



TOTANHAN NAKAHA LODGE
ORDER OF THE ARROW

Position: Lodge Executive Vice-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.

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.
- Assists the Lodge Chief, as directed, in carrying out the operations of the Lodge and assumes all other responsibilities and duties assigned by the Lodge Chief.
- 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:

- Assumes the responsibilities of the Lodge Chief when the Lodge Chief is unable.
- Supports the Lodge's training responsibilities by representing the interests of the LLD Sub-Committee to the LEC, in addition to the interests of other Council, Section, Region and National training initiatives.
- Assists the Lodge Chief in the appointment of Lodge Committee Chairs.
- Coordinates the Lodge's promotion of, and support for, Council membership growth initiatives in all areas of scouting. Directs Lodge Scoutreach involvement.
- Ensures Lodge recognition of individuals, units, and Chapters through the Lodge's recognition activities, including the promotion of the OA Unit of Excellence Award.
- Oversees special initiatives the Council and/or other Order of the Arrow bodies wish the Lodge to undertake.
- Provides support to Lodge Vice-Chiefs in carrying out their responsibilities.
- Provides mentorship to Chapter Executive Vice-Chiefs, communicating with them to offer assistance and guidance, as well as increasing their involvement on the Lodge level.
- Compiles all necessary final reports within one month after the term's end and submits copies to the Lodge Key-3 and the next Lodge Executive Vice-Chief.