

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



## Committee Guide Book

January 2015

# Table of Contents

Lodge Committees Matrix	3
Committee Chairmen - Duties and Responsibilities	4
Committees - Duties and Responsibilities	4
Committee Adviser Duties and Responsibilities	8
Revision History	9

### Lodge Committees Matrix

Lodge Officer	Responsibility	Function	Committee/Position
Chief	Lodge		➔ Summer Camp Coord
Vice, Admin	Lodge Secretary & Administration	LEC Minutes	
		LEC meeting notifications	
		Membership	➔ Unit Elections ➔ OA Troop Reps
		JTE	
		Lodgemaster	
		Recharter	
		Lodge Leadership Development (LLD)	➔ Training
		Communications	➔ National/Section Affairs ➔ Arrowhead
Vice, Program	Program	Inductions (Ordeal Chief)	➔ Ceremonies ➔ Elangomats ➔ Brotherhood Conversion
		Camping	➔ Camp Promotion
		Recognition	➔ Awards/Banquet ➔ Vigil Honor
Vice, Finance	Lodge Treasurer	Lodge Annual Budget	
		Lodge Event budgets	➔ Kitchen
		Merchandise	➔ Trading Post /Quartermaster
Vice, Service	Service		
		National Service Grant	
		Ordeal Weekend Service	
		Service Corps	

## Committee Chairmen - Duties and Responsibilities

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 (Administration, Program, Finance, Service) 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 at all OA functions.
- xi. Be a current dues paid member of the lodge.
- xii. Perform any other duties as assigned by the Lodge Chief.

### I. Committees - Duties and Responsibilities

#### a. **Arrowhead** (Vice Chief, Administration)

- i. Solicit input; articles, pictures, etc. for the Lodge newsletter for the various committees and Chapters.
- ii. Publish the Lodge 97 (The Arrowhead) newsletter at least 4 times per year.
- iii. Insure distribution includes publishing on the lodge website and email via approved email channels.

#### b. **Awards** (Vice Chief, 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) Spirit of the Ordeal
  - b) Higher Vision Award
  - c) James E West (OA awardees only)
  - d) Founders Award
  - e) Chapter Arrowmen of the Year
  - f) Silver Arrow
  - g) Other awards as defined

- iii. Recruit and chair selection committees for Lodge Scholarships.
  - iv. Maintain accurate lists of all previous Lodge award recipients.
  - v. Insure award recipients are recognized via approved electronic and/or print media.
  - vi. Serve as the focal point for the lodge coup necklace system.
- c. Brotherhood Conversion (Vice Chief, 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 conversion 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).
- d. Camp Promotions (Vice Chief, 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.
- e. Ceremonies (Vice Chief, 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.
- f. **Elangomats** (Vice Chief, 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 Ordeal Weekend'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 Ordeal Weekend banquet and in 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.
- g. **Kitchen** (Vice chief, Finance)
- i. Be the focal point for all Lodge events where food service is needed.
  - ii. Review all event budgets and event menus and provide advice to increase member satisfaction.
  - iii. Strive to provide high quality meals for the best value.
  - iv. Assist chapters in ordering food items as needed.
  - v. Provide after event reports of cost analysis so that we can properly budget for future events.
  - vi. Provide practical experience opportunities for Arrowmen to hone their cooking skills while pursuing their BSA Cooking merit Badge.
  - vii. Provide a volunteer kitchen staff for OA events as needed and/or requested,
- h. **National / Section Affairs** (Vice Chief, Administration)
- 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. **OA Troop Reps** (Vice Chief, Administration)
- i. Provide training at the Winter Banquet about the OATR program.

- ii. Working with the chapters, promote and monitor usage and effectiveness of the OATR program throughout the lodge.
  - iii. Provide training to individual chapters as needed.
  - iv. Sponsor OATR and OATR Adviser meetings at the Chapter or Lodge level as needed.
  - v. Send communications to the OATRs as requested by the LEC.
  - vi. Develop a recognition program for UNIT OATRs and their Advisers
- j. **Trading Post** (Vice Chief, Finance)
- 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.
- k. **Training**
- i. Using the Lodge Leadership Development (LLD) Planning Guide (available on-line) implement and oversee a Lodge-wide annual LLD cycle at OA weekends, Lodge Banquet, and/or other events as required.
  - ii. Be knowledgeable of available LLD courses.
  - iii. Recruit qualified LLD course presenters in advance so that they have time to properly present the material.
  - iv. Work with the event organizers and instructors to have the proper resources on hand for course presentations.
  - v. Provide feedback to lodge leadership for submission to Council and District committees as required.
  - vi. Maintain accurate lists of all LLD attendees and instructors.
- l. **Unit Elections** (Vice Chief, Administration)
- 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 in accordance with the Lodge Planbook.
  - 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 insure all completed election results are entered in Lodgemaster in a timely manner.
- m. **Vigil Honor** ( Vice Chief, 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. Communicate and/or meet (but not too much) with the youth committee chair on a regular basis.
  - iii. Obtain a copy of and become familiar with the Order of the Arrow Guide for Officers and Advisers, available on-line.
  - iv. Be knowledgeable of the sections of the OA Guide to Inductions that pertain to your function.
  - v. Support and assist the lodge adviser in carrying out the operations of the Lodge.
  - vi. Interpret OA policy in consultation with the Lodge Adviser.
  - vii. Communicate with the Lodge Associate Adviser that oversees your function on a frequent basis.
  - viii. Attend Lodge Leader Development training (LLD).
  - ix. Strive to attend National Leadership Development (Lodge Leader Development training (LLD) or National Lodge Adviser Training Seminar (NLATS).
  - x. Promote participation in section, regional, and national OA and Scouting events.
  - xi. Serve as an example of the ideals of the BSA and the Order of the Arrow.
  - xii. Wear the Scout uniform correctly to all OA events.
  - xiii. Be a current dues paid member of the lodge.
  - xiv. Assume other responsibilities and duties as assigned.
  - xv. Attend meetings as requested by the Lodge Adviser.
- 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 Adviser.

#### Revision History

May 2013 – v 1.0 Initial Release

Jan 2015 – v1.1 updated for Lodge Vice Chief changes, added new committees.