

## Become An Achewon Nimat Village Officer For the 2018-2019 Achewon Nimat Lodge Year

### Election Procedure

Village officers are elected by their peers annually within 45 days following Achievest. Elected officers take their oath of office at the last LECM of the 2017-2018 year. Completed forms are to be turned in to your Village Adviser prior to the Village's elections. The Village Adviser will forward all forms (for both elected and not elected Arrowmen) to the Lodge Adviser following the Village's election. Upon receipt of these forms, the lodge will certify that all of the candidates running for an office and/or elected meet the election requirements.

### Requirements

In order to be considered for a village 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, 2018 until June 30, 2019.

### 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 2018

### 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)

- Village Chief** (Chairs and presides over all village meetings, represents the Village at the Lodge Executive Committee Meetings.)
- Village Vice Chief of Inductions** (Responsible for Brotherhood conversion, Elangomat and Unit Elections activities within the village)
- Village Vice Chief of Communications** (Responsible for all communications, membership, and record keeping within the Village).

### Required Signatures

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

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I support this Scout(er)'s interest in a village leadership position within the Achewon Nimat Lodge, Order of the Arrow. I believe he possesses the abilities and can handle the challenges of a village office. A Village 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 a village officer for the Order of the Arrow, Achewon Nimat Lodge, I understand the time commitment estimated at 2 hours per week for Village Chief, 1 hour per week for the Village Vice Chiefs, plus meetings and activities.*

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUBMIT THIS FORM PRIOR TO THE ELECTIONS**

## **Requirements for All Elected Village 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 Village Officer will have on the unit. This is to be turned to the Village Adviser to be forwarded to the Lodge Adviser prior to the election.
- 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 2 hours per week for the Village Chief and 1 hour per week for the other Village Officers, plus meetings and activities) required to fulfill his duties. This is to be turned to the Village Adviser to be forwarded to the Lodge Adviser prior to the election.
- Participate in the New Village 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.
- Communicates with the other lodge officers, committee chairmen, and advisers to ensure no surprises.
- Attends and participates in most lodge activities.
- Sets an example with proper uniforming and OA publications awareness.

## **Primary Responsibilities of a Village Chief**

- Chairs and presides over all village meetings and represents the Village at the LEC meetings.
- Holds no other office within the Lodge.
- Holds no other office within the Section, Region or National organization except those permitted by National policy.
- Develops a village meeting agenda, reviews it with the Village Adviser 5 days prior to the meeting.
- Reviews the work of each of the village officers, monthly to ensure no surprises.
- Ensures the village has an article for each of the Arrow Points.

## **Primary Responsibilities of the Village Vice Chief of Inductions**

- The Village's focal point for Brotherhood conversion, Elangomats, and Unit Elections along with the necessary follow-up to ensure the induction of the candidates elected.
- A member of the Brotherhood, Elangomat, and Unit Elections committees.
- If an Ordeal member he should be well on the road to sealing his membership by becoming a Brotherhood member.
- Performs other duties as assigned by the Village Chief.

## **Primary Responsibilities of the Village Vice Chief of Communications**

- The Village's focal point for the Arrow Point, Membership within the Village, Village record keeping, and communications with the village members.
- A member of the Arrow Point, Web site, and the Membership committees.
- Performs other duties as assigned by the Village Chief.