



WA-HI-NASA LODGE

ORDER OF THE ARROW

## **Petition to Run for a Lodge Office**

Serving as a lodge officer in the Order of the Arrow is a big commitment. The Wa-Hi-Nasa lodge has over 1,000 members in the Middle Tennessee Council and our lodge officers are the leadership that coordinates all lodge operations and lodge events, through overseeing chairmen and our lodge chapter program.

Most Arrowmen juggle several commitments such as school, sports and extracurricular activities. All lodge officers are expected to attend all major lodge events and to support their fellow officers and chairmen in accomplishing the program of the lodge. To ensure all candidates for lodge office fully understand the requirements and responsibilities of serving in a lodge position, our Lodge has developed a process to help make sure that expectations are clearly defined prior to election on Sunday morning of the Fall Fellowship.

The first step in this process is a general understanding of what the time commitments and basic expectations of a lodge officer. A general list of the responsibilities of each lodge officer is provided within this document to ensure the responsibilities of each officer are known. If further information is required, the candidate should discuss the responsibilities with one of the current officers of the lodge adviser.

Additionally, there is an Election Candidacy Agreement form (below) to be signed by the youth and also the parent/guardian of the youth. The purpose of this form is to allow the parent to see what is being asked of their youth, forming a partnership from the start with the parent/guardian to help the youth fulfill these expectations. When a youth decides that he wants to run for office at the Fall Fellowship but has not had a parent/guardian sign this form then the youth talks to the Lodge Adviser, then calls his parent/guardian and reads the form to them in the presence of the adviser. The adviser then talks to the parent/guardian to receive their verbal commitment.

The second step is a candidate interview with a small select panel of youth and adults discuss the exact responsibilities of the office that the youth is seeking to obtain. This meeting happens the day before the election and every youth running for an office is expected to attend an interview. This interview is not to say that a youth can run for the office or not but to make sure that he understands the details of what is expected of him and allow him to decide if his skill set matches the office.



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## General Lodge Officer Responsibilities

1. A lodge officer must be a registered member of the Boy Scouts of America in good standing.
2. A lodge officer must be a registered member of the Wa-Hi-Nasa Lodge in the year of their election and for the year of their term.
3. A lodge officer is expected to work with and support his fellow lodge officers to execute the program of the Wa-Hi-Nasa Lodge.
3. A lodge officer must attend all required lodge events and as many of the other lodge events as he can. Failure to meet this obligation is unfair to the other officers, affects the lodge program, and is grounds for termination from lodge office.
4. The general responsibility of each lodge officer is as follows:

- a. Lodge Chief

The Lodge Chief is responsible for the overall operation of the lodge. He sets goals and direction for the coming year, delegates responsibilities to the other lodge officers and special committees (Winter Camps and High Adventure Promotion), and works with the Lodge Adviser to effectively manage all operations of the Wa-Hi-Nasa Lodge. He chairs all Lodge Executive Committee and Council of Chiefs meetings. The Lodge Chief is also a voting member of the Middle Tennessee Council Executive Board and is expected to attend all meetings of the Executive Board representing the Wa-Hi-Nasa Lodge.

- b. Lodge Vice Chief of Chapter Operations

The Lodge Vice Chief of Chapter Operations is responsible for all lodge training and chapter operations. Working with his adviser he manages the following committees within the lodge: Order of the Arrow University, Chapter Divisions, and Chapter Operations/Unit Elections. Additionally, he supports all membership development activities within the lodge including new member orientation at Ordeals.

- c. Lodge Vice Chief of Service

The Lodge Vice Chief of Service is responsible for the all lodge service to the Middle Tennessee Council, including lodge induction weekends (Ordeals),. Working with his adviser, he manages the following committees within the Wa-Hi-Nasa Lodge: Elangomats, Brotherhood, Service Crew, Ceremonies, Support Services/Kitchen.

- d. Lodge Vice Chief of Program



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The Lodge Vice Chief of Program is responsible for all lodge fellowship activities overseeing the following committees of the Wa-Hi-Nasa Lodge with the support of his adviser: Summer Camp Crackerbarrels, Conclave Contingent, NOAC Contingent, Fall Fellowship, Winter Banquet, and Special Events.

e. Lodge Secretary

The Lodge Secretary is responsible for membership and all communications with lodge leadership and lodge membership. Working with his adviser, he manages the following committees within the Wa-Hi-Nasa lodge: Membership, Flying Eagle Newsletter, Planbook/Historian, Event Registration, Technology (website, email and social media). He is responsible for regular communication and event promotion with lodge members through periodic newsletters, email and onsite event promotions. He is also responsible for recording the minutes of all lodge executive committee meetings.

f. Lodge Treasurer

The Lodge Treasurer is responsible for fiscal management of and recognitions within the Wa-Hi-Nasa Lodge. Working with his adviser, he is responsible for developing a lodge budget and managing said budget for the success of the lodge. He manages the following committees within the Wa-Hi-Nasa lodge: Budget, Trading Post, Awards, Vigil, and Founders Award.