

Buffalo Mountain Lodge Officers and Committee Positions and Duties

All Lodge Officers have an important responsibility to promote the Goals and Mission of the Order of the Arrow and the Boy Scouts of America. As officers, they are the model for all Scouts, both OA members and non-members. They must dedicate themselves to living the OA Obligation and the Scout Oath in their every action and deed. The following are some of the responsibilities the officers of our lodge pledge their service to when they seek a lodge office and subsequently are confirmed by their election from the members of the lodge. While these items are extensive, they are not the sole source of an officer's duties. Officers must adhere to all items in the *Buffalo Mountain Lodge Bylaws*, abide by the *Order of the Arrow Guide for Officers and Advisers*, Order of the Arrow Operational Updates, and assist in the promotion of camping and leadership.

To that end, all officers in the Buffalo Mountain Lodge must a) be currently registered in Scouting in the Pathway to the Rockies Council, b) be a member in good standing in the lodge, and c) have not yet reached and will not reach their twenty first birthday during their entire term of office. Each Vice-Chief will designate a successor who will step in temporarily in their absence; the Lodge Chief and Lodge Adviser must approve the successor.

Lodge Executive Committee Expectations:

- All members of the Lodge Administration, youth and adult, are to promote the proper wearing of the official Scout uniform by personal example. These members will also abide by the National OA policies and guidelines.
- All members of the Lodge Executive Committee, youth and adult, will maintain a current position notebook and pass it along to their successor.

Voting Youth Members:

All voting youth members of the Lodge Executive committee will comply with the following:

- Work closely, and keep in frequent contact, with your assigned adult Adviser.
- Attend all Lodge Executive Committee meetings or have a designated representative attend for you.
- Keep second in command in the loop.
- Be ready to report to the Lodge Executive Committee on matters pertaining to your assigned duties.
- Perform special duties as assigned by the Lodge Chief.

Operating Committee Chairmen:

All operating committee chairmen will comply with the following:

- Appoint a vice chairman to run operations during their absence.
- Create and keep current a committee roster. This roster will be given to the Lodge Secretary so the Lodge Executive Committee will have a record of those serving the Lodge.
- Schedule regular committee meeting to discuss and carry out assigned committee duties.

- Communicate regularly with their supervising Vice Chief.

Vice Chief of Communication / Secretary	Vice Chief of Finance / Treasurer	Vice Chief of Membership	Vice Chief of Program
Media Committee	Budget Committee	Elections Committee	Activities Committee
Records Committee	Trading Post Committee	Inductions Committee	Ceremonies Committee
Service Committee		Vigil Honor Committee	Leadership Development Committee

The Lodge Chief:

- Supervises the Vice Chiefs- Secretary/Communications, Treasurer/Finance, Membership, and Program.
- Is a member of the “Key 3” for which they will schedule meetings not less than once a quarter.
- Is the Chief Executive Officer of the Lodge and the chairman of the Lodge Executive Committee.
- Is responsible for the adherence of all Lodge activities to programs, policies, and objectives of the Order of the Arrow.
- Appoints a Lodge Camp Chief if they will not be present at camp themselves
- Trains new Lodge officers when necessary.
- Endorses the Vigil Honor Selection Committee’s nominations and guides them through the proper channels.
- Appoints Lodge members to serve at special events.
- Distributes the National Bulletin to their fellow officers.
- Serves as a member of the Pathway to the Rockies Council Executive Board.

The Vice Chiefs:

Vice Chief of Communications/Secretary:

- Supervises the Communications committees (as defined in Article VII, Section 7) as needed.
- Acts as a designated representative of the Lodge Chief in their absence.
- Contacts all subordinate committee chairmen prior to all Lodge Executive Committee meetings to ensure that they are prepared and will attend.
- Appoints the ad hoc committee of youth Arrowmen to count the secret ballots cast at all Lodge General Elections. *Note that no Lodge Election candidate can be a member of this committee.*
- Appoints all subordinate committee chairmen with approval of their Adviser and the Lodge Chief.

As the Secretary:

- Is responsible for keeping all Lodge membership records current.
- Keeps an accurate roster of all current dues paid members.
- Attends, or has a substitute attend, every Lodge Executive Committee and General Membership meeting. Keeps the minutes of all such meetings and makes available at the next Lodge Executive Committee meeting. Shares draft minutes with LEC members within 4 days of each meeting.
- Answers all Lodge correspondence upon direction from the Lodge Chief, filing copies of all correspondence to and from the Lodge.
- Keeps and makes available as requested all Lodge committee rosters as received and updated by the chairman of each committee.

Vice Chief of Program:

- Supervises the Program committees (as defined in Article VII, Section 7) as needed.
- Contacts all subordinate committee chairmen prior to all Lodge Executive Committee meetings to ensure that they are prepared and will attend.
- Appoints all subordinate committee chairmen with approval of their Adviser and the Lodge Chief.

Vice Chief of Membership:

- Supervises the Membership committees (as defined in Article VII, Section 7) as needed.
- Contacts all subordinate committee chairmen prior to all Lodge Executive Committee meetings to ensure they are prepared and will attend.
- Appoints all subordinate committee chairmen with approval of their Adviser and the Lodge Chief.

