



TOTANHAN NAKAHA LODGE
ORDER OF THE ARROW

Position: Lodge Vice-Chief of Program

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 Program 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 Program Committee to assist in the position's program responsibilities and to cultivate new leaders.
- Oversees and/or monitors the planning, execution, and evaluation of all Lodge events.
- Manages the Lodge's attendance and cooperation for Northern Star Council events.
- Coordinates the Lodge's execution of and participation in service projects that benefit both Council properties as well as communities within the Northern Star Council.
- Promotes participation of the OA's National High Adventure Programs and assists Lodge Arrowmen in arranging their involvement.
- Ensures Lodge ceremonial teams are following national policy and provides assistance to those Chapters that need help with providing ceremonies.
- Supports Section Conclave and major Section, Region or National Order of the Arrow events by actively encouraging Lodge members to attend, meeting Lodge program responsibilities, and planning and overseeing the Lodge's contingents to these events.
- Oversees the expansion of the Lodge's program to further its impact and reach within the Council and the greater community. Ensures the Lodge's camping promotion program is operating effectively and efficiently throughout the Council.
- Provides mentorship to Chapter Vice-Chiefs of Program 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 Program Adviser, and the next Lodge Vice-Chief of Program.