



WA-HI-NASA LODGE

CHAPTER

CHIEF &

ADVISER

GUIDE



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Introduction

Congratulations on your election as a chapter officer or adviser! This is a moment of celebration and excitement. You will have the opportunity to become many arrowmens' first introduction to our Order and its values. This guide was created to benefit chapter chiefs and advisers for the enrichment of not only themselves but for the chapters they serve.

This guide contains important information on your duties within your various chapter roles. This guide was written by many people with years of experience in leading chapters and the lodge; the knowledge it contains comes directly from those that have preceded you. Refer to this guide-book with any questions that you may have about your responsibilities. The Tips and Tricks section is especially useful for additional advice from current and former leadership.



The OA is an excellent place to grow the seeds of servant leadership. Being a chapter leader comes with its own challenges and responsibility. This guide was created to help you be the best leader you can be! In your Chapter Chief role, you will be the first contact that many future Arrowmen will have with the Order of the Arrow (OA).

“In all that you do, do it with love. When you change someone’s life for the better, which I know you will, do it with love.”

- 2024 National Chief David Gosik

Once again. Congratulations on your election, remember to keep the council fire burning. Congratulations and Good Luck!

-The 2024 Chapter Operations Team

Order of the Arrow

Crash Course

What is the Order of the Arrow?

The Order of the Arrow is Scouting's National Honor Society. For over 100 years, the Order of the Arrow (OA) has recognized Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. Arrowmen are known for maintaining camping traditions and spirit, promoting year-round and long term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.

The Vision of the Order of the Arrow:

To be why Scouts want to stay in Scouting

The Mission of the Order of the Arrow:

To achieve the mission of Scouting America through transformative fellowship that ignites limitless Scouting journeys.

The Purpose of the Order of the Arrow:

As Scouting's National Honor Society, we forge lifelong bonds among the leaders in Scouting and:

- Recognize those who exemplify the Scout Oath and Law in their daily lives and, through that recognition, cause others to act in the same way
- Reinforce a life purpose of leadership in cheerful service to others
- Create and deliver peer-led, adult-guided, advanced leadership experiences for Scouts and Scouters that positively impact their unit, community, and ultimately our nation
- Be an integral part of Scouting America and encourage participation in all it offers through units, outdoor adventures, and national events to further the Scouting experience

Order of the Arrow

Crash Course (cont.)

What is the Wa-Hi-Nasa Lodge?

The Wa-Hi-Nasa Lodge was founded in 1938 to carry out the purpose of the Order of the Arrow by serving and supporting the Scouting program within the Middle Tennessee Council. This mission is achieved through positive youth leadership under the guidance of selected capable adults.

The Wa-Hi-Nasa lodge leadership consists of 6 youth officers and a lodge executive committee. Each of these positions serve a specific role within the lodge.

The lodge is divided into 12 chapters, each guided by their own youth leadership and adult advisers, to support Scouting within corresponding districts.

What is a Chapter?

A Chapter is the smallest level of organization in the Order. In the Wa-Hi-Nasa lodge, each chapter corresponds with a district within the Middle Tennessee Council. For example, the Cumberland River District which serves Wilson, Smith, Trousdale, and Macon counties has the Kithane chapter.

Each chapter functions under the supervision of a chapter adviser which is selected by the district leadership. Every chapter must have a youth leader, known as a chapter chief. A chapter chief is elected by the youth in the chapter. This process is similar to electing a SPL in a Scouts BSA unit.

Lastly, chapters hold monthly meetings similar to any Scouting America unit. These meetings are separate from regular yearly lodge events and can be held at any time. Chapters function separately from the lodge in most aspects, this includes holding unit elections, hosting camporees, and much more.

Responsibilities of **Chapter Leadership**

The Order of the Arrow is a youth-spearheaded organization. Youth arrowmen also lead the chapter throughout the lodge year with the assistance of a adult chapter adviser. An typical chapter leadership team consists of the following: Chapter Chief, Chapter Vice Chief, and a Chapter Secretary. All leaders in the chapter are expected to wear the scout uniform and OA sash correctly.

RESPONSIBILITIES OF THE CHAPTER CHIEF

1. Meets monthly with the chapter officers and advisers.
2. Attends all chapter meetings and events.
3. Carries out well-planned and effective chapter meetings and activities.
4. Supervises unit elections in the chapter.
5. Attends requested meetings to represent the chapter.
6. Is responsible to ensure all chapter assignments are completed.
7. Organizes a chapter unit election team
9. Represents chapter at all lodge executive committee and council of chiefs meetings.
10. Supports the lodge in promoting all OA events to chapter members.
11. Is responsible for constant communication with chapter members.

