

# Nebagamon Lodge Officer Application Form

Name: \_\_\_\_\_ Unit Type / No.: \_\_\_\_\_ Rank: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  Ordeal  Brotherhood  Vigil Honor

City / State / Zip: \_\_\_\_\_ School & Grade: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mobile Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: \_\_\_\_\_

Training Attended:  ALTC/FORUM  NLS  NYLT  NAYLE

NOACs Attended: \_\_\_\_\_ Conclaves Attended: \_\_\_\_\_

Current & Past Unit Positions: \_\_\_\_\_

Current & Past OA Positions (Chapter, Lodge, Section): \_\_\_\_\_

Camp Staff Experience: \_\_\_\_\_

- Offices Sought:**
- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Lodge Chief     | <input type="checkbox"/> Lodge Vice Chief | <input type="checkbox"/> Secretary        | <input type="checkbox"/> Treasurer      |
| <input type="checkbox"/> Induction Chair | <input type="checkbox"/> AIA Chair        | <input type="checkbox"/> Ceremonies Chair | <input type="checkbox"/> Programs Chair |
| <input type="checkbox"/> Elections Chair |   |   |   |

<p><i>I understand the duties and obligations of being a Lodge Officer. I will conduct myself according to the Scout Oath, Scout Law and Order of the Arrow Obligation at all times. I agree to take an active leadership role if elected, and to fulfill my assigned responsibilities fully and in a timely manner.</i></p> <p>_____</p> <p>Arrowman's Signature <span style="float: right;">Date</span></p>	<p><i>I have discussed the duties and obligations with the candidate and believe she/he understands them fully. I believe she/he is capable of fulfilling her/his duties to her/his unit and to the Order of the Arrow.</i></p> <p>_____</p> <p>Unit Leader's Signature <span style="float: right;">Date</span></p>
<p><i>I understand the duties and obligations of my daughter/son being a Lodge Officer. I agree to support her/him in taking an active leadership role if elected, and support her/him in fulfilling her/his assigned responsibilities fully and in a timely manner.</i></p> <p>_____</p> <p>Parent's Signature <span style="float: right;">Date</span></p>	<p><i>I have discussed the duties and obligations with the candidate and believe she/he understands them fully. I believe she/he will be a positive influence on the program and youth members of the Order of the Arrow and in Scouting.</i></p> <p>_____</p> <p>Lodge Adviser's Signature <span style="float: right;">Date</span></p>

# Lodge Officer Application – General Information

## Introduction

This information sheet has been developed to assist Arrowmen *and their parents* in understanding the application and approval process to run for Lodge office, as well as to provide a description of the duties and expectations of Lodge officers.

The ultimate success of Nebagamon Lodge depends on the initiative, follow-through, and commitment of our Lodge officers, working in partnership with their adult advisers. When a youth takes on a Lodge-wide position, every member of the Lodge counts on that youth to make the Order of the Arrow a priority and to do her/his job well.

- Arrowmen interested in running for an elected Lodge-wide office must complete and sign the *Lodge Officer Application Form* and *Lodge Officer Responsibilities* sheet, then get signatures/initials from a parent, their unit leader, and the Lodge Adviser. Once all signatures are received, the form must be scanned and forwarded in PDF format to the Lodge Adviser via email to mikdpm@gmail.com.
- All application forms and responsibilities sheets must be received by the Lodge Adviser no later than 10:00am December 18<sup>th</sup> 2019.
- When completing the application, reflect on your training, experience, participation, and reasons you want to be a Lodge officer. It's okay if you haven't attended a lot of training, if you haven't served on camp staff, or if you haven't attended a Conclave or NOAC yet. These sections of the form help you and the Lodge Adviser jointly determine your readiness to hold a Lodge-wide office. They also give you points to mention in your campaign speech.
- The purpose of the Order is to support BSA units and the Scouting program. Therefore, if an Arrowman is needed by one's unit, such as holding a critical position of responsibility, the first obligation is to serve the unit rather than the Order.  
***If an Arrowman runs for a Lodge officer position, however, that person must be prepared to put Lodge duties first.***
- Before applying to be a Lodge officer, candidates should consider their other responsibilities, transportation, or going away to college. ***Speak with the Lodge Adviser or Lodge Staff Adviser before submitting this form if you have any questions or concerns about fulfilling the duties of office.***
- All Lodge officers must be less than 21 years of age for the entire term of office. The term of office begins immediately upon conclusion of Lodge elections and ends at the conclusion of the next Lodge elections.
- To serve successfully as one of the top Lodge officers, the candidate should have a detailed understanding of different operational aspects of the Lodge. Elected and non-elected positions at the chapter and committee level are a great way to gain experience and knowledge before running for Lodge-wide office.
- If you have an interest in more than one office, complete this form for your ***top three*** choices (e.g., Lodge Chief, Administrative Vice Chief, and Treasurer). Mark the appropriate boxes with a 1, 2, or 3. If a different candidate is elected to your first-choice position, you may run for up to two additional elected positions with the approval of the Lodge Adviser or the Lodge Staff Adviser.

