Vigil nomination, selection, and induction processes
- (c) Forms an ad-hoc committee (approved by the Lodge Chief and Lodge Adviser) for the selection of Vigil candidates
- (d) Advises the Lodge Secretary on sending notifications and letters to Vigil sponsors
- (e) Notifies the Lodge Adviser, Lodge Chief and Secretary of the Vigil selection results
- (f) Responsible for promoting nominations for the Pappy, Hickman and Founders Awards at Lodge events.
- (g) Conducts and is responsible for the selection and notification processes of the Founders Award recipients.
- (h) May form an ad-hoc committee to perform selected tasks in support of roles and responsibilities
- (i) Submits a list of those who have completed the Vigil, including their Vigil names and English translations, prior to deadlines for publication in the Nendawen and on the Lodge website

4) **Ordeal Committee**

- (a) Reports to the Lodge Vice Chief (Inductions)
- (b) Plans and administers Ordeals, recruits and trains Elangomats, and conducts new-member orientation.
- (c) The planning and conducting of Ordeals includes items such as ensuring that everyone involved is prepared and ready for the Ordeal, planning work projects prior to the Ordeal, obtaining the tools and materials necessary to carry out work projects, and ensuring that handbooks and sashes are ordered well in advance of the Ordeal. (GTI2012)
- (d) The Ordeal chairman is responsible for assuring that each of the following jobs is filled by a trained Arrowman for each Ordeal:

(e) Ordealmaster

- (i) Ensures that all of the Ordeal support staff are recruited and properly trained in a timely manner (The Lodge Leadership Development Course provides syllabi for sessions to train Ordealmasters, ceremonialists, and Elangomats),
- (ii) Makes sure the Ordeal is properly planned
- (iii) Develops a budget and a master schedule for the Ordeal
- (iv) Coordinates the Ordeal with the other lodge and chapter committees
- (v) Pairs Elangomats with candidates who live in their geographical area or with someone the candidate already knows
- (vi) Ensures that elected candidates are notified of the Ordeal weekend
- (vii) Makes sure that the Ordeal weekend is a success
- (viii) Prepares a written evaluation of the Ordeal with an explanation of the successes and failures of each Ordeal.
- (ix) Gives an overview of the Ordeal at New Member Orientation

(f) Ordeal Support Staff

- (i) Assists the Ordealmaster in the training and coordination of other essential Ordeal staff
- (ii) Assists the Ordealmaster in coordinating the movement and activities of the candidates and Elangomats
- (iii) Has a good understanding of the 10 induction principles, makes decisions as necessary in the absence of the Ordealmaster
- (iv) Understands the schedule, planned activities, and work projects planned for the Ordeal,
- (v) Is able to coordinate and direct individual clans as necessary.
- (vi) Distributes Spirit of the Arrow booklet No. 4, "What Am I?" before the Ordeal ceremony
- (vii) Perform a head-count and ensures all candidates are ready for the Ordeal ceremony

(g) Elangomats

- (i) This group recruits and trains Elangomats, proposes and administers awards for Elangomats, and identifies past Elangomats whose excellent performance warrants consideration for positions of additional responsibility and leadership in the lodge or chapter. After the Ordeal, the group monitors the activities of the Elangomats to ensure that each stays in contact with the members of their clan at least until they achieve Brotherhood membership. Elangomats need encouragement and support just as new Arrowmen do. (GTI2012)
- (ii) Meets and welcomes each candidate who will be in their clan
- (iii) Stores their clan members' personal items and equipment in a safe place
- (iv) Leads their clan members to a quiet spot where they can learn each other's names, begin to get to know each other, and prepares them for the pre-Ordeal ceremony
- (v) Makes each candidate feel welcome and be aware of candidates who become apprehensive about the Ordeal experience.
- (vi) Encourages the candidates in their clans to watch and listen carefully to everything said and done during the ceremony
- (vii) Gives their clan members Spirit of the Arrow booklet No. 2, "Are You Prepared?"
- (viii) Leads their clans to the site of the pre-Ordeal ceremony
- (ix) Participates fully with their clans in the pre-Ordeal ceremony
- (x) Leads their clans to the locations where they will spend the night.
- (xi) Spends the night alone, in silence, with the members of their clan.
- (xii) Observes silence and eat scant food during Ordeal; uses silent signals or write short notes to give specific directions to clans.
- (xiii) When the time scheduled for completion of the service projects arrives, silently directs their candidates to an area where they can take a shower, change into their Scout uniforms, and have a snack of scant food
- (xiv) Participates with their clan members in the Ordeal ceremony and helps Kichkinet present the members of their clan with sashes
- (xv) Following the Ordeal ceremony, the Elangomats should present Spirit of the Arrow booklet No. 5, "A New Task Lies Before You" to each new member. The new member should be instructed to read it immediately.
- (xvi) Stays in contact with the members of their clan until they achieve Brotherhood membership
- (xvii) Uses all forms of communication at their disposal to regularly communicate with their clan
- (xviii) Contacts the group once a month and should consider planning a fun activity together
- (xix) Builds the enthusiasm of the Ordeal members and shows them that the ideals of the Order are important and their brothers in the Order are not only those who strive to maintain the purpose and ideals of the Order, but also share in fellowship and fun

