

Officer Restructure Outline

❖ Lodge Chief

➤ Lodge Vice Chief

- Events Chair
 - Ceremonies Chair
 - Cultures Chair
 - Inductions Chair
 - Awards & Recognition Chair (includes vigil)
 - Quartermaster Chair
 - Summer Camp Coordinator
 - (8)
-

➤ Lodge Treasurer

- Scribe
 - Finance Chair
 - Membership Chair
 - Training Chair
 - Elections
 - Trading Post Chair
 - Parliamentarian
 - (7)
-

➤ Lodge Secretary

- Publications Chair
 - Webmaster
 - Social Media Chair
 - Patch & Logo Chair
 - National Events Chair
 - Photographer
 - Camp Promotions
 - (7)
-

➤ Immediate Past Lodge Chief

➤ Chapter Chiefs (4)

- Lowaneu
- Wotamalo
- Heartland
- Crossroads

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 **Fall** Fellowship to **Fall** Fellowship

Elected by: General youth membership

Responsibilities:

- ❖ Recruit and preside over the Lodge Executive Committee
- ❖ Manage the Lodge **Officers and Chairs**
- ❖ Manage the Chapter Chiefs
- ❖ With Lodge Advisor and Lodge **Officers**, 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
- National Order of the Arrow Conference**
- National Leadership Seminar**

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 ~~Events Chair, Ceremonies Chair, Cultures Chair, Inductions Chair, Awards & Recognition Chair, Quartermaster Chair, Summer Camp Coordinator, Vigil Chair~~, and their respective adult Advisors.
- ❖ Oversee planning of Winter Banquet, Spring Fellowship, Fall Fellowship, ~~Lodge Leadership Development~~, 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 Communications~~ Secretary

The Lodge **Secretary** 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 **Fall** Fellowship to **Fall** Fellowship

Elected by: General youth membership

Responsibilities:

- ❖ Collaborate with Lodge Chief to recruit youth leaders
- ❖ Manage, support, and encourage **Publications Chair, Webmaster, Social Media Chair, Patch & Logo Chair, National Events Chair, Photographer, Camp Promotions**, and their respective adult advisors
- ❖ Promote all relevant **Chapter, Lodge, Section, Regional,** 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~~ Treasurer

The Lodge **Treasurer** 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 **Fall** Fellowship to **Fall** Fellowship

Elected by: General youth membership

Responsibilities:

- ❖ Manage, support, and encourage **Scribe, Elections Chair, Finance Chair, Membership Chair, Training Chair, Trading Post Chair, Parliamentarian**, 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 **in the absence of a Scribe**

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 **Fall** Fellowship to **Fall** 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
- ❖ **Be familiar with the Chapter Operations Guide**

Activities:

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

WQ 23 Immediate Past Lodge Chief

The Immediate Past Lodge Chief shall serve as an advisory role to the current Lodge Chief and the LEC.

Qualifications: Most recent Lodge Chief not currently serving as Lodge Chief

Reports to: Lodge Chief

Term: One year, from Fall Fellowship to Fall Fellowship

Assumes role by default: Unless the Immediate Past Lodge Chief is elected to serve as a Section Chief or National Officer. It will then be the arrowman who has most recently served as Lodge Chief.

Responsibilities:

- ❖ Serve in an advisory role to the Lodge Chief and the LEC
- ❖ Will be eligible to vote on lodge business if (and only if) still under the age of 21
- ❖ Keep constant communication with the Lodge Chief and Advisor

Activities:

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

WQ 23 ~~Secretary-Scribe~~

The Lodge ~~Secretary-Scribe~~ is responsible for keeping records and minutes of all Lodge Executive Committee meetings, archiving minutes, and assuring that LEC meetings are conducted according to Robert's Rules of Order.

Qualifications: Member under 21

Reports to: ~~Vice-Chief of Administration~~ Treasurer

Term: One year, from Fall Fellowship to Fall Fellowship

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

Responsibilities:

- ❖ Attend LEC meetings and take notes of proceedings
- ❖ Understand, use, and educate others on Robert's Rules of Order and ~~Parliamentary Procedure~~ 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~~ Lodge Treasurer

Term: One year, from Fall Fellowship to Fall Fellowship

Appointed by: Lodge Chief in consultation with ~~Vice Chief of Administration~~ Lodge Treasurer 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 Chief of Administration~~ Lodge Chief and ~~Program Vice Chief~~ on event budgets
- ❖ Works with the ~~Vice Chief of Administration~~ Lodge Treasurer , 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~~ Lodge Treasurer

Term: One year, from Fall Fellowship to Fall Fellowship

Appointed by: ~~Vice Chief of Administration~~ Lodge Chief in consultation with the Lodge Chief
Lodge Treasurer 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-OA unit~~ Elections.

