

# Kit-Ke-Hak-O-Kut Lodge #97



## Committee Guide Book

2013 Revision (Draft)

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## Lodge Committees Matrix

Lodge Officer	Responsibility	Function	Committee/Position
Chief	Lodge		→ Summer Camp Coord
Vice, Admin	Administration	JTE	
		Recharter	
		**Oversee LLD **	
			→ National/Section Affairs
Vice, Program	Program	Inductions	→ Elangomat → Jumpstart → Ceremonies → Brotherhood Conversion
		Camping	→ Camp Promotion
		Recognition	→ Awards → Vigil Honor
		Service	
Treasurer	Finance	Lodge Annual Budget	
		Conclave budgets	
		Merchandise	→ Trading Post /Quartermaster
Secretary	Membership & Communication	LEC Minutes	
		LEC meeting notifications	
		Membership	
		Communications	→ Arrowhead → Unit Elections → OA Troop Reps

## **I. Committees - Duties and Responsibilities**

- a. As leaders of Lodge #97 each appointed Committee Chairman shall:
  - i. Support the Lodge elected officers in conducting the Lodge program to the best of their ability and to the satisfaction of the membership.
  - ii. Attend all meetings of the Lodge and the Lodge Executive Committee (LEC).
  - iii. Attend Lodge Leader Development training (LLD).
  - iv. Encourage other Arrowmen to serve on their committees, and organize their committee to fulfill its duties and responsibilities.
  - v. Select assistants, and designate who shall take their place in their absence.
  - vi. Keep their designated elected officer (Vice Chief, Secretary, or Treasurer) informed of their committee's progress and of their designated representative to the LEC when they are unable to attend.
  - vii. Submit a quality article pertinent to their committee responsibilities for each Arrowhead publication.
  - viii. Serve as an example of the ideals of the BSA and Order of the Arrow.
  - ix. Be a cheerful servant, dedicated leader, and brother to all.
  - x. Wear the Scout uniform correctly.
  - xi. Be a current dues paid member of the lodge.
  - xii. Perform any other duties as assigned by the Lodge Chief.
- b. **Arrowhead** (Lodge Secretary)
  - i. Solicit input; articles, pictures, etc. for the Lodge newsletter.
  - ii. Publish the Lodge 97 newsletter at least 4 times per year.
  - iii. Insure distribution includes publishing on the lodge website and email via approved email channels.
- c. **Awards** (Vice Chief of Program)
  - i. Chair the Winter Banquet planning committee (annual fellowship and awards event).
  - ii. Recruit and chair selection committees for Lodge OA awards as needed:
    - a) Silver Arrow
    - b) Spirit of the Ordeal
    - c) James E West (OA awardees only)
    - d) Founders Award
    - e) Higher Vision Award
    - f) Chapter Arrowman of the Year
    - g) Other awards as defined
  - iii. Maintain accurate lists of all previous Lodge award recipients.
  - iv. Insure award recipients are recognized via approved electronic and/or print media.
  - v. Serve as the focal point for the lodge coup necklace system.
- d. **Brotherhood Conversion** (Vice Chief of Program)
  - i. Be knowledgeable of the applicable sections of the OA Guide to Inductions.

- ii. Strive to promote the Brotherhood to all eligible Arrowmen throughout the lodge year.
  - iii. Ensure that the Brotherhood is conducted in accordance with the Journey to Brotherhood Program.
  - iv. Ensures the 10 Inductions Principles listed in the Guide to Inductions are followed in the Brotherhood Process.
  - v. Provide support and assistance as requested to the Summer Camp OA Coordinator to insure the success of the Brotherhood conversions process during each week of Summer Camp.
  - vi. Recruit an adequate number of Nimats for each Brotherhood advancement opportunity (excluding Summer Camp).
  - vii. Establish procedures to accurately record Brotherhood conversions in Lodgemaster.
  - viii. Be present at all Brotherhood advancement opportunities (or secure a competent replacement) to coordinate ceremonies, review and supervise Nimat hike(s) (excluding Summer Camp).
- e. Camp Promotions** (Vice Chief of Program)
- i. Maintains the Lodge's "Where to go Camping Manual".
  - ii. Promote year-round camping within the council in consultation with the council camping committee.
  - iii. Work with the chapters to assist with camping promotion visits to made to all Mid-America Council units.
  - iv. Provide feedback to lodge leadership for submission to Council and District committees as required.
  - v. Promote National High Adventure Programs to older scouts in the council.
- f. Ceremonies** (Vice Chief of Program)
- i. Be knowledgeable of the applicable sections of the OA Guide to Inductions.
  - ii. Work with the chapters to recruit and train ceremony teams i.e, Candidate call-out, Pre-Ordeal, Ordeal, Brotherhood, Arrow of Light, WEBELOS Crossover or any other ceremonies.
  - iii. Instruct members on appropriate regalia and customs.
  - iv. Work to keep ceremonial grounds in good condition.
  - v. Establish procedures to accurately record ceremony member participation in Lodgemaster for lodge ceremonies.
  - vi. Be present at all lodge events (or secure a competent replacement) to coordinate ceremonies.
- g. Elangomats** (Vice Chief of Program)
- i. Be knowledgeable of the applicable sections of the OA Guide to Inductions.
  - ii. Be a friend and guide to all Ordeal Candidates and guide them through the induction process.
  - iii. Recruit an adequate number of Elangomats per ordeal and provide training.

