



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 nearly 900 members in the Middle Tennessee Council and our lodge officers are the leadership that coordinates all lodge operations and lodge events, through overseeing committee chairs 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 committee chairs 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 around the event of 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, their current position adviser, or 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 or she 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 or her 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 to 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 or she understands the details of what is expected of them and allow them to decide if his or her 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 their 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 they 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. They set goals and direction for the coming year, delegates responsibilities to the other lodge officers and special committees (Winter Camp, NOAC Contingent, and Vigil), and works with the Lodge Adviser to effectively manage all operations of the Wa-Hi-Nasa Lodge. They chair 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 an adviser, they manage the following committees within the lodge: Chapter Operations/Unit Elections, Camp Promotions, and ensures that that all chapters have a Chief and Adviser. Additionally, they support all membership development activities within the lodge including new member orientation at Induction Weekends.

- c. Lodge Vice Chief of Service

The Lodge Vice Chief of Service is responsible for all lodge service to the Middle Tennessee Council, including lodge Induction Weekends (Ordeals). Working with an adviser, they manage the following committees within the Wa-Hi-Nasa Lodge: Ceremonies, Elangomats, Brotherhood, Service Crew, Ceremonies, and Kitchen.



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d. Lodge Vice Chief of Program

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 or her adviser: Spring Shindig, Summer Camp Cracker Barrels, Conclave 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 an adviser, he or she manages the following committees within the Wa-Hi-Nasa lodge: Membership, Flying Eagle Newsletter, eNews, New Members Guide, and Technology (website, email and social media). They are responsible for regular communication and event promotion with lodge members through periodic newsletters, email, and onsite event promotions. They are 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 an adviser, they are responsible for developing a lodge budget and managing said budget for the success of the lodge. They manage the following committees within the Wa-Hi-Nasa lodge: Budget, Trading Post, Awards, Event Registration, and Founder's Award.

# Election Candidacy Agreement

Dear Lodge Officer Candidate and Parent/Guardian. Thank you for your desire to serve as a lodge officer for 2024. Serving as a lodge officer is a unique and exciting opportunity. The success of the lodge depends on each lodge officer, and their appointed adviser, to make a commitment of their time, talent, and energy. If you have any questions or are unsure about what will be asked of you as a lodge officer, please review the job descriptions provided and talk with one of the current officers or advisers before completing this form. This form **MUST** be received by the Lodge Adviser before the Wa-Hi-Nasa Lodge Officer Election on Sunday of the Fall Fellowship.

\_\_\_\_\_ Yes, I desire to become a Candidate for office in the Wa-Hi-Nasa Lodge.

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_ District: \_\_\_\_\_ Circle One: Troop Crew Ship

Unit #: \_\_\_\_\_ Cell # \_\_\_\_\_ Email: \_\_\_\_\_

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

1. Attend **ALL** Lodge events and the Section E3 Conclave. See Attached calendar.
2. Regularly communicate with their adviser, chairmen, and other officers throughout the year.
3. In consultation with your adviser, create goals, milestones, budget, and a backdated calendar for the position you are elected.
4. Meet the goals and milestones that you set.
5. Help recruit, train, and lead lodge members in carrying out the lodge's year-round program.
6. Officers are expected to attend and participate in a limited number of other meetings, planning sessions, and special projects throughout the lodge year, especially throughout the fall of the current year as we plan the new year. Dates for these meetings will be set by the new officers.
7. Lodge Officers are expected to attend the majority of Wednesday Night Summer Camp Cracker Barrels
8. Set the example by correctly wearing a full Class A uniform at all Scouting events and the OA sash at all OA events where you are representing the Wa-Hi-Nasa Lodge.
9. Conduct yourself at all times according to the highest standards of the Scout Oath, Law, OA Obligation and Admonition.

The success of the OA Lodge is dependent on active, engaged officers. Each officer will have an experienced adult adviser assigned to him to work as a team with their officer. Advisers in the OA are experienced Scouters who enjoy volunteering their time to mentor motivated Arrowmen. Advisers train, coach, and guide their officers to complete assigned duties that exceed what is normally asked of young men in high school or college. Lodge officers are expected to diligently work with their adviser, their fellow officers and chairmen, and with other Arrowmen. Service as a lodge officer is not for everyone. Lodge Officers are expected to be able to budget their time between their unit, school, family, religious institution and other responsibilities and their lodge office responsibilities. A great many officers have served with distinction and managed their other responsibilities well. Since the effective operation of a Lodge of nearly 900 members serving Middle Tennessee depends on each Lodge Officer, any officer who finds that they cannot keep up with their duties or balance these duties with other commitments and obligations will be expected to resign or will be removed from office.

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

\_\_\_\_\_  
Parent/ Guardian                      Date

\_\_\_\_\_  
Candidate                                      Date



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## Events that 2024 Lodge Officers Are Required to Attend

|                                            |                                                |
|--------------------------------------------|------------------------------------------------|
| Lodge Officer Overnight & Planning Meeting | October 21-22 2023 Saturday evening and Sunday |
| Lodge Executive Committee Workshop         | December 2, 2023 (all day)                     |
| Winter Banquet                             | December 2, 2023 (evening)                     |
| Winter Camp                                | December 27-31, 2023                           |
| Spring Shindig                             | March 8-10, 2024                               |
| Section E3 Conclave (Camp McKee)           | April 19-21, 2024                              |
| June Induction                             | May 31-June 2, 2024                            |
| Summer Camp OA Cracker Barrels             | June 12, 19, 26, 2024                          |
|                                            | July 3, 2024                                   |
| August Induction                           | August 9-11, 2024                              |
| Fall Fellowship                            | September 20-22, 2024                          |
| Winter Banquet                             | December 7, 2024                               |

## Events that 2024 Lodge Officers Should Attend\*

|                                                          |                                         |
|----------------------------------------------------------|-----------------------------------------|
| Section Council of Chiefs (MTC Office)                   | November 4, 2023 (Chief Required)       |
| Section Council of Chiefs                                | January 28, 2024 (Chief Required)       |
| Lodge Budget Meeting                                     | February TBD, 2024 (Treasurer Required) |
| NOAC (University of Colorado)                            | July 29 – August 3, 2024                |
| Unit elections to support chapters and promote the lodge |                                         |

Please be prepared to identify at the 2023 Fall Fellowship any dates above that you know you will not be available. \*Certain lodge officers will be expected to attend specific events. For example; the Lodge Chief is expected to attend the Section Council of Chiefs and the Lodge Treasurer is expected to attend the Lodge Budget Meeting. There will be other events and meetings for lodge officers that will be scheduled and announced as the need arises.