



Nischa Chuppecat Lodge Vice-Chief of Unit Relations

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 Unit Relations to ensure the proper implementation of all lodge operations by the youth leaders and members of Nischa Chuppecat Lodge. **He oversees the Elections and OA Representative Committees along with the four Chapters.**

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 the Chapters Establish annual goals and objectives for the chapter to support attainment of JTE Quality Lodge recognition, including cataloging all chapter service hours.
- 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.
- Relay important and timely information on elections, unit visits, and chapter events to the Lodge Chief and Vice-Chief of Communications for publication in the newsletter, e-news, website, or social media.
- Coordinate, with the Elections Committee, efforts to have completed forms for all units, participating or not, to the Lodge Adviser and Council Office, one week following the election deadline.
- Participate in chapter events, unit visits, and elections, as needed or as time permits.
- Coordinate efforts between the OA Representative Program and the Chapters to conduct fall OA unit visits, where each unit is provided information about the Order of the Arrow and Nischa Chuppecat Lodge.
- See that each unit is supporting the OA Representative Program.
- See that the Lodge is fully supporting the Chapter Program.
- 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.

