



TOTANHAN NAKAHA LODGE  
ORDER OF THE ARROW

**Position:** Lodge Vice-Chief of Communications

**Term:** One-year term starting on August 1<sup>st</sup> and ending on the next July 31<sup>st</sup>.

**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.
- Oversees and leads all Communications 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:**

- Chairs and staffs the Lodge Communications Committee to assist in the position's communications responsibilities and to cultivate new leaders.
- Assists the Lodge Chief in communicating with members of the LEC. Assists with providing written and/or email notification of all LEC meetings at least one week in advance.
- Oversees the taking of the minutes of all meetings of the LEC and other Lodge committees. Distributes copies of the minutes to LEC members within one week after each LEC meeting.
- Oversees the timely development, production, and distribution of the Lodge's quarterly newsletter, *Moosetracks*, to all Arrowmen. Writes the Lodge's column in the Council's quarterly newsletter, *The Navigator*.
- Monitors the Lodge's Website to ensure it is up-to-date and has information that is meaningful and relevant to all stakeholders of the Lodge.
- Operates the Lodge's social media (Facebook, Twitter and Instagram) and ensures they provide attractive and relevant material for all Lodge stakeholders.
- Oversees the creation of promotional materials for Lodge events and other events the Lodge is encouraging Arrowmen to attend.
- Leads the creation of other materials the Lodge may decide to create in order to further the mission of the Lodge and its goals.
- Provides mentorship to Chapter Vice-Chiefs of Communications and communicates 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, the Lodge Communications Adviser, and the next Lodge Vice-Chief of Communications.