

WQ23 Lodge Chief

The Lodge Chief is responsible for recruiting, managing, and empowering the Lodge Executive Committee to carry out the goals of the Order of the Arrow and Wenasa Quenhotan Lodge.

Qualifications: At least one year of service on the LEC, Brotherhood, under 21

Reports to: Lodge Advisor, Council Representative

Term: One year, from Spring Fellowship to Spring Fellowship

Elected by: General youth membership

Responsibilities:

- ❖ Recruit and preside over the Lodge Executive Committee
- ❖ Manage the Lodge Vice Chiefs
- ❖ Manage the Chapter Chiefs
- ❖ With Lodge Advisor and Lodge Vice Chiefs, develop annual lodge goals
- ❖ Plan and execute an annual Lodge Leadership Development / Planning Conference
- ❖ Develop a multi-year lodge growth plan
- ❖ Present a Lodge Annual Report at the annual Winter Banquet
- ❖ Promote Lodge Performance Measurement Program (PMP) benchmarks
- ❖ Serve as a lodge representative on the Section Council of Chiefs

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- Section Council of Chiefs
- ISR Family Night Call-Outs

WQ 23 Lodge Vice Chief of Program

The Lodge Vice Chief of Program is responsible for ensuring that all Wenasa Quenhotan lodge events are planned and executed to offer service opportunities, fun, and fellowship for all lodge members.

Qualifications: At least one year of service on the LEC, under 21

Reports to: Lodge Chief

Term: One year, from Spring Fellowship to Spring Fellowship

Elected by: General youth membership

Responsibilities:

- ❖ Collaborate with Lodge Chief and Adult Program Advisor to recruit youth leaders
- ❖ Manage, support, and encourage Program Chair, Inductions Chair, Recognition Chair, Youth Quartermaster, Ceremonies Chair, Drum and Dance, and their respective adult advisors.
- ❖ Oversee planning of Winter Banquet, Spring Fellowship, Fall Fellowship, and other Lodge events.

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- Section Council of Chiefs
- ISR Family Night Call-Outs

WQ 23 Lodge Vice Chief of Communication

The Lodge Vice Chief of Communication is responsible for managing all communication channels to the Wenasa Quenhotan lodge membership.

Qualifications: At least one year of service on the LEC, under 21

Reports to: Lodge Chief

Term: One year, from Spring Fellowship to Spring Fellowship

Elected by: General youth membership

Responsibilities:

- ❖ Collaborate with Lodge Chief to recruit youth leaders
- ❖ Manage, support, and encourage Publications (The Arrow) Editor, Youth Webmaster, Youth Social Media Coordinator, Camp Promotions Chair, Patch Chair, and their respective adult advisors
- ❖ Promote all relevant Lodge, Section, and national OA events and activities
- ❖ Manage Lodge social media accounts
- ❖ Collect, store, and distribute photos and videos of Lodge events and activities
- ❖ Oversee production of continuous communication
- ❖ Manage camp promotion activities (online, camperships, Where to Go Camping)
- ❖ Manage Lodge communication technology, including WordPress (website) and Lodgemaster (email)

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- Section Council of Chiefs
- ISR Family Night Call-Outs

WQ 23 Lodge Vice Chief of Administration

The Lodge Vice Chief of Administration is responsible for keeping membership records, maintaining Lodge finances, handling internal LEC affairs, and documenting decisions of the Lodge Executive Committee.

Qualifications: At least one year of service on the LEC, under 21

Reports to: Lodge Chief

Term: One year, from Spring Fellowship to Spring Fellowship

Elected by: General youth membership

Responsibilities:

- ❖ Manage, support, and encourage Lodge Secretary, Treasurer, Trading Post Manager, Membership Chair, and their respective adult advisors.
- ❖ Manage Lodge finances, including annual budgeting and monthly reports
- ❖ Develop event budgets and post-event financial reports
- ❖ Help maintain membership records in OA Lodgemaster
- ❖ Develop forms and processes for event registration, dues payment, and other revenue-generating activities
- ❖ Support management of Lodge Trading Post
- ❖ Track and maintain lodge assets (regalia, teepees, ceremonial equipment)
- ❖ Maintain and publish minutes of LEC meetings

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- Section Council of Chiefs
- ISR Family Night Call-Outs

WQ 23 Chapter Chief

Lodge Chapter Chiefs (one for each of four chapters) are responsible for conducting unit elections, regularly communicating with members within their chapter, planning chapter activities/meetings, and keeping the OA involved in the Districts.

