



Nischa Chuppecat Lodge Vice-Chief of Administration

Position Description

Objective: To provide leadership to the members of Nischa Chuppecat Lodge through adherence to the program and policies of the lodge. He regularly reports to the Lodge Chief on the progress of the committees he oversees. He works with the Associate Lodge Adviser of Administration to ensure the proper implementation of all lodge operations by the youth leaders and members of Nischa Chuppecat Lodge. **He oversees the Trading Post, Health & Safety, and Food Services Committees along with the Registration Team.**

Responsibilities:

- Attend all lodge activities and lodge executive committee meetings. Promote attendance and participation of lodge officers and committee chairmen. Attend appropriate section, region and national functions.
- Actively promote attendance of other OA members to lodge, council, section, region and national events.
- Work with the Associate Lodge Adviser of Administration to seek advice and training.
- Attend trainings to enrich the knowledge and ability to serve as Vice-Chief.
- Provide leadership in the planning and execution of the coming year's lodge events.
- Assist the Lodge Chief with providing potential committee chairmen for the committees he oversees.
- Assist in establishing annual goals and objectives for the committees he oversees.
- Provide the Lodge Chief with agenda items from lodge officers and committee chairmen for the LEC Meetings in advance of the LEC Meetings.
- Work directly with the committee chairmen to delegate duties, to recruit members for committees they oversee, and to ensure the completion of their assigned duties.
- Responsible for membership by reporting numbers and issues to the LEC. By being sure that follow up is being done on past due members and assisting Chapters on their past due report. Makes sure that address changes and phone numbers changes get sent in to keep the LodgeMaster program current.
- Assures the Health & Safety Committee is checking medical forms at events for needed information such as allergies that we need to be aware of. Works with them on weather advisories and issues of weather and other safety concerns.
- Oversees the Registration Team that they have the manpower for registration at events and have the tools necessary for them to do their part.
- Oversees the Trading Post Committee, being sure they have manpower to open and run the trading post during events. Solicits their thoughts on what should be carried in the trading post and generate designs for the Lodge events and special issues.
- Responsible for yearly budget development and for tracking the budget through the year. Gives a finance report at each LEC meeting. Gets approvals for invoices or bills not included in the budget.
- Follow all proper financial practices including budgeting within all areas of responsibility.
- Ensure all needed supplies are available for use by the committees you oversee.
- Promotes the correct wearing of the Scout uniform by personal example.
- Conduct himself at all times according to the Scout Oath, Law, and OA Obligation.