- iv. Provide the contact information to each conclave's Elangomats so that they can contact their clan's members to encourage them to remain active in the OA and when the clan members have completed 10 months as a member to seal their membership as Brotherhood members.
  - v. Provide a list of Elangomats for recognition at the conclave banquet and the Arrowhead.
  - vi. Follow proper induction procedures as outlined in the *Order of the Arrow Guide to Inductions*.
  - vii. Provide other training sessions as requested by the LEC.
  - viii. Establish procedures to record Elangomat participation in Lodgemaster.
  - ix. Work with other committees to solve any problems and insure a meaningful Ordeal experience for all candidates.
- h. National / Section Affairs** (Vice Chief of Admin)
- i. Strive to keep apprised of upcoming Section, Region, and National events.
  - ii. Communicate upcoming Section and National events to the lodge membership in a timely manner.
  - iii. Serve as the initial point of contact for the lodge on upcoming Section Conclaves and NOAC Events.
  - iv. Work with Lodge Officers to insure a Section Conclave Chairman is appointed at least one year prior to our hosting of the Section conclave.
- i. JumpStart** (Vice Chief of Program)
- i. Be knowledgeable of the applicable sections of the OA Guide to Inductions.
  - ii. Organize and prepare the new members information packets.
  - iii. Conduct the new member orientation session immediately after every Ordeal Induction.
  - iv. Work with the rest of the Inductions committees to insure the Ordeal weekend is a success for the new members.
- j. OA Troop Reps** (Lodge Secretary)
- i. Be knowledgeable of the applicable sections of the OA Guide to Inductions.
  - ii. Provide training at the Winter Banquet about the OATR program.
  - iii. Working with the chapters, promote and monitor usage and effectiveness of the OATR program throughout the lodge.
  - iv. Provide training to individual chapters as needed.
  - v. Sponsor OATR and OATR Adviser meetings or communications as requested by the LEC.
- k. Trading Post** (Lodge Treasurer)
- i. Keep an accurate inventory of all Lodge, chapter, and committee merchandise, insignia, and memorabilia.
  - ii. Utilize proper cash management practices when operating the Trading post.
  - iii. Insure merchandise is stocked and/or ordered as required for Lodge events.

- iv. Have a presence at all Lodge events and any chapter events as requested.
- v. Establish procedures to record inventory in Lodgemaster as directed.
- vi. Serve members of the Lodge in a friendly manner.

**I. Unit Elections** (Lodge Secretary)

- i. Be knowledgeable of the applicable sections of the OA Guide to Inductions.
- ii. Provide training sessions on an at least an annual basis for all chapters to use a model for chapter election team training.
- iii. Define time-lines for the lodge annual election cycle.
- iv. Establish reporting procedures for chapters to follow during the election season.
- v. Work with the chapters to ensure all elections are performed properly and on time.
- vi. Establish procedures to record election results are entered in Lodgemaster in a timely manner.

**m. Vigil Honor** (Vice Chief of Program)

- i. Be knowledgeable of the applicable sections of the OA Guide to Inductions.
- ii. Oversee the Vigil Nomination Process.
- iii. Chair the annual Vigil selection committee meeting.
- iv. Arrange for Vigil call outs.
- v. Organize and pre-plan Vigil Ceremony(ies).
- vi. Establish procedures to record Vigil Honor information is accurately entered into Lodgemaster.
- vii. Complete all paperwork to insure applications are sent to National for certificate completion in a timely manner .
- viii. Organize the Vigil Weekend and Recognition Banquet.

**II. Committee Advisers**

- a. As an adviser within Lodge #97 each Committee Adviser shall:
  - i. Function as an adviser and mentor to the youth committee chairman and committee members of their assigned committee.
  - ii. Obtain a copy of and become familiar with the Order of the Arrow Guide for Officers and Advisers, available on-line.
  - iii. Be knowledgeable of the applicable sections of the OA Guide to Inductions.
  - iv. Interpret OA policy in consultation with the lodge advisor.
  - v. Attend Lodge Leader Development training (LLD).
  - vi. Support and assist the lodge advisor in carrying out the operations of the Lodge.
  - vii. Communicate and/or meet (but not too much) with the youth committee chair on a regular basis.
  - viii. Promote participation in section, regional, and national OA and Scouting events.
  - ix. Serve as an example of the ideals of the BSA and the Order of the Arrow.

- x. Wear the Scout uniform correctly.
- xi. Be a current dues paid member of the lodge.
- xii. Assumes other responsibilities and duties as assigned.
- xiii. Attend meetings as directed by the lodge advisor.

**b. Lodgemaster Administrator** (Lodge Adviser)

- i. Is appointed as the Lodgemaster Lodge Administrator to the Order of the Arrow, BSA and is the first point of contact for the OA Lodgemaster Staff to this Lodge.
- ii. Work with Lodge committees, officers, and advisers to insure all data is properly input into the database to satisfy the Lodge's needs in tracking membership, assets, events, service, budget, JTE, and other data as directed.
- iii. Establish written procedures for granting access to the Lodgemaster database.
- iv. Create, edit, and support the users on the system.
- v. Develop written procedures and policies to protect the user data once extracted from the database.
- vi. Provide user training before granting access to the database and as requested by the Lodge Adviser or LEC.
- vii. Serve as an example of the ideals of the BSA and the Order of the Arrow.
- viii. Assumes other responsibilities and duties as assigned.
- ix. Attend meetings as directed by the lodge advisor.

Revision History

April 2013 - Initial Release