



## *Nischa Chuppecat Lodge Vice-Chief of Communication*

### *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 Communications to ensure the proper implementation of all lodge operations by the youth leaders and members of Nischa Chuppecat Lodge. **He oversees the Visual Media Committee.**

*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 Communications 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 you oversee.
- 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.
- Ensure production of a minimum of four quarterly "Flowing Waters" Lodge Newsletters.
- Oversee the collection and publication of minutes from all pertinent Lodge meetings including Lodge Executive Committee meetings.
- Assist the Program Vice-Chief with promotion of Lodge, Section, Region, and National Events.
- 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.

