



TOTANHAN NAKAHA LODGE
ORDER OF THE ARROW

Position: Lodge Vice-Chief of Finance

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.
- Oversees and leads all Finance 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 Finance Committee to assist in the position's finance responsibilities and to cultivate new leaders.
- Oversees fees payment and information of all Lodge event registrations.
- Drafts and prepares the annual Lodge Budget for approval by the LEC at the annual budget meeting. Monitors the annual budget and the Lodge's funds throughout the year, reporting any major differences of the actual values from budget values.
- Presents an annual income and expense report to the LEC within two months of the fiscal year end.
- Reports monthly to the LEC the changes in the Lodge's finances; advises the LEC on Lodge financial decisions.
- Monitors the Lodge Trading Post, keeping track of inventory and sales. Proposes new items to be sold in the Trading Post and oversees product design and procurement.
- Leads the Lodge in fundraising efforts, should the LEC desire to do so.
- Works with Lodge Officers and Chapters on funds needed to advance their program initiatives and advises the LEC on the direction of funds. Ensures compliance with Lodge financial policies by Chapters and by Lodge committees.
- Provides mentorship to Chapter Vice-Chiefs of Finance 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 Finance Adviser, and the next Lodge Vice-Chief of Finance.