Qualifications: Member under 21

Reports to: Lodge Chief

Term: One year, from Spring Fellowship to Spring Fellowship

Elected by: Chapter members, or appointed by Lodge Chief if no candidates run

Responsibilities:

- ❖ Maintain accurate lists of lodge members within the chapter
- ❖ Plan and lead regular chapter meetings
- ❖ Maintain contact with unit leaders within the chapter
- ❖ Recruit and assure training of election teams
- ❖ Conduct elections as requested by unit leaders
- ❖ Communicate information about lodge, section, and national events and activities to chapter members
- ❖ Plan chapter activities and service projects
- ❖ Promote the OA at the chapter (district) level

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Secretary

The Lodge Secretary is responsible for keeping records and minutes of all Lodge Executive Committee meetings, archiving minutes, and assuring that LEC meetings are conducted according to Roberts Rules of Order.

Qualifications: Member under 21

Reports to: Vice Chief of Administration

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Administration and Lodge Advisor

Responsibilities:

- ❖ Attend LEC meetings and take notes of proceedings
- ❖ Understand, use, and educate others on Robert's Rules of Order for LEC meetings
- ❖ Prepare minutes for LEC meetings and make them available to the LEC and general membership

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Finance Chair

The Lodge Finance Chair is responsible for maintaining, recording, and reporting on our Lodge finances.

Qualifications: Member under 21

Reports to: Vice Chief of Administration

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Administration and Lodge Advisor

Responsibilities:

- ❖ Provide a current financial report at each LEC meeting
- ❖ Keep accurate records of financial transactions in the Lodgemaster Finance Module
- ❖ Work with the Vice Chiefs of Administration and Program on event budgets
- ❖ Works with the Vice Chief of Administration, Lodge Chief, Adviser, and others as needed to create an annual budget

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Membership Chair

The Lodge Membership Chair maintains accurate records of our membership and performance reports, and manages the collection and distribution of membership data.

Qualifications: Member under 21

Reports to: Vice Chief of Administration

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Vice Chief of Administration in consultation with the Lodge Chief and Lodge Advisor

Responsibilities:

- ❖ Report on membership status at LEC meetings
- ❖ Maintain accurate records of membership data and contact info in Lodgemaster
- ❖ Assist with registration at lodge events

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Elections Chair

The Lodge Elections Chair is responsible for management and training related to annual lodge elections.

Qualifications: Member under 21

Reports to: Vice Chief of Administration

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Vice Chief of Administration in consultation with the Lodge Chief and Lodge Advisor

Responsibilities:

- ❖ Report on election status at LEC meetings
- ❖ Be familiar with the Guide to Lodge Elections
- ❖ Work with Chapter Chiefs to establish election dates and communicate those dates to every eligible unit in the council, including those who have not had elections in the past
- ❖ Create or help maintain documents outlining election procedures and processes
- ❖ Work with Chapter Chiefs to grain election teams
- ❖ Conduct training for all interested LEC members
- ❖ Monitor and report on election progress
- ❖ Set goals and benchmarks through the election process

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Training Chair

The Lodge Training Chair is responsible for coordinating the training needs of the Lodge.

Qualifications: Member under 21

Reports to: Vice Chief of Administration

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Vice Chief of Administration in consultation with the Lodge Chief and Lodge Advisor

Responsibilities:

- ❖ Report on training opportunities at LEC meetings
- ❖ Conduct the New Member Orientation following Ordeal at Fellowships
- ❖ Promote national training opportunities such as National Leadership Seminar (NLS) and Developing Youth Leaders Conference (DYLC)
- ❖ Help plan and promote Lodge Leadership Development (LLD) conference
- ❖ Plan and present training opportunities at lodge events

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Trading Post Chair

The Lodge Trading Post Chair is responsible for researching, pricing, purchasing, selling, and storing lodge merchandise and general inventory items.

Qualifications: Member under 21

Reports to: Vice Chief of Administration

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Administration and Lodge Advisor

Responsibilities:

- ❖ Report the status of the Trading Post at LEC Meetings
- ❖ Design and create Lodge merchandise to be sold at Lodge events
- ❖ Consult with the Lodge Chief and Adviser on the selling price of lodge merchandise
- ❖ Run the Lodge trading post at events and recruit helpers
- ❖ Inventory and store unsold merchandise
- ❖ Consult with the Council to get OA merchandise sold at Summer Camp
- ❖ Manage the online Lodge trading post

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Events Chair

The Lodge Events Chair works with the Vice Chief of Program on the scheduling, logistics, and program planning of our events.

