

Become An Achewon Nimat Lodge Officer For the 2016-2017 Achewon Nimat Lodge Year

Election Procedure

Lodge officers are elected by their peers in the spring each year. Elected officers take their oath of office at the last LECM of the 2015-2016 year. Completed forms are to be turned in when you register and/or check in for the event or lodge meeting.

Requirements

In order to be considered for a lodge office:

- You must be a lodge member in good standing.
- You must be under 21 years of age throughout your term of office.
- You must have the approval of your Scoutmaster or Coach.
- See additional requirements on the reverse side.
- The term of office is July 1, 2016 until June 30, 2017.

Responsibilities

- All officers are expected to live by the Scout Oath and Law at all times.
- The Primary Responsibilities for each Lodge Office are on the reverse side.
- Participate in the Lodge LLD in May of 2016.

Application Form

Name _____ Unit _____ Birth Date _____

Boy Scout Leadership Experience

Order of the Arrow Experience

I am interested in the following positions (check all that apply)

- Lodge Chief** (Chairs and presides over all LEC meetings, represents Lodge at Section meetings, appoints youth committee chairs in consultation with other lodge officers, lodge adviser and staff adviser)
- Lodge Vice Chief of Activities** (Responsible for the committees related to internal lodge activities)
- Lodge Vice Chief of Inductions** (Responsible for the committees related to Inductions)
- Lodge Vice Chief of Service** (Responsible for the committees related to Service & Activities outside the lodge)
- Lodge Secretary** (Responsible for meeting minutes and the committees related to communications)
- Lodge Treasurer** (Responsible for the financial affairs of the lodge and the committees related to finance & membership)

Required Signatures

I am prepared to commit myself to fulfilling the responsibilities of an Achewon Nimat Lodge office.

Applicant's Signature: _____ **Date:** _____

I support this Scout(er)'s interest in a leadership position within the Achewon Nimat Lodge, Order of the Arrow. I believe he possesses the abilities and can handle the challenges of a Lodge office. A Lodge Officer position will not conflict with his unit's responsibilities.

Unit Leader's Signature: _____ **Date:** _____

ONLY REQUIRED IF APPLICANT IS YOUNGER THAN 18

I support my son's interest in becoming an officer for the Order of the Arrow, Achewon Nimat Lodge, I understand the time commitment estimated at 5 hours per week for Lodge Chief, 4 hours per week for the other lodge offices plus meetings and activities.

Parent/Guardian's Signature: _____ **Date:** _____

SUBMIT THIS FORM PRIOR TO THE ELECTIONS

Requirements For All Elected Lodge Offices

- Currently registered in Scouting, in the San Francisco Bay Area Council, BSA.
- A member is good standing in Achewon Nimat Lodge.
- Be younger than 21 for the entire term of office.
- Submits written approval from his unit leader acknowledging his understanding the effect that being a Lodge Officer will have on the unit. This is to be turned in at Achievest to the Lodge Adviser.
- If currently under the age of 18, submits written acknowledgement from his parents that they are aware of the responsibilities of being an elected lodge officer and the time commitment (estimated at 5 hours per week for the lodge chief and 4 hours per week for the other lodge officers, plus meetings and activities) required to fulfill his duties. This is to be turned in at Achievest to the Lodge Adviser.
- Participate in the New Lodge Officer's orientation training to be held within 60 days of his election.
- Participate in a National Leadership Seminar (NLS), if available, if they have not previously attended NLS.
- Elected officers can hold NO other office within the Lodge.
- Holds no part on the Ordeal or Brotherhood ceremonies teams.
- Communicates with the other lodge officers, committee chairmen, and advisers to ensure no surprises.
- Attends and participates in all lodge activities.
- Sets an example with proper unfirming and OA publications awareness.

Primary Responsibilities of the Lodge Chief

- Chairs and presides over all lodge executive committee meetings and lodge meetings.
- A member of the "Key 3".
- Attends and participates as a member of the Section Council of Chiefs, Council Camping Committee, and the Council Executive Board.
- Appoints youth committee chairman in consultation with the related lodge officer, lodge adviser, and staff adviser.

Primary Responsibilities of the Vice Chiefs

- Responsible for area of the lodge's committees related to his office, Activities, Inductions, or Service.
- Stands in for the Lodge Chief as necessary.
- Reviews progress for each of the lodge committees under his leadership to ensure that they are operating within their timelines and as outlined in the lodge's Operations Guide (currently under development).

Primary Responsibilities of the Lodge Secretary

- Keeps a written record of all the proceeding of the lodge executive committee and general membership meetings. Never reflecting the secretary's opinion.
- Makes the minutes and other lodge records available to members upon reasonable request.
- Working with the lodge chief, develops and distributes notices of meetings and meeting agenda, 15 days prior to all LECMs and 45 days prior to all general lodge meetings.
- Distributes meeting minutes, from the LECMs and lodge meetings, within 15 days of each meeting.
- Reviews progress for each of the lodge committees under his leadership to ensure that they are operating within their timelines and as outlined in the lodge's Operations Guide (currently under development).

Primary Responsibilities of the Lodge Treasurer

- Ensures all the lodges' financial activities are in accordance with San Francisco Bay Area, BSA council policies & procedures and the Lodge Financial Practices document.
- Monthly provides the Key 3 with a Lodge Financial Statements comparing actual income and expenditures to the lodge budget.
- Provides a financial report at each LECM and general lodge meeting.
- Works with the lodge finance committee, lodge officers and committees in the development of the annual lodge budget. Presents the recommended budget to the LECM for approval.
- Operates the lodge Trading Post at all lodge actives.
- Responsible for taking the biannual (end of December and August) inventory of the Trading Post stock.
- Reviews progress for each of the lodge committees under his leadership to ensure that they are operating within their timelines and as outlined in the lodge's Operations Guide (currently under development).