RESPONSIBILITIES OF THE CHAPTER VICE CHIEF

1. Assists the chapter chief in administering the program of the chapter.
2. Helps to supervise unit elections and camping promotion visits by the chapter.
3. Assists with event promotion and getting people to meetings.
4. Serves as the chapter chief when the chief is not present.
5. Assists in planning meetings and chapter activities for the year.
6. Attends all chapter meetings and events. (cont. on next page)
7. Attends lodge events, including training sessions.
8. Performs other duties as assigned by the chapter chief.

Responsibilities of Chapter Leadership (cont.)

RESPONSIBILITIES OF THE CHAPTER SECRETARY

1. Keeps minutes at all meetings.
2. Keeps track of attendance at chapter events.
3. Reports to the chapter chief on chapter event attendance.
4. Attends all chapter meetings and events.
5. Attends lodge events, including training sessions.
6. Maintains an updated version of chapter roster and membership statistics for reference
(working with the lodge secretary and lodge membership committee).
7. Sends meeting and event reminders to OA troop/team representatives and other chapter members.
9. Performs other duties as assigned by the chapter chief.

RESPONSIBILITIES OF THE CHAPTER ADVISER

1. Meets monthly with the chapter officers and advisers.
2. Serves as the mentor, coach, and trainer of the officers and associate advisers.
3. Works with youth leaders and chapter chief to ensure the chapter's success and development of the youth.
4. Assures that the chapter is operating according to the lodge rules and national Order of the Arrow policies.
5. Reports to the lodge adviser and district executive on a regular basis.
6. Appoints other adults to serve in consultation with the lodge adviser and district executive.
7. Encourages participation in chapter and lodge events.
8. Attends all chapter and lodge executive committee meetings.
9. Communicates regularly with district leaders and is engaged in the happenings of the district
10. Wears the Scout uniform correctly.

Responsibilities of Chapter Leadership (cont.)

Order of the Arrow chapters have the ability if needed, to have chairmen and associate advisers.

Chairmen operate underneath a chapter officer. Examples of these chairmen could include: district camporee, unit elections, social media, and other various roles. The responsibility of these chairs can be determined by each chapter.

Associate advisers can be assigned by the chapter adviser. It is common to have a associate adviser over each chair and officer to serve as a guide. These associate advisers are a good way to get adults involved within the chapter.

These roles give more arrowmen the opportunity to serve within a leadership role and gain the confidence needed to become future chapter and lodge leaders.



Timeline of Events **(Wa-Hi-Nasa Lodge Specific)**

Timeline of Events In a Typical Lodge Year:

Ensure that chapter meetings also occur the entire year. The only dead period commonly used is during Summer Camp. This is to accommodate Summer Camp staffers and campers.

Lodge Leadership Development (LLD):

LLD is a lodge leadership training day in which all Lodge Executive Committee (LEC) members prepares for the upcoming lodge year. This event is essential to a smooth year as chapter chief or adviser.

Winter Banquet:

Winter Banquet is considered the official start of the calendar lodge year. Lodge members enjoy a meal together while celebrating and recognizing the year's accomplishments. This is held after LLD on the same day. From this point the Unit Election season also begins.

Winter Camp:

Winter Camp is solely staffed by the Wa-Hi-Nasa lodge. As a chapter leader, ensure that your chapter members staff if they are not camping.

Spring Summit:

Spring Summit is a event that mixes training and fellowship. Commonly this event also includes chapter vs chapter games to earn the Wa-Hi-Nasa Belt of Glory! It is important that all chapter officers to attend to bond with their chapter and gain valuable leadership skills.

Section E3 Conclave:

Join the E3 section for the once-a-year Conclave! Participate in Order of the Arrow Classes and the Quest for the Golden Arrow. Encourage chapter members to attend and have fun with members from around the section!

Timeline of Events (cont.) **(Wa-Hi-Nasa Lodge Specific)**

June Induction Weekend (JIW):

JIW is the first of two induction weekends that bring the candidates you ran elections for into the order. It is critical that you encourage your fellow chapter members to help staff this event. Also, make sure you are in attendance Sunday for the chapter meetings that introduce you to the newly inducted members.

Summer Camp Cracker Barrels:

As the name suggests, each Wednesday of Boxwell summer camp the lodge hosts a party. This event is a great opportunity to meet arrowmen from the lodge and have fun! It is also a great opportunity to check in with chapter members.

