

TAKACHSIN LODGE OFFICER NOMINATION FORM

I UNDERSTAND THAT ELECTION AS A Lodge Officer is a commitment to serve the membership of the Order of the Arrow to the best of my ability. This commitment includes, but is not limited to, my responsibilities of the position I am elected to found in the current edition of the Lodge Bylaws. I will fulfill my obligation to my Unit, Lodge, and Order of the Arrow.

Nominees Name: _____
Last, First, Middle (PRINTED) Signature

Position: Check **any and all** boxes below for the offices you wish to be considered for:

- | | | |
|---|---|---|
| <input type="checkbox"/> Lodge Chief | <input type="checkbox"/> Vice Chief of Programs | <input type="checkbox"/> Vice Chief of Inductions |
| <input type="checkbox"/> Vice Chief of Ceremonies | <input type="checkbox"/> Lodge Treasurer | <input type="checkbox"/> Lodge Secretary |

If under the age of 18, please have a parent or legal guardian fill out and sign below.

Parent Name: _____
Last, First, Middle (PRINTED) Signature

Responsibilities of positions:

- **Lodge Chief**

- Acts as Chairperson at all Lodge Executive Committee (LEC) meetings and Official Lodge Business Meetings.
- Supervises the activities of the operating committees.
- Serves as an ex officio member of all operating committees.
- Supervises the execution of the Lodge program.
- Represents the Lodge at all Order of the Arrow Lodge, Section, Region, and or National events, meetings, and functions.
- Prepares and delivers a Lodge annual report to the Lodge and the Council as soon as possible following his or her year as chief. The reports is to be given at the beginning of the year by the outgoing Chief or their appointee at a Council Executive Committee meeting and the Lodge Winter Banquet.
- Must be at least a Brotherhood member and in good standings.
- Leads by example.
- Expected to attend all Lodge and LEC events.

- **Vice Chief of Programs**

- Manages yearly events of Winter Banquet, Ordeals, Fall Fun Fellowship, and Lodge Leadership Development.
 - Appoints an Ordeal Master, in the event one cannot be found he or she will then serve as the Ordeal Master.

- Must be a member in good standings.
- Leads by example.
- Expected to attend all Lodge and LEC events.
- **Vice Chief of Inductions**
 - Responsible to ensure that all new member inductions are conducted by the Lodge in accordance with the Order of the Arrow Handbook, the Order of the Arrow Guide for Officers and Advisers, and the Guide to Inductions.
 - Oversees Candidate election process.
 - Must be a member in good standings.
 - Leads by example.
 - Expected to attend all Lodge and LEC events.
- **Vice Chief of Ceremonies**
 - Responsible to ensure that all Ordeal Callouts, Ordeals, and Brotherhood ceremonies are conducted by the Lodge in accordance with the Order of the Arrow Handbook, Order of the Arrow Guide for Officers and Advisers, and the Guide to Inductions.
 - Must be a member in good standings.
 - Leads by example.
 - Expected to attend all Lodge and LEC events.
- **Lodge Treasurer**
 - Oversees all Lodge finances and provides a written report of Lodge finances at every LEC meeting.
 - Responsible for collection of Lodge dues and other fees.
 - Assist with check in for all Lodge functions.
 - Must be a member in good standings.
 - Leads by example.
 - Expected to attend all Lodge and LEC events.
- **Lodge Secretary**
 - Responsible for maintaining the minutes of all Lodge Executive Committee meetings, and the publication of minutes.
 - Responsible for providing material for the OA section of the Council monthly publication, the “Sagamore Signals”.
 - Responsible for publication of all special notices of the OA membership.
 - Responsible for publishing the Lodge newsletter as dictated by the LEC.
 - Responsible for issuing OA dues cards.
 - Must be a member in good standings.
 - Leads by example.
 - Expected to attend all Lodge and LEC events.