

CHAPTER DUTIES & RESPONSIBILITIES

YOUTH

CHAPTER CHIEF

- Oversees all Chapter Functions
- Represents the Chapter at all Lodge meetings/events
- Responsible for adherence to National Policy and Lodge Rules
- Ensures that all units are provided with an election team and a Camp Promotions presentation
- Facilitates ceremony teams for Webelos Crossovers
- Ensures that the Chapter provides maximum brotherhood conversion of its members
- Ensures that the District is aware of Chapter and Lodge Events
- Makes the Chapter's resources available to the District.
- Develops achievement goals for the Chapter.
- Ensures that the Chapter provides and participates in all training passed down by the Lodge

CHAPTER VICE CHIEF OF PROGRAM

- Assists Chapter Chief in planning Chapter activities.
- Presides over Chapter meetings and functions in the absence of the Chief
- Works with Chapter officers to accomplish the goals set for the year
- Promotes Chapter activities (announcements, newsletter articles, phone calls).
- Records activities and attendance at Chapter activities for Chapter records
- Performs any other duties assigned by the Chapter Chief

CHAPTER VICE CHIEF OF SERVICE

- Assists Chapter Chief in planning Chapter activities.
- Assists Chapter Chief in planning Chapter service projects.
- Makes arrangements for Chapter service projects (reservations, etc.).
- Promotes Chapter service projects (announcements, newsletter articles, phone calls).
- Supervises Chapter service projects.
- Submits record of Chapter service projects and service hours to the Lodge.
- Performs other assignments from the Chapter Chief.

CHAPTER VICE CHIEF OF COMMUNICATION

- Assists Chapter Chief in planning Chapter activities.
- Takes minutes at all Chapter meetings for permanent record (attendance, topics, discussion, outcome and assignments)
- Takes minutes at all Chapter Executive Board meetings for permanent record (attendance, topics, discussion, outcome and assignments)
- Maintains records of Unit Elections Committee.
- Prepares and maintains mail listing for all Chapter members.
- Prepares all Chapter correspondence.
- Maintains Chapter history.
- Prepares and mails monthly newsletter and specialty announcements.
- Acts for Chapter Chief in the absence of Chapter Chief and all Vice Chiefs.
- Performs other assignments from Chapter Chief.

CHAPTER VICE CHIEF OF MEMBERSHIP

- Assists Chapter Chief in planning Chapter activities.
- Contacts units to schedule unit Ordeal member elections.
- Trains members of election team in election procedures.
- Conducts with the aid of the unit OA Representative or member of election team, unit elections.
- Reports to the chapter the progress of unit election and completes Unit Election Report.
- Encourages Ordeal members to complete Brotherhood
- Encourages Ordeal candidates to attend an ordeal weekend.

CHAPTER VICE CHIEF OF INDUCTIONS

- Assists Chapter Chief in planning Chapter activities.
- Oversees chapter ceremonies.
- Oversees production and maintenance of all ceremonial costuming and equipment.
- Oversees extended program.
- Oversees Lodge brotherhood conversion.
- Encourages members to perform Elangomat duties at Ordeals.
- Performs other assignments from Chapter Chief.

ADVISERS

CHAPTER ADVISER

- Remind Chapter Officers of their responsibilities if they are not doing their job.
- Coordinate chapter activities with other segments of Council and District program.
- Advise other adults on the proper role of adult members of the OA
- Be familiar with current edition of the Order of the Arrow Handbook.
- Be familiar with the current edition of the Order of the Arrow Guide for Officers and Advisers.
- Be familiar with policies of the Order of the Arrow.
- Advise Chapter Officers on OA policies and procedures.
- Encourage attendance at Section Conclave, Lodge Pow Wow, National Order of the Arrow Conferences, etc.
- Serve as the liaison with the Council Staff
- Appoint associates in consultation with the Chapter Chief and with the approval of the Staff Adviser.
- Inform District leadership of Chapter and Lodge events