C) Service

1) Chaplain

- (a) Reports to the Lodge Vice Chief (Service)
- (b) Prepares a blessing before each meal at Lodge events.
- (c) Works with Elangomats to ensure Ordeal clans share a blessing before each meal.
- (d) Plans, recruits necessary participants, and carries out an interfaith service to be held during Lodge weekends.

2) Cook Crew

- (a) Reports to the Lodge Vice Chief (Service)
- (b) Provide all food service required for Lodge weekends
- (c) Develop standardized menu for Lodge weekends with appropriate consideration for religious and medical dietary needs
- (d) Makes water available to all candidates and members working on service projects
- (e) Keep an opening and closing inventory of food for all Lodge weekends, reordering as necessary, and submitting orders and inventories to the Lodge Treasurer
- (f) Assist the Ordealmaster in planning the menu for candidates, and if necessary, members
- (g) Secure appropriate cooking equipment, food, and supplies for the weekend
- (h) Prepare and serve food as appropriate; and
- (i) Help manage any special dietary needs or allergies candidates or members may have.

3) Health & Safety Committee

- (a) Reports to the Lodge Vice Chief (Service)
- (b) Responsible for the health and safety of all Arrowmen and candidates on Lodge weekends
- (c) Works with Membership Committee to collect BSA Annual Health & Medical Records at check-in during Lodge weekends
- (d) Retains BSA Annual Health & Medical Records of active members for one year
- (e) Follows National and Council health and safety procedures in regard to healthcare and medication.
- (f) Oversees and treats any and all injuries capable of being treated in camp according to one's training and experience and contacts emergency services as needed
- (g) Has trained and experienced personnel at each and every Lodge function who can provide first aid and the necessary equipment to complete first aid in accordance with the Lodge and Council Emergency Plan
- (h) Is adequately trained in basic first aid skills and other applicable skills as circumstances require
- (i) Ensures that at least one person is continuously "on call" for the duration of the event at a known and centrally accessible location
- (j) Logs any treatment provided in accordance with relevant BSA policies, local laws, and regulations
- (k) Contacts emergency medical services if necessary

4) Physical Arrangements Committee

- (a) Reports to the Lodge Vice Chief (Service)
- (b) Maintains, prepares, and takes down Pre-Ordeal Ceremony site
- (c) Maintains, prepares, and takes down Ordeal, Brotherhood, and Vigil Ceremony sites
- (d) Maintains equipment and props as necessary.
- (e) Performs other duties as requested.

D) Program

1) Camping Promotion Committee

- (a) Reports to the Lodge Vice Chief (Program)
- (b) Develops plans for camping promotion in consultation with the council camping committee;
- (c) Develops promotion helps such as "Where to Go Camping" booklets, visual aids, color slides, and movies or videos of camping activities.
- (d) The council camping committee representative to the executive committee usually serves as the camping promotion committee adviser.

2) Historic Trails Committee

- (a) Reports to the Lodge Vice Chief (Program)
- (b) Promotes Del-Mar-Va Council's historic trails programs and historic awards
- (c) Provides information on these trails and awards to the Camping Promotion Committee for inclusion in its "Where to Go Camping" guide.
- (d) Plans for crews to maintain these trails

3) Special Opportunities Committee

- (a) Reports to the Lodge Vice Chief (Program).
- (b) Promotes and coordinates Lodge participation in annual Section Conclave.
- (c) Promotes and coordinates Lodge participation in National Order of the Arrow Conferences.
- (d) Promotes and coordinates Lodge participation in other section, region, and national programs, activities, and events.

E) Secretary

1) Communications Committee (Nendawen Editor in Chief)

- (a) Reports to the Lodge Secretary.
- (b) Prepares lodge newsletters, develops and maintains lodge Web sites, organizes and operates the network of OA troop/team representatives to keep units informed, and promotes participation in OA events and activities

2) Membership Committee

Checks on inactive members and maintains membership records, sends out letters each year to identify active members and checks address changes, and sends letters to Ordeal members eligible for Brotherhood membership.