Completed and signed *Lodge Officer Application Forms* and *Lodge Officer Responsibilities* sheets must be scanned and forwarded in PDF format to the Lodge Adviser at mikdpm@gmail.com. They must be received no later than 10:00 a.m. Wednesday, December 18, 2019.

# Nebagamon Lodge Officer Responsibilities

**Attendance**                      **Member Initials:** \_\_\_\_\_                      **Parent Initials:** \_\_\_\_\_

- **Officers of Nebagamon Lodge are required** to attend all Lodge Executive Committee (LEC) meetings, officer meetings, the annual banquet, and the Lodge Leadership Development (LLD) training.
- All officers are encouraged and expected to attend all Lodge functions and activities, Section Conclave, and Section or Area leadership training events.
- The **Lodge Chief is required** to attend all Lodge functions and activities, Section Conclave, Section or Area leadership training events, and the Council Executive Board Meetings.
- Officers are expected to remain active in their troop, crew, post, or ship.
- Officers must be able to arrange their own transportation to all events in compliance with the *Guide to Safe Scouting* (driving rules) and Youth Protection guidelines.

**Duties**                              **Member Initials:** \_\_\_\_\_                      **Parent Initials:** \_\_\_\_\_

- Most duties are found in the *Guide for Officers and Advisers* and *Chapter Operations Guide*. Copies of the guides are found on the National Order of the Arrow website, [www.oa-bsa.org](http://www.oa-bsa.org). Additional duties may be assigned by the Lodge Chief or LEC throughout the year. We have attached a list of duties.
- Every officer is expected to work in concert with an assigned Adviser to accomplish the objectives of the position. **The youth/adult partnership is critical to the success of the officer, the Adviser, and the whole Lodge.**
- Every officer is expected to communicate with the assigned Adviser (or Associate Lodge Adviser) a minimum of once every week throughout the program year (meeting, phone or other agreed-upon method).
- Every officer is expected to assist in conducting at least three unit elections (more if she/he is available) during election season.
- Officers must document their work in a manner which may be passed along to their successors.

**Commitment**                      **Member Initials:** \_\_\_\_\_                      **Parent Initials:** \_\_\_\_\_

- **Being a Lodge officer is a huge commitment. It involves a significant amount of time, energy and travel to perform the duties of the job.**
- Scouting activities are secondary to family and academic responsibilities.
- Other than rank advancement, Lodge officer duties, responsibilities, and attendance should take a higher priority to other Scouting-related activities.
- Therefore, if your present responsibilities are time demanding (e.g., sports teams, difficult school classes, heavy family responsibilities, or other leadership roles in Scouting), you need to decide where the Order of the Arrow fits into your life and priorities before you decide to run for Lodge office.
- No officer shall serve in more than one elected position simultaneously. If you have any intention of running for more than one position, discuss this with the Lodge Adviser and decide where you can best serve the Lodge.

**Code of Conduct** **Member Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_

- As senior representatives of Nebagamon Lodge, all officers agree to conduct themselves in accordance with the values represented by the Scout Oath, Scout Law, and Order of the Arrow Obligation. Failure to abide by these principles is subject to disciplinary action, including removal from office.