August Induction Weekend (AIW):

AIW is the second of two induction weekends that bring the candidates you ran elections for into the order. It is critical that you encourage your fellow chapter members to help staff this event. Also, make sure you are in attendance Sunday for the chapter meetings that introduce you to the newly inducted members. AIW also marks the official end of the election cycle for the lodge year.

Fall Fellowship:

Fall Fellowship is the biggest event every lodge year! Participate in food, fun, and fellowship at Boxwell! New members can register for this event at a discounted price. An important function of Fall Fellowship is the annual election of the following years lodge officers. Ensure your entire chapter is represented to have a say in the election!

Chapter Officer Elections:

Between Fall Fellowship and December 1st, chapters need to hold elections for the following years chapter officers. The election process is similar to how a SPL is elected within a Scouts BSA Unit.

Unit Elections

As a chapter chief or adviser, unit elections are one of your biggest priorities. At first, the task of contacting units in your district can seem very daunting. However, there are procedures in place to ensure everything goes smoothly. Also you will find it helpful to consult with the unit elections chair and the vice chief of chapter operations with any questions or concerns you may have.

First of all, it is key to understand the main steps to complete the unit election cycle:

- 1. Putting Together a Unit Elections Team.**
- 2. Contacting Units Within Your District.**
- 3. Scheduling Unit Elections.**
- 4. Completing the Election and Publishing Results.**

Step 1: Putting Together a Unit Elections Team

The first step of the unit elections cycle is putting together a group of existing arrowmen to help assist in the unit election effort. Especially look to include new arrowmen who are eager to help serve. This team of members will help contact units as well as attending the elections. It is very important that the same few arrowmen are not getting burnt out by assisting with every unit election.

Step 2: Contacting Units Within Your District

Contacting units can be a very challenging task depending on the units in your district. Some units do not want their arrowmen in the OA. It is extremely important to always stay positive and clear when talking to unit leaders. OA Lodgemaster (a online OA database) will automatically send emails to units periodically through the election cycle. However, it is important to begin your contacts with a personal email inviting units to hold a unit election. If a unit leader has not responded to email. Use methods such as calling and texting as long as you maintain Youth Protection standards.

Unit Elections (cont.)

Step 3: Scheduling Unit Elections

Main units will already request dates through the OA Lodgemaster portal. That means, all the chapter chief is required to do is to ensure a date selected works with the chapter elections team. Once you have decided on a date, ensure to reach out to the unit leader to confirm when you are planning to arrive. Ensure to clearly communicate with your chapter when elections are happening. In messages and emails, include: date, time, what to wear, etc...

Step 4: Completing the Election and Publishing Results

The final and most important step of the election cycle is actually holding the unit election. Ensure that all members of the election team are in full uniform. The uniform also needs to include the OA sash. The following materials are needed to complete a unit election: ballots, pens, scripts, and the unit election report. The ballots and unit election reports can be found through OA lodgemaster. The scripts can be located in the Chapter Resources folder as well as the Order of the Arrow Unit Elections Handbook.

Every member of the election team present should have some role within the election election, even if it is passing out ballots. Every member of the election teams needs to be familiar with the OA Unit Elections script. The more prepared your unit elections team is, the more confident you will sound.

All election teams members should be early to the allotted time to review any questions and go over roles. As the election commences and the ballots are taken up. Make sure the ballots are counted in a safe space and that each member of the candidates received over half of the votes. After the votes are counted, bring a unit leader into the room to certify the results and sign off on the paperwork. Also, ask the unit leader if they want the results announced that night.

After the conclusion of the election, ensure to talk to each of the new candidates. Explain to them what the OA is, and how to sign up for the induction weekends.

Unit Elections (cont.)

After the election concludes, IMMEDIATELY input the election results into OA Lodgmaster and submit them for approval. This will give the incoming candidates the most time to sign up for one of the two election weekends. Also, make sure to follow up with all newly elected candidates. This could be through an email or phone call. Ensure they are reminded to sign up for one of the induction weekends.

It is important to note throughout the unit elections cycle that the people you are electing are the future of our order and out lodge. Treat every candidate as a friend and encourage them to attend a induction weekend. You and your election team making a amazing first impression will make a world of difference in a candidates mind. Remember, a Scout is friendly, courteous, and kind.

If you ever have any questions regarding the unit elections cycle, always refer back to this handbook. If you have more specific questions reach out to the Unit Elections Chair and the Vice Chief of Chapter Operations.



OA Lodgemaster

What is OA Lodgemaster?

OA Lodgemaster (OALM) is a website that helps manage membership for lodges in the Order of the Arrow. The National OA Committee developed OALM as an optional support application for lodges. The Wa-Hi-Nasa lodge uses Lodgemaster to view event rosters, process unit elections, send out emails, and much more. It is important as a chapter leader and adviser to be familiar with OALM before Unit Election season begins.

