



TOTANHAN NAKAHA LODGE
ORDER OF THE ARROW

Position: Lodge Vice-Chief of Membership

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 Totanhan 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 Membership 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 Membership Committee to assist in the position's membership responsibilities and to cultivate new leaders.
- Oversees the Lodge's annual Unit Election campaign through the Chapters of the Lodge and gives timely reports to the LEC and Chapter leadership.
- Oversees the member dues payment campaign.
- Manages the LodgeMaster database of the Lodge and keeps information up-to-date for Arrowmen. Oversees Chapter youth database accounts, monitoring and guiding LodgeMaster use.
- Work with all Chapters in the Lodge to ensure all Chapters effectively use the Extended Elangomat program.
- Monitors the Brotherhood Inductions process and attempts to find new and innovative ways to convert Ordeal members into the Brotherhood.
- Coordinates with Chapters to implement a robust OA Unit Representative program to further the aims of the Order and the Lodge.
- Oversees the nomination of Arrowmen who are qualified to become Vigil Honor members.
- Provides mentorship to Chapter Vice-Chiefs of Membership 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 Membership Adviser, and the next Lodge Vice-Chief of Membership.