



TOTANHAN NAKAHA LODGE
ORDER OF THE ARROW

Position: Lodge Chief

Term: One-year term starting on August 1st and ending on the next July 31st.

Qualifications:

- Must be under the age of 21 for the duration of the term.
- Must be a member in good standing registered with Totahnan Nakaha Lodge and Northern Star Council.
- Must be able to commit the time and effort needed to effectively conduct the responsibilities of the office.
- Must hold no other elected leadership positions in the Lodge or a Chapter during their term as Lodge Chief. Must resign from said positions within 30 days of the announcement of election as Lodge Chief.

General Responsibilities:

- Serves as an example of the ideals of the BSA and the Order of the Arrow, including living the Scout Oath and Law and wearing the Scout Uniform correctly.
- Organizes and gives leadership to the Lodge's operations.
- Understands the position's roles and responsibilities in the Lodge and is familiar with position-relevant literature. Works with key advisers and informs them of involvement in Order of the Arrow activities.
- Attends Lodge Executive Committee (LEC) meetings.
- Promotes and participates in Lodge, Section, Region and National events.

Specific Responsibilities:

- Oversees the duties and progress of all Lodge Officers, Lodge Committees, and Chapters of the Lodge to ensure complete support of the Lodge program.
- Ensures that all aspects of the Lodge program are conducted in accordance with the Lodge Rules.
- Appoints Lodge Committee Chairs, as needed, in support of the Lodge program.
- Plans and presides over meetings of the LEC.
- Works closely with Lodge Advisers and the Key-3. Keeps the Lodge Adviser and Lodge Staff Adviser fully informed of all involvement in Order of the Arrow activities. Actively participates in Lodge Key-3 meetings and shares copies of Lodge correspondence with the Key-3.
- Represents the Lodge in Council, Section, Region and National functions and activities, when invited. Attends Council of Chiefs meetings, National Leadership Seminars (if needed) and other National events and activities during the term.
- Serves as a youth representative on the Council President's Cabinet and attends meetings and other special functions, if able.
- Provides mentorship to Chapter Chiefs, communicating with them to offer assistance and guidance in their Chapter leadership, as well as increasing their involvement on the Lodge level.
- Serves the following year as Immediate Past Lodge Chief to assist the succeeding Lodge Chief.
- Compiles all necessary final reports within one month after the term's end and submits copies to the following: the LEC, the Lodge Adviser and Lodge Staff Adviser, the Council Scout Executive and Council President, and the next Lodge Chief.