Qualifications: Member under 21

Reports to: ~~Vice Chief of Administration~~ Lodge Treasurer

Term: One year, from Fall Fellowship to Fall Fellowship

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

Responsibilities:

- ❖ Report on election status at LEC meetings
- ❖ Be familiar with the ~~Guide to Lodge Elections~~ Unit Elections Handbook
- ❖ 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 ~~and/~~ or help maintain documents outlining election procedures and processes
- ❖ Work with Chapter Chiefs to ~~grain-train~~ 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~~ Lodge Treasurer

Term: One year, from Fall Fellowship to Fall Fellowship

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

Responsibilities:

- ❖ Report on training opportunities at LEC meetings
- ❖ Conduct the New Member Orientation following Ordeal at Fellowships
- ❖ **Alongside the National Events Chair** 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~~ Lodge Treasurer

Term: One year, from Fall Fellowship to Fall Fellowship

Appointed by: Lodge Chief in consultation with ~~Vice Chief of Administration~~ Lodge Treasurer 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 **Treasurer**, 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 Parliamentarian

The Lodge Parliamentarian will ensure the LEC and all Lodge decisions, activities, and events are in accordance with all BSA, OA, and Lodge guidelines and policies.

Qualifications: Member under 21

Reports to: Lodge Treasurer

Term: One year, from Fall Fellowship to Fall Fellowship

Appointed by: Lodge Chief in consultation with Lodge Treasurer and Lodge Advisor

Responsibilities:

- ❖ Report on the lodge on any updates to BSA or OA policies that will impact the lodge operations
- ❖ Update or create amendments to the Lodge Bylaws and Standing Rules as needed
- ❖ Educate the LEC on and ensure they follow Robert's Rules of Order and Parliamentary Procedure during all LEC meetings
- ❖ Ensure all Lodge decisions, activities, and events are in accordance with all BSA, OA, and lodge guidelines and policies

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development
- 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 Fall Fellowship to Fall 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~~ Vice Chief 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 Fall Fellowship to Fall 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~~ each ceremony
- ❖ 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~~ Cultures Chair

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

Qualifications: Member under 21

Reports to: Vice Chief ~~of Program~~

Term: One year, from Fall Fellowship to Fall Fellowship

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

Responsibilities:

- ❖ Report the status of ~~drum and dance culture implementations~~ at LEC meetings
- ❖ Recruit and train drummers, flute players, and dancers, and other cultural roles for ISR call-outs, Fellowship ceremonies, competitions, and other Fellowship activities as requested
- ❖ Maintain and store our Lodge's ~~drumming and dancing cultural~~ equipment
- ❖ Repair ~~drumming and dancing cultural~~ 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 ~~Fall~~ Fellowship to ~~Fall~~ 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 ~~and the Inductions Handbook~~ 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 Awards and Recognition Chair~~

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

Qualifications: Member under 21

Reports to: Vice Chief ~~of Program~~

Term: One year, from ~~Fall Fellowship to Fall 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/ recommendation forms~~
- ❖ Work with the Vice Chief for Communications and others to promote submission of ~~nominations-recommendations for-service awards and Vigil-Lodge awards~~
- ❖ Acquire the Lodge Service, ~~and Founder's awards, and other Lodge 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 Vigil Chair

The Lodge Vigil Chair is responsible for the promotion and collection of Vigil Honor recommendations and leading the Vigil selection committee. The Vigil Chair will also be responsible for coordinating all Vigil tap-outs and Vigil ceremonies.

Qualifications: Member under 21, Vigil member

Reports to: Vice Chief

Term: One year, from Fall Fellowship to Fall Fellowship

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

Responsibilities:

- ❖ Report the status of Vigil affairs at LEC meetings
- ❖ Establish the Vigil Committee to be held at Spring Fellowship
- ❖ Understand the requirements for the Vigil Honor
- ❖ Keep updated, distribute, and collect Vigil Recommendation Forms
- ❖ Coordinate all materials and people necessary for Vigil Call Outs before the Vigil Ceremony at Fall Fellowship
- ❖ Coordinate all Vigil program elements at Fall Fellowship and all other extenuating necessary ceremonies

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development
- 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 **Fall** Fellowship to **Fall** 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, **LLD**, 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 Summer Camp Coordinator

The Lodge Summer Camp Coordinator is responsible for communicating with the council, summer camp administration team, and the ISR ranger for organizing the Lodge's presence during the Scouts BSA summer residence program.