**BSA Uniform** **Member Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_

- Nebagamon Lodge officers are required to wear a proper, full, and clean Scout uniform, including Order of the Arrow sash, Las Vegas Area Council shoulder patch, and Nebagamon Lodge flap, whenever representing the Lodge and/or the Order of the Arrow.
- Officers shall wear the approved field uniform of their program (Scouts BSA, Venturing, Sea Scouts, or Exploring), which consists of a uniform shirt, uniform pants or shorts, socks, and BSA approved belt, regardless of their individual unit's policies. All uniform parts must comply with the BSA Insignia Guide.

**Lodge Chief:** The Duties of the Lodge Chief are as followed. They are to run the Monthly LEC as well as lead the Lodge in any Lodge, Council, and Section Events, Meetings, and Activities. Works very closely with the LEC to keep an orderly, stable, and progressive Lodge that grows. Plans the Annual Lodge Banquet and meets with the Key Three 2-4 times a month to discuss upcoming events and issues. Supports, maintains, and checks up with all Lodge Vice Chiefs and Committee Chairs.

**Lodge Chief is required** to attend all Lodge functions and activities, Section Conclave, Section or Area leadership training events, and the Council Executive Board Meetings. This may include traveling out of state i.e. to Arizona and /or California

**Lodge Vice Chief:** The Duties of the Lodge Vice Chief are as followed. They are to fill in for the Lodge Chief in case of their absence. Check up with committees and maintain leadership within the LEC. They are to perform any additional duties assigned by their executive.

**Secretary:** The Duties of the Lodge Secretary are as follows. They are to keep a record of the LEC and Key Three minutes. Posts Lodge newsletters and maintain any Lodge social media and the Lodge website. They are to maintain the Lodge Google Drive as well as understand Lodge Master. They are to update the Lodge Calendar along with being in charge of all Lodge Event Registration. They are to work closely with their Advisor and the Key Three regarding any administration process. They are to perform any additional duties assigned by their executive.

**Treasurer:** The Duties of the Lodge Treasurer are as follows. They are to lead and maintain an Annual Lodge Budget. Maintains Budgets for each committee and is in charge of any Lodge fundraiser. In charge of following through with the creation and purchase of any lodge items which includes patches, shirts, jackets, and any forms of spirit for Conclave or any Lodge Event. The Treasure also keeps track and maintains the Lodge Mascot. They are to perform any additional duties assigned by their executive.

**Ceremonies Chairman:** The Duties of the Ceremonies Chairman are as follows. They are to maintain and promote Lodge Ceremonies as well as regularly meet and with the ceremony teams to maintain well versed and formal teams. Must manage a Pre-Ordeal, Ordeal, and Brotherhood team by whatever means necessary to have them well prepared for Ordeal and Brotherhood induction events. Researches appropriate ceremonial attire and make sure it maintains its condition and assists in making or repairing the attire. They are to perform any additional duties assigned by their executive.

**Inductions Chairman:** The Duties of the Inductions Chairman are as follows: They are to Plan and Lead at least two Ordeal and Brotherhood Inductions as well as a call-out ceremony. They are to work closely with their Advisor to make sure the Ordeal candidates are reached out to and informed of the Ordeal and Brotherhood. They are to plan LLDs throughout the year as well as train Ordeal Staff, Elangomats, and Nimats so that they are able to use their skills to their fullest. They are to perform any additional duties assigned by their executive.

**Elections Chairman:** The Duties of the Elections Chairman are as follows: They are to form and train an election team or teams to properly conduct OA Elections within our Lodge. Keep in touch and inform all OA representatives about upcoming Lodge Events to keep clear communication between the Lodge and the troops. They are to perform any additional duties assigned by their executive.

**AIA Chairman:** The Duties of the AIA Chairman are as follows: They are to train Arrowmen in the art of Native American dance and craft. They are to prepare teams to compete at NOAC and Conclave as well as participate in Pow Wows. They are to perform any additional duties assigned by their executive.

**Programs Chairman:** The Duties of the Programs Chairman are as follows: They are to plan Lodge Fellowships as well as service projects. They are to communicate with the Executive Board and help plan upcoming Council events that involve the Lodge. They are to plan and lead fundraising events for the Lodge and Lodge events. They are to work with the Lodge Chief and the LEC to help decide upcoming events. They are to perform any additional duties assigned by their executive.