Who Uses OALM?

OALM is used commonly by the leadership of the lodge. It is used by event chairmen, advisers, and many other positions. Chapter leadership uses OALM to manage units elections, write emails, and check event rosters.

What Does OALM do?

In the simplest form, OALM is a collection pool of data pulled from several lodge functions. OALM holds information of all Wa-Hi-Nasa members, tracks event registration numbers, automatically sends emails, collects dues and records all unit election data. OALM is one of the most important resources to a chapter leader is used correctly.

How Do You Get Trained?

There are several resources to your advantage to understand and get familiar with OALM. During the start of the calender lodge year, all Chapter Chiefs and Chapter Advisers will get trained on the basics of OALM. This training will especially on the unit election process with the lodgemaster system. The training will also cover how to send emails and how to navigate the system in general.

Another resource that can be used to your advantage is the chapter resources collective. In the chapter resources folder there is OALM how-to videos that step-by-step teach you specific features of the lodgemaster system.

Chapter Meetings

What is a Chapter Meeting?

A chapter meeting is a monthly gathering of chapter members that helps members to get to know each-other and plan events. These meetings are structured similarly to troop meetings and are often held at a location that is accessible to all members. These meetings are held every month usually at the same time and day. For example, the 3rd Tuesday of every month. It is also important to note that these meetings can be less formal or more formal depending on the activities going on within the meeting.

Why are Chapter Meetings Important?

Chapter Meetings are a critical part of engaging members within your chapter. If you can have constant chapter meetings that are constantly structured and planned in advance, your attendance will grow. Chapter meetings can be really fun and engaging if they are done right.

How to Prepare For a Chapter Meeting?

The most important part for any meeting you plan, is to have a fully planned agenda before the meeting begins. A model agenda will be shown in the next page of this handbook. However, feel free to mold your meeting agendas for what works best for you. It is also important to note that every chapter meeting is different.

To ensure that every meeting has good attendance, make sure to send out a email to the entire chapter promoting the meeting. This email should include the time and date of the meeting, whats going to be covered, and to wear a uniform and Order of the Arrow sash. This email needs to be proofed and can be delegated to the chapter secretary. All chapter meeting emails should go out a week in advance of the meeting. The reasoning is to give members enough time to make room in their schedules to attend.

Chapter Meeting

Agenda

Below is a model chapter meeting agenda. Remember that this is not the only agenda you can use. Feel free to create your own based on the meeting you want to run

Opening:

Pledge of Allegiance

OA Obligation

Prayer

Attendance (Use a spreadsheet)

Review of minutes from last meeting (if minutes are taken)

Announcements:

Old news (past):

New news (future)

Other announcements:

Any other announcements?

Meeting Activity:

A meeting activity can be anything you can think of. A list of these ideas can be found in the chapter resources collective. Some ideas include: an ice cream social, board games, field day, and much more.

Closing:

Advisers Minute

OA Song

COC and LEC Meetings

As a LEC and COC member it is important to attend both of these meetings to be up to date with the happenings of the lodge. As a LEC member you have the opportunity to make changes within the lodge, attending these meetings makes sure you can keep your chapter updated. These meetings are typically held Sunday morning of every lodge event. If you cannot make one of the above meetings, ensure you have a representative to take your place.

What is the COC?

The Council of Chiefs (COC) is the leadership body of a lodge in the Order of the Arrow. This council consists of the Vice Chief of Chapter Operations, Chapter Operations Chairmen, and all Chapter Chiefs. The COC meets at every lodge event, typically held on Sunday morning. The meeting covers every chapters progress, any updates, and is the opportunity for chapter to resolve any problems occurring. As the Chapter Chief it is important to come prepared with a chapter report and anything else required by the Vice Chief of Chapter Resources.

What is the LEC?

The Lodge Executive Committee (LEC) is the steering committee of a lodge. It consists of all lodge officers, committee chairmen, and Chapter Chiefs. The LEC is responsible for the lodge's annual program and for ensuring that the lodge follows all policies and procedures. Any problems or items the lodge need to decide is brought up by the youth during the LEC meeting. It is important to bring a report to this meeting on your chapters progress. Also, be sure to take notes on the business of the LEC meeting to bring back to your chapter leadership and members.

Communication

Communication is a massively important skill to have in all functions of life. The importance of strong communication is of the utmost importance to a successful chapter. Communication can take many different forms, communication can be as simple as talking but can also take the form of emails, phone calls, and much more.

“Nothing in life is more important than the ability to communicate effectively.”