Vice Chief of Finance/Treasurer:

- Supervises the Finance and Budget committees (as defined in Article VII, Section 7) as needed.
- Contacts all subordinate committee chairmen prior to all Lodge Executive Committee meetings to ensure they are prepared and will attend
- Appoints all subordinate committee chairmen with approval of their Adviser and the Lodge Chief.

As the Treasurer:

- Keeps an up-to-date and complete financial statement and budget and have them available at each Lodge Executive Committee and General Membership meeting.
- Collects, deposits, and, with the approval of the Lodge Staff Adviser, disperses Lodge funds.
- Works closely with the Lodge Secretary to ensure that dues, once received, are properly and promptly recorded.
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Communications Committees:

Media Committee:

- Maintains the Lodge website, ensuring that information is accurate and appropriately accessible.
- Distributes a copy of the Lodge newsletter.
- Submits all Lodge publications under their responsibility for editorial review to the Lodge Adviser and the Council Executive or their designated representative.
- Makes sure Lodge publications are sent to every current registered Lodge member and are in the proper form.
- Summarizes Lodge Executive Committee meeting minutes for publication in the next newsletter. Performs other publication duties as assigned by the Lodge Chief.
- Keeps the Lodge history current with pictures, names of each successive Lodge Administration, news of conclaves, NOAC's and other significant Lodge events.
- Advertises Lodge events and performs phone notifications when requested by another committee.
- Utilizes any other media as deemed necessary.

The Records Committee:

- Assists with event registration.
- Maintains roster of unit representatives and a communication log to those reps.
- Communicates with Lodge Medical Staff to ensure a member is available for all events.
- Assists in recordkeeping for Lodge Membership.

The Service Committee:

- Plans and arranges for the Lodge to do frequent and varied service projects for the Pathway to the Rockies Council and for the surrounding community.
- Ensures the Lodge service projects are in compliance with and recorded for the National "Service to America" program.

Program Committees:

The Activities Committee:

- Plans and organizes the program for Fellowship Weekends.
- Plans and arranges for a varied program of Lodge activities throughout the year.
- Plans and organizes the General Membership Meetings.
- Plans and organizes the Winter Banquet.

The Ceremonies Committee:

- Makes sure all scheduled ceremonies are performed.
- Makes sure callouts are performed each week at all Pathway to the Rockies summer camps and during each Council Camporee.

- Makes sure enough ceremony booklets are in stock, and if not, orders more.
- Assigns all ceremonial teams.

The Leadership Development Committee:

- Plans and conducts Lodge Leadership Development (LLD) events quarterly or as needed.
- Coordinates any other training as requested.

Membership Committees:

The Elections Committee:

- Ensures that multimedia and elections documents and scripts are current and in good condition and gets new ones if necessary.
- If desired, appoints vice chairmen to organize and run unit elections in their particular geographic region.
- Ensures that all election committee members know how to properly conduct a unit election as described in "*How to Hold an Election.*"
- Recruits and trains sufficient youth and adult members to conduct elections throughout the Pathway to the Rockies Council.

The Inductions Committee:

- Knows and understands the Elangomat system fully.
- Recruits and trains Elangomats in the Ten Induction Principles prior to each Ordeal Weekend.
- Uses the eight (8) "Spirit of the Arrow" booklets.
- Ensures that contact with new Ordeal members continues throughout the year, ideally using the Elangomats.
- Writes and prepares for mailing, the letters of Brotherhood eligibility whenever needed.
- Schedules and conducts a Brotherhood training session for eligible Arrowmen prior to any Brotherhood advancement opportunity.
- Recruits and trains Brotherhood and Vigil Honor members of the Lodge to serve as nimats when needed.
- Organizes and leads Brotherhood advancement events, coordinating with the Ceremonies team.

The Vigil Honor Committee:

- Plans and carries out all Vigil Honor activities except the Vigil Honor selection process.
- Makes whatever inquiries are deemed necessary by the committee prior to the selection process.
- Gives the completed nomination forms to the Lodge Chief who will then put them through the proper channel.
- Encourages Vigil Honor member participation in the Lodge and Committees.

Finance and Budget Committees:

The Event/Trading Post Committee:

- Maintains and operates the Trading Post at appropriate Lodge Events.
- Solicits or develops Lodge Flaps as directed by the LEC.
- Sells, collects, and reports all transactions of the Trading Post with the assistance of the Adviser.
- Maintains an Inventory of merchandise, and with the Adviser places an order annually for replacement inventory.
- Processes in-person payment at lodge events.

Budget Committee:

- Obtains committee budget requests and compiles a Lodge annual budget.
- Manages budget throughout the year.
- Reports on expenditures and budget at each LEC meeting.

Special Committees:

The Rules Committee:

- Studies the Lodge Bylaws for the purpose of improving them by suggesting amendments as necessary.
- Reports to the Lodge Executive Committee as to whether or not the Lodge Bylaws are being followed by all the officers and committees of the Lodge and at all Lodge events.

The Section Conclave Committee:

- Coordinates the Lodge responsibilities for the Sectional Conclave.

The National Order of the Arrow Conference (NOAC) Committee:

- Plan, recruit, and organize lodge contingent to attend.

The Vigil Honor Selection Committee:

- Makes whatever inquiries are deemed necessary by the committee prior to the selection process.
- Selects Vigil Honor Nominees in a closed session with only the committee, its Adviser, and the Lodge Adviser present.
- Gives the completed nomination forms to the