



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 OA members 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, delegate responsibilities to the other lodge officers and special committees (Winter Camp, NOAC Contingent, and Vigil), and work 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 chapter operations and lodge training. 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, Conclave Contingent, Summer Camp Cracker Barrels, 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 and distributing within a timely manner.

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.





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## Events that 2025 Lodge Officers Are Required to Attend

Lodge Executive Committee Workshop	December 7, 2024 (all day)
Winter Banquet	December 7, 2024 (evening)
Winter Camp	December 27-31, 2024
Spring Summit	March 7-9, 2025
Section E3 Conclave (Camp Buck Toms)	April 25-27, 2025
June Induction	May 30-June 1, 2025
Summer Camp OA Cracker Barrels	June 12, 19, 26, 2025
	July 3, 2025
August Induction	August 1-3, 2025
Fall Fellowship	September 19-21, 2025
Winter Banquet	December 6, 2025

## Events that 2025 Lodge Officers Should Attend\*

Officer Planning Meeting and Overnight	October TBD, 2024
Section Council of Chiefs (Camp Buck Toms)	October 26, 2024 (Chief Required)
National Leadership Seminar (NLS) (Thompson's Station, TN)	November 1-3, 2024 (If you have not attended before)
Camping Program Kickoff (UoS)	November 16, 2024
Section Council of Chiefs (Location TBD)	January 25, 2025 (Chief Required)
Lodge Budget Meeting	Jan or Feb TBD, 2025 (Treasurer Required)
Unit elections to support chapters and promote the lodge	

Please be prepared to identify at the 2024 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.