

## 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 5".
- 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 5 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).