Qualifications: Member under 21

Reports to: Vice Chief of Program

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Program and Lodge Advisor

Responsibilities:

- ❖ Report upcoming event schedules and program details to the LEC
- ❖ Create and communicate all event schedules
- ❖ Work on all event logistics and staff recruitment
- ❖ Plan new and innovative event programs and activities geared towards youth
- ❖ Update and coordinate printing of event guidebook or schedule
- ❖ Work with the ISR Rangers on coordinating Fellowship service projects
- ❖ Work with the VC of Program on handling the invitations of special and section guests
- ❖ Help secure a keynote speaker for Winter Banquet

Activities

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Ceremonies Chair

The Lodge Ceremonies Chair handles all aspects of our ceremonies including practices, regalia creation and preservation, ceremonialist recruiting, and ceremony set-up.

Qualifications: Member under 21

Reports to: Vice Chief of Program

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Program and Lodge Advisor

Responsibilities:

- ❖ Report the status of ceremony planning and activities at LEC meetings
- ❖ Hold regular ceremonies practices
- ❖ Inventory and maintain all ceremonies regalia
- ❖ Fix, replace, or update regalia as needed
- ❖ Recruit a ceremonies team for a term year
- ❖ Set-up ceremony sites at Fellowships and summer camp
- ❖ Recruit a volunteer for the Brotherhood Hike at Fellowships and summer camp
- ❖ Lead the WQ ceremonies team in ceremonies competitions
- ❖ Understand all rules and procedures regarding ceremonies to ensure they are conducted safely and up to date

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Drum and Dance Chair

The Lodge Drum and Dance Chair is responsible for recruiting, training, and equipment handling of our dance and drumming activities.

Qualifications: Member under 21

Reports to: Vice Chief of Program

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Program and Lodge Advisor

Responsibilities:

- ❖ Report the status of drum and dance at LEC meetings
- ❖ Recruit and train drummers and dancers for ISR call-outs, Fellowship ceremonies, competitions, and other Fellowship activities as requested
- ❖ Maintain and store our Lodge's drumming and dancing equipment
- ❖ Repair drumming and dancing equipment as needed
- ❖ Understand drumming traditions and procedures to ensure they are carried out
- ❖ Plan and coordinate Pow-wows or other AIA-related (American Indian Activities) activities at lodge events as requested by the Vice Chief of Program

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Inductions Chair

The Lodge Inductions Chair plans, recruits staff, and carries out all induction events put on by our lodge held to the standards of the Guide to Inductions.

Qualifications: Member under 21

Reports to: Vice Chief of Program

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Program and Lodge Advisor

Responsibilities:

- ❖ Report the status of inductions at LEC meetings
- ❖ Understand the National standards for the induction process
- ❖ Maintain and update the inventory of all induction materials
- ❖ Recruit and train elangomats for Ordeal inductions
- ❖ Read and understand the WQ Inductions binder to ensure safe and meaningful ordeals
- ❖ Carry out the scheduling, logistics, and planning of all induction portions of lodge events

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Recognitions/Vigil Chair

The Lodge Recognitions/Vigil Chair is responsible for the promotion, collection of nominations, and selection for the Lodge Service and Founder's Awards and Vigil Honor.

Qualifications: Member under 21

Reports to: Vice Chief of Program

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Program and Lodge Advisor

Responsibilities:

- ❖ Report the status of recognitions and Vigil affairs at LEC meetings
- ❖ Establish the Vigil Committee to be held at Spring Fellowship
- ❖ Establish the Awards Committee to be held at Fall Fellowship
- ❖ Understand the requirements for the Founders Award and Lodge Service Award
- ❖ Understand the requirements for the Vigil Honor
- ❖ Update as needed and distribute the award/vigil nomination forms
- ❖ Work with the Vice Chief for Communications and others to promote submission of nominations for service awards and Vigil.
- ❖ Acquire the Lodge Service and Founder's awards to be handed out at Winter Banquet
- ❖ Acquire arrows or other item to present to Vigil candidates at call-out
- ❖ Organize volunteers to present the awards to the recipients
- ❖ Coordinate all Vigil program elements at Fall Fellowship

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Quartermaster

The Lodge Quartermaster is responsible for the menu, cooking, cleaning, dining hall upkeep, and sustainability efforts of our lodge events.

Qualifications: Member under 21

Reports to: Vice Chief of Program

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Program and Lodge Advisor

Responsibilities:

- ❖ Report upcoming event menus and sustainability efforts at LEC Meetings
- ❖ Organize a menu for all lodge events within the given budget
- ❖ Recruit necessary kitchen support staff for Fellowships and Winter Banquet
- ❖ Update and uphold our lodge's sustainability efforts and work to best reduce our food waste
- ❖ Set-up a dishwashing station at Fellowships for mess kits

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Publications Chair

The Lodge Publications Chair works with the Vice Chief of Communication on writing, coordinating, distributing, and improving The Arrow, lodge e-newsletters, save-the-dates, after-ordeal letters, and other publications as needed.

