

**Position:** Lodge Vice Chief - Communications

**Term Length**

One Year Term starting on August 1<sup>st</sup> and ending on the next August 1<sup>st</sup>.

**Qualifications**

- Must be under the age of 21 throughout the duration of the term
- Must be a member in good standing registered with Totanhan Nakaha Lodge and Northern Star Council.
- Must be able to commit the time and effort needed to effectively conduct the office.

**Responsibilities**

- Assists the lodge chief, as directed by him, to carry out the operations of the lodge.
- Assumes other responsibilities and duties as assigned by the lodge chief.
- Promotes participation in lodge, section, region, and national events.
- Serves as an example of the ideals of the BSA and the Order of the Arrow.
- Wears the Scout uniform correctly.
- Assists the lodge chief in communicating with members of the Lodge Executive Committee. Provides written or email notification of all Lodge Executive Committee meetings at least one week in advance.
- Records the minutes of all meetings of the Lodge Executive Committee, and other lodge meetings. Distributes copies of the minutes to Lodge Executive Committee members within one week following each meeting.
- Oversees the development, production, and distribution of the lodge's quarterly newsletter to all Arrowmen.
- Monitors the lodge's website to assure that the website is up-to-date and has information that is meaningful and relevant to all stakeholders of the lodge.
- Assures that the lodge's planbook is created and made available to all members of Totanhan Nakaha Lodge.
- Creates promotional materials for events of the lodge and other such types of events where encouragement is needed for other Arrowmen is to attend.
- In charge of other types of publications that the lodge may want to put together to further the mission of the lodge and their goals.