Qualifications: Member under 21, Summer Camp Staff Member for the upcoming year

Reports to: Vice Chief

Term: One year, from Fall Fellowship to Fall Fellowship

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

Responsibilities:

- ❖ Report the status of planning the Lodge's presence for the upcoming summer camp season
- ❖ Alongside the Ceremonies Chair, coordinate Ordeal Call Out ceremonies at ISR.
- ❖ Be a representative of the Lodge during Family night and the entirety of Summer Camp
- ❖ Organize any and all Lodge sponsored events during summer camp
- ❖ Promote the LEC and opportunities through the OA at summer camp via fliers, announcements, booths, etc
- ❖ At the conclusion of summer camp, report back to the lodge what went well and what obstacles were encountered along the way
- ❖ At the conclusion of summer camp begin planning for the next summer camp season

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development
- 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~~ **Lodge Secretary** 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~~ **Lodge Secretary**

Term: One year, from **Fall** Fellowship to **Fall** Fellowship

Appointed by: Lodge Chief in consultation with ~~Vice-Chief of Communication~~ **Lodge Secretary** 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~~ **Lodge Secretary**
- ❖ Organize pre-mailing preparation of printed newsletters and other mass communication with members
- ❖ Coordinate the securing of mailing lists/labels or email addresses
- ❖ **Be familiar with the Communications Toolkit**

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~~ Lodge Secretary

Term: One year, from Fall Fellowship to Fall Fellowship

Appointed by: Lodge Chief in consultation with ~~Vice Chief of Communication~~ Lodge Secretary 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
- ❖ **Be familiar with the Communications Toolkit**

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 ~~Snapehat~~ other social media platforms.

Qualifications: Member under 21

Reports to: ~~Vice Chief of Communication~~ Lodge Secretary

Term: One year, from Fall Fellowship to Fall Fellowship

Appointed by: Lodge Chief in consultation with ~~Vice Chief of Communication~~ Lodge Secretary 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
- ❖ **Be familiar with the Communications Toolkit**

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~~ and Logos Chair

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

Qualifications: Member under 21

Reports to: ~~Vice Chief of Communication~~ Lodge Secretary

Term: One year, from **Fall** Fellowship to **Fall** Fellowship

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

Responsibilities:

- ❖ Report on upcoming patches and sets at LEC meetings
- ❖ Create a patch set **and event logos** 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
- ❖ **Be familiar with the Communications Toolkit**
- ❖ **Create logos for merchandise in the trading post following BSA/OA Guidelines**

Activities:

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

WQ 23 National Events Chair

The Lodge National Events Chair is responsible for communicating with the Lodge on all upcoming and recent events and programs by levels of the OA greater than the Lodge; Section, Regional, and National.

Qualifications: Member under 21

Reports to: Lodge Secretary

Term: One year, from Fall Fellowship to Fall Fellowship

Appointed by: Lodge Chief in consultation with the Secretary and Lodge Advisor

Responsibilities:

- ❖ Report on upcoming and recent events and programs from the Section, Region, and National levels.
- ❖ Help Identify the youth contingent lead for the lodge's NOAC contingent
- ❖ Communicate with the communication team on opportunities beyond the lodge
- ❖ Will promote NOAC, NLS, DYLC, OAHA, National Jamboree, Section Conclave, and all other programs available to all arrowmen

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development
- Winter Banquet
- Spring Fellowship
- Fall Fellowship
- Section Conclave
- Section Council of Chiefs
- ISR Family Night Call-Outs
- National Order of the Arrow Conference
- National Leadership Seminar

WQ 23 Photographer

The Lodge Photographer is responsible for taking and editing photos during all Lodge events.

Qualifications: Member under 21

Reports to: Lodge Secretary

Term: One year, from Fall Fellowship to Fall Fellowship

Appointed by: Lodge Chief in consultation with the Lodge Secretary and Lodge Advisor

Responsibilities:

- ❖ Report on progress of editing, compiling, and distributing photos
- ❖ Take photos at all lodge events
- ❖ Make necessary edits to photos for better presentation/ quality
- ❖ Sort and distribute photos with the communication team for promotional content on any form of media

Activities:

- Monthly LEC Meetings
- Lodge Leadership Development
- 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~~ Lodge Secretary

Term: One year, from Fall Fellowship to Fall Fellowship

Appointed by: Lodge Chief in consultation with ~~Vice Chief of Communication~~ Lodge Secretary 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
- ❖ ~~Alongside the National Events Chair~~ 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