

# DUTIES OF LODGE OFFICERS

Each Lodge Officer is expected to do the following:

1. Attend all scheduled Lodge events, the Section SR-6 Conclave, and National Order of the Arrow Conference.
2. Recruit, train, and lead lodge members in carrying out the lodge's year round program.
3. Regularly attend and participate in Lodge Officer meetings and other special projects.
4. Regularly communicate with their adviser, chairmen, and other officers throughout the year.
5. Lodge Officers are encouraged to serve on summer camp staff and are expected to attend Wednesday Night Summer Camp Crackerbarrels when possible.
6. Conduct himself at all times according to the highest principles of the Scout Oath, Law, and OA Obligation.

## Duties of the Lodge Chief

1. The Lodge Chief is the principal officer of the lodge and is responsible for the total lodge program. He is responsible for leading all officers in abiding by the general duties of lodge officers outlined above.
2. He presides at all lodge meetings, officer meetings, lodge executive meetings and lodge activities.
3. He appoints and trains all Lodge Committee Chairmen.
4. He serves as a liaison to and trains all Chapter Chiefs.
5. He prepares the agenda for all meetings which he chairs after consultation with the Lodge Adviser.
6. He supervises the lodges program through the various officers and committees and designates the specific responsibilities of each of the three Lodge Vice Chiefs.
7. He consults with the Lodge Adviser and Staff Adviser on all program, activity or meeting items.

8. He may replace ineffective Lodge Committee Chairmen.
9. He appoints special lodge committees as needed.
10. He appoints a replacement to fill any lodge officer position that becomes vacant.
10. He represents the Order of the Arrow as a member of the Middle Tennessee Council Executive Board.
11. He represents the Lodge on the Section SR-6 Council of Chiefs.

## Duties of the Lodge Vice Chiefs

There are three Lodge Vice Chiefs who are assigned by the Lodge Chief to handle specific duties. The Lodge Chief determines which committees each Vice Chief is responsible for and which lodge events each Vice Chief is assigned to manage. Traditionally, each Vice Chief is assigned to oversee either Training/Arrowmen Development, Ordeals, or Activities/Fall Fellowship. In addition to planning and running a key lodge event, the Vice Chiefs are also responsible for the following:

1. Lodge Vice Chiefs are responsible for the general duties of all Lodge Officers outlined above.
2. They supervise and train Lodge Committee Chairman assigned to them.
3. They assist other lodge officers in the planning and execution of all lodge events.
4. They perform other duties as assigned by the Lodge Chief.
5. They are able to assume the duties of Lodge Chief if needed.

## Duties of the Lodge Secretary

1. The Lodge Secretary is responsible for the general duties of all Lodge Officers outlined above.
2. He records the minutes of all Executive Committee and Lodge Officer meetings and promptly distributes them.
3. He prepares correspondence in consultation with the Lodge Adviser and other officers.

4. He supervises all lodge publications committees, including *The Flying Eagle*, *Planbook*, *Where to Go Scouting Guide*, lodge website, and any other committees assigned to him. He ensures that all publications are released in a timely and accurate manner.
5. He performs other duties as assigned by the Lodge Chief.

## Duties of the Lodge Treasurer

1. The Lodge Treasurer is responsible for the general duties of all Lodge Officers outlined above.
2. He is responsible for the collection of all Lodge fees and dues.
3. He makes regular reports of the lodge finances to the Lodge Executive Committee.
4. He assists in the preparation of the annual budget for the Lodge.
5. He supervises the Lodge Trading Post and other committees assigned to him.
6. He performs other duties as assigned by the Lodge Chief.