– *Gerald R. Ford, former United States president*

As a chapter leader and adviser, effective communication with your membership is critical for successful chapters. Chapters should consider their audience when determining the modes of communications. Email is a great way to communicate to chapter members for events and emails. However, not every member will consistently check their emails. Below are some other communication methods to utilize.

- **Word-of-mouth-** Commonly, word-of-mouth is an effective way of spreading chapter information. One-on-one contact allows for personal interaction, which can make a tremendous impact on individuals who may be “on the fence” about attending a chapter function.
- **Phone trees-** Some have found that phone trees are efficient means of communicating. It is best to divide up the chapter membership list among as large (and knowledgeable) a group as possible. For some chapters, that group is the chapter officers and advisers. The best phone tree organizers provide each caller with a sample script. A written script allows the call organizer to ensure that all callers are providing the same message to all Arrowmen.
- **Social Media-** Social media has become a massive part of our lives in the past 20 years. Creating a chapter social media page to promote chapter meetings and event is a great way to communicate. A chapter secretary can run your social media pages.

Chapter Resources

If there is one thing you consistently look back on during the entire lodge year. The Chapter Resources collective should be at the top of that list. The collective is a toolbox of chapter resources that can give you the framework for anything you want to accomplish as a Chapter Chief or Adviser. If you have any ideas or suggestions on what to add to the collective please reach out to the Vice Chief of Chapter Operations and the Chapter Relations chair.

What is in the Chapter Resources Collective?

The Chapter Resources Collective includes many useful resources that you can use to your liking. Below is a list of what all is included,

- OALM How-to-Videos
- Contact Sheets of the LEC and COC
- Chapter Attendance Tracker
- Example Chapter Emails
- Chapter Email Template
- Chapter Meeting Notes Template
- District Camporee Templates
- Chapter Awards Descriptions
- Chapter PMP Standards

The Chapter Resources Collective can be accessed at this link or with the QR code below.

<https://drive.google.com/drive/folders/1etQ1EZDOsyfsnZXllg-fXk-RVFsFEO4p?usp=sharing>



Chapter PMP

Chapter PMP stands for the Chapter Performance Metric Program. The Chapter PMP system is directly influenced by the Performance Measurement Program (PMP) a tool used by the Order of the Arrow to assess how lodges have performed.

Chapter PMP is the deciding factor in all chapter awards given out at Winter Banquet. The direct standards change from year to year but follow important topics such as growth, activation, brotherhood conversion, communication, and many other important aspects. It is important to look over the CPMP metrics at the start of the year to set your chapter goals for the year.

SMART Goals

When creating your goals as a Chapter Chief in the beginning of the lodge year. It is important to begin with a vision, a vision is a picture of what future success looks like. Your vision should be a overall picture of what you want to achieve during the year as a chapter.

After you create your overall chapter vision it is important to create goals that support your vision. Think of each goal as a stepping stone to accomplishing your vision. For your goals to achieve their purpose, use the below **SMART** formula.

SMART goals are goals that are defined by five criteria: specific, measurable, achievable, relevant, and timely. These criteria help ensure that goals are attainable within a specific time frame. Below is a breakdown of each part of the **SMART** formula

Specific

The goal should clearly state what will be achieved. For example, "To improve chapter meeting attendance by 10%" is a specific goal.

SMART Goals

Measurable

The goal should be defined in a way that allows progress to be tracked and measured. This helps to determine if the goal is being achieved and where improvements can be made

Achievable

The goal should be realistic and achievable, considering all factors that may hinder progress.

Relevant

The goal should be relevant to the chapters long-term strategy and other goals.

Timely

The goal should have a beginning and ending date. A time-bound goal creates a sense of urgency, which can help increase the desire to achieve the goal.

Ensure your goals are good by rechecking each goal with each part of the **SMART** formula. Check with these goals throughout the year to evaluate what you can do to improve your chapter



Tips and Tricks

- Do every task earlier than it is needed. Do not procrastinate!
- Communicate early and often, a lot of communication is good communication.
- Be the example for younger arrowmen, reach out to new arrowmen early to encourage them to stay in the OA after their induction.
- The OA Guide to Unit Elections is a great resource to answer any questions you may have.
- Throughout your term, keep your eyes out for leaders in your chapter and convince them to run for office.
- Make connections within your district, help with events to grow a strong relationship. This will encourage more units to have unit elections in the future.
- Always ask your adviser/youth for any advice on how you can improve in your role. Feedback is a gift!
- The more prepared you are, the better the leader you are.
- If you ever take on too large of a task, never be afraid to ask for help!