- (a) Reports to the Lodge Secretary.
- (b) Greets each candidate or other attendee in a cheerful manner
- (c) Checks in each candidate and verify that registration and payment have been properly submitted
- (d) Verifies that medical forms have been filled in as appropriate
- (e) Presents the Ordealmaster with a complete list of all attending candidates and members
- (f) Maintains a record of which candidates are assigned to each clan
- (g) Provides each Elangomat with a roster of the candidates in his clan

F) Treasurer

1) Finance Committee

Draws up an annual budget based on administrative and program needs, obtains information from the council service center and issues regular finance reports and is responsible for the financial status of the lodge.

2) Trading Post Committee

- (a) Reports to the Lodge Treasurer.
- (b) Conducts the sale of Lodge and Order of the Arrow items at all Lodge events.
- (c) Suggests new items to be sold at the OA Trading Post
- (d) Maintains inventory of all Lodge and Order of the Arrow merchandise.

G) Ad Hoc Committees

Appointed by Lodge Chief on a temporary basis to carry out specific assignments

1) Lodge Banquet Committee

- (a) Responsible for planning and organizing the Lodge Banquet
- (b) Establishes cost, date, time, and location of the annual Lodge Banquet
- (c) Secures necessary items for the success fo the banquet, including banquet hall or other suitable location, caterers, and miscellaneous items
- (d) Promotes attendance of the Lodge Banquet

2) Lodge Rule Revisions

The following roles are not currently utilized by Nentego Lodge but are included here for reference:

Lodge Adult Selection Committee

Reports to the Lodge Vice Chief (Inductions)

The lodge adult selection committee is an ad hoc committee responsible for reviewing the recommendations for adult membership received from the troop and team committees and for adults serving in council and district positions. After careful review, this committee selects, with Scout executive approval, those adults who are qualified to be candidates for induction. (GTI2012)

The lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser serve as the lodge adult selection committee. The committee reviews the recommendations for adult membership received from the troop and team committees and for adults serving in council and district positions. Those recommended adults that meet the membership requirements for adult unit leaders and council and district adult leaders may be nominated to the Scout executive by the lodge adult selection committee. With the approval of the Scout executive, who serves as Supreme Chief of the Fire, those adults will become candidates for induction.

To ensure that the committee has time to act, the lodge adviser may set a minimum period by which all elections must be held before each call-out or Ordeal. Those deadlines should be emphasized in the materials that are provided to chapters and units.. Some lodge adult selection committees may want chapter advisers to review nominations before the committee acts. Adults should not be entered into the lodge records as candidates until after the lodge adult selection committee nominates and the Scout executive approves them. Call-out teams need to be provided with the names of approved adults so that they do not call out adults whose nominations were not approved by the committee or Scout executive.

Order of the Arrow Troop/Team Representative Committee.

Reports to the Lodge Vice Chief (Inductions)

The OA troop/team representative committee's main duty is to establish a strong communications link with each of the OA troop/team representatives. OA troop/team representatives play an important role throughout the induction process. One of the key roles of the OA troop/team representative is to serve as a communications link between his unit and the lodge/chapter. If the OA troop/team representative has the information they need, they can ensure that his unit is well-informed about the various activities in the induction process. Each OA troop/team representative should coach new Ordeal members in the fulfillment of their Obligation, be of service to the youngest Scouts in the troop or team, and advance in his own progress toward obtaining Brotherhood membership. They can maintain excitement in the unit and ensure its members' participation in the activities of the Order of the Arrow. The OA troop/team representative also provides valuable feedback to the lodge and chapter about the needs of his troop or team and its OA members. (GTI2012)

The OA troop/team representative committee should play an important part in the unit elections process. The committee is an excellent source of manpower to help conduct unit elections. The committee should provide OA troop/team representatives contact information to the unit elections committee. The use of email is an excellent way to communicate with the OA troop/team representatives. The committee should also provide the following support:

Contact each OA troop/team representative at the start of the unit elections season and ask him to encourage his unit leader to schedule an election and to review the elections procedures.

Follow up with the OA troop/team representatives from units that have not yet scheduled an election.

Send the OA troop/team representatives information on the date, time, and location of all upcoming call-out and Ordeal weekends. Have them promote and encourage the newly elected candidates and OA members in his unit to attend.

Unit Elections Committee

Reports to the Lodge Vice Chief (Inductions)

The unit elections committee is responsible for ensuring that the lodge conducts a unit election in every troop and team in the council that desires one and that the teams conducting the elections are well trained and in proper uniform when conducting the elections. (GTI2012)

Sends out information to the unit leader regarding membership election procedures, organizes and trains election teams, schedules visits of election teams to units, and records the results of elections. Develop call-out ceremonies for use by the lodge/chapter and conduct when and where needed.

Reviews the previous unit elections committee's evaluation and decides how to make improvements.

Sets a time period for elections, beginning with determining the time of the year when unit elections will be held. The dates must be set well in advance of the start of the election period so that units and lodge/chapter committees can properly plan. Factors to be considered when setting the time period include the dates of Ordeals and other chapter, lodge, district, and council Scouting events, the school calendar, and holidays. A long election period requires maintaining teams over several months which some chapters and lodges may find difficult. However, a short election period requires the elections teams to do more elections in a shorter period thus increasing the burden on the teams and requiring more teams.

Informs units well in advance of the election period by sending a letter announcing unit elections to the troop or team leader and a copy to the OA troop/team representative. (Refer to the Sample Letter Announcing Unit Elections resource.) The letter should set out the time of the year when elections will be held, describe the purpose of the elections, provide the elections rules and procedures, and outline the membership requirements for youth and adults. The letter should advise unit leaders how they can schedule an election and include an Adult Leader Recommendation Form. (Refer to the Adult Candidate Nomination Form resource.)

Organizes and trains unit elections teams through recruitment, training, and motivation. Serving on a unit elections team is an excellent way to give a young Arrowman the opportunity to assume a position of responsibility and leadership. The unit elections committee should pay special attention to the Order of the Arrow members who are participating in unit elections for the first time and ensure that the training is well-organized and fun. Food or refreshments could be provided and a game could be played during training sessions. (Refer to the sample Unit Elections Ceremony and Unit Elections Team Training resources.)

Recruits and trains extra team members so that enough team members will be available to handle the elections when the units request them. At any given election, some of the team members may be unable to participate because of other activities.

Offers team members the opportunity to provide feedback to the unit elections committee on the quality of support they received and uses this information to improve unit elections the following year.

Sets up a system to contact every troop and team leader in the council and schedule a unit election for all troops and teams desiring one. If a unit has eligible Scouts but does not desire to have an election, the unit elections committee should contact the unit leader and attempt to discover how the OA can better serve this unit. If the unit leader receives better service and support from the Order in the future, the unit leader may be more receptive to having unit elections the following year.

Contacts the various elections teams well in advance to schedule elections. Works hard to avoid situations where an Arrowman is called to help with an election at the last minute and limits the number of elections each team member is expected to conduct.

Conducts all unit elections at troop or team meetings. The reason for this is participation: more Scouts attend meetings than summer camp and not all units go to council summer camps. This means more Scouts have the opportunity to vote and there is a greater chance that all those eligible will be present.

Prepares a handout about upcoming Ordeal weekends that the unit elections teams can leave with unit leaders, OA troop/team representatives, and newly elected candidates (after they have been called out). This handout should give the dates, times, locations, and contact information for all upcoming Ordeals.

Sets up a system for quickly and reliably transmitting the unit elections results which are recorded on the Unit Elections Report Form (Refer to the Unit Elections Report resource.) to the appropriate lodge/chapter officers. Many chapters/lodges use email and then mail a backup copy to ensure that the information is received. Information on candidates should be entered in the lodge records as soon as possible after the election with "Candidate" entered where the membership level is recorded.

Sets up a system to transmit adult recommendations to the lodge adult selection committee and communicates the committee's decisions back to the lodge/chapter and units. Adults may not be called out until the lodge adult selection committee approves them. Maintain the confidentiality of adult recommendations and the actions of the lodge adult selection committee.

Provides information on youth and adult candidates to:

- The call-out teams. The names of adults to be called out should be received from the lodge adult selection committee.
- The lodge chief, chapter chiefs, lodge/chapter secretaries, and their advisers. A list of the candidates' names, unit numbers, email addresses, home addresses, and telephone numbers so that they can encourage candidates' attendance at the Ordeal.
- The Ordeal committee
- The OA troop/team representatives

Prepares a written elections evaluation report after the completion of all unit elections.

Activities Committee

Reports to the Lodge Vice Chief (Program)

Develops plans for two or three membership meeting activities for the lodge each year and is responsible for carrying them out.

Leadership Development Committee

Reports to the Lodge Vice Chief (Program)

Plans an annual conference to build members' leadership and job-specific skills; coordinates continued leadership training throughout the year based on current lodge needs.

Lodge Officer Nominations Committee (Ad Hoc committee reporting to the Lodge Chief)