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.
Election Candidacy Agreement

Dear Lodge Officer Candidate and Parent/Guardian:

Thank you for wanting to serve as a lodge officer for the upcoming year. 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 talk with one of the current officers or advisers before completing this form. To be considered eligible to run for any elected lodge office, you must be less than 21 years of age for the entire duration of the elected term, a registered member of the BSA, a dues paying member of the lodge, and this form MUST be submitted to the Lodge Adviser on or before the Friday evening of Fall Fellowship before Lodge Officer Elections take place the following day.

I petition to become a Candidate for the office of _______________________________ for the __________ term.

Name: ____________________________________________________ Troop #: ________________________

Chapter Name: ______________________________ District: ____________________

Candidate Phone #: ___________________________ Candidate Email: ________________________________

Parent/Guardian Phone #: __________________ Parent/Guardian Email: ________________________________

________ (Candidate initials) I understand attendance of the Lodge Leadership Development on __________ is mandatory for all elected officers. To further enhance my leadership skills, I will make all efforts to attend the National Leadership Seminar (NLS). Nischa Chuppecat Lodge provides financial assistance (50% of the registration fee) to any Arrowman able to attend the National Leadership Seminar. The date and place which I attended or will attend NLS was/will be ______________________ (upcoming NLS dates available on our website).

This form is meant to make sure that each candidate has the support and understanding of their parents/guardians, unit leader and Lodge Adviser 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 meet the objectives and responsibilities of his position as described in the Position Description for which he is running.

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 school, family, religious and other responsibilities with what is required of them as a lodge officer. A great many officers have served with distinction and managed their other responsibilities well. Since the effective operation of a Lodge with over 500 members depends on each lodge officer, any officer who finds that he cannot keep up with the duties above or balance these duties with other commitments and obligations will be expected to resign or will be removed from office.

I attest that the above Arrowman has my support to serve as a Nischa Chuppecat Lodge Officer and we have discussed the responsibilities of being a lodge officer.

Candidate Signature __________________________ Date __________ Parent/Guardian Signature __________________________ Date __________

Unit leader signature certifies activity and leadership in a troop: ______________________________________________________

Unit Leader Signature __________________________ Date __________

Lodge Adviser signature certifies understanding of leadership responsibilities within the lodge:

Lodge Adviser Signature __________________________ Date __________