Qualifications: Member under 21

Reports to: Vice Chief of Communication

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Communication and Lodge Advisor

Responsibilities:

- ❖ Report the status of upcoming lodge publications at LEC meetings
- ❖ Establish what articles/topics will be in The Arrow and e-newsletters
- ❖ Recruit writers and help write all forms of publications
- ❖ Establish back-dater plans for our communications to ensure they are sent in a timely manner
- ❖ Write (or work with others to write) save-the-dates, promo letters, after-ordeal letters, and whatever other publications are assigned by the Vice Chief of Communication
- ❖ Organize pre-mailing preparation of printed newsletters and other mass communication with members
- ❖ Coordinate the securing of mailing lists/labels or email addresses

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Webmaster

The Lodge Webmaster is in charge of keeping our website accurate and updated with event details, lodge opportunities, policies, and national OA news.

Qualifications: Member under 21

Reports to: Vice Chief of Communication

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Communication and Lodge Advisor

Responsibilities:

- ❖ Report the status of our website at LEC meetings
- ❖ Update our website banners with graphics of upcoming events and opportunities
- ❖ Update our lodge's website calendar
- ❖ Ensure that all website articles are up to date and accurate
- ❖ Ensure that the homepage headers are accurate, relevant, and not outdated
- ❖ Check to ensure that all website links work
- ❖ Update LEC meeting minutes to the website
- ❖ Ensure that all resources and forms are current and working
- ❖ Ensure that upcoming events, lodge opportunities, and national OA news gets put on our website and is easily accessible

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Social Media Chair

The Lodge Social Media Chair handles our lodge’s social media presence on Facebook, Instagram, Twitter, and Snapchat.

Qualifications: Member under 21

Reports to: Vice Chief of Communication

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Communication and Lodge Advisor

Responsibilities:

- ❖ Report the status of our social media at LEC meetings
- ❖ Understand and study the changing trends of social media and the different platforms to keep our presence as innovative as possible
- ❖ Post updates, registration links, “evergreen content,” information, and statements from our lodge to all of our social media platforms
- ❖ Schedule at least two to three posts a week
- ❖ Create graphics and photos to post to our social media
- ❖ Create social media “events” for all of our upcoming events
- ❖ Oversee initiatives to increase our follower/page like counts
- ❖ Oversee all social media giveaways and promotions

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Patch Promotions Chair

The Lodge Patch Promotions Chair ensures the creation of patches for all of our events and various fundraisers, as well as promoting the purpose and meaning of them.

Qualifications: Member under 21

Reports to: Vice Chief of Communication

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Communication and Lodge Advisor

Responsibilities:

- ❖ Report on upcoming patches and sets at LEC meetings
- ❖ Create a patch set for Winter Banquet, Fall Fellowship, and Spring Fellowship that follows BSA/OA Guidelines
- ❖ Create fundraising and participant patches for NOAC and National Jamboree
- ❖ Create or update the patches for LLD, Summer Ordeal, Camp Participation Award, and other misc. OA functions
- ❖ Create fundraiser patches for various lodge funds and promote the purpose
- ❖ Work with patch company to approve proofs and assure on-time shipment of finished patches
- ❖ Ensure the LEC knows where the profits from patch sales will go

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs

WQ 23 Camp Promotions Chair

The Lodge Camp Promotions Chair is responsible for our Camper Scholarship, the promotion of council and district camping events, Cub Scout camping, the Where to Go Camping Book, and camping principles at OA events.

Qualifications: Member under 21

Reports to: Vice Chief of Communication

Term: One year, from Spring Fellowship to Spring Fellowship

Appointed by: Lodge Chief in consultation with Vice Chief of Communication and Lodge Advisor

Responsibilities:

- ❖ Report the status of camp promotions and the camper scholarship at LEC meetings
- ❖ Consult with our Staff Adviser on current council/district camping events and discuss ways the OA can help staff/promote them
- ❖ Work with the communications team on promoting summer camp, the Where to Go Camping Book, and council/ camping opportunities
- ❖ Promote Order of the Arrow High Adventure by consulting with National for the brochures, providing activities at Fellowships as requested, and making promotion graphics and resources for the program
- ❖ Promote good camping habits and conservation techniques at OA events and be familiar with Leave No Trace Principles
- ❖ Update Where to Go Camping booklet at least annually

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development /Planning Conference
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- ISR Family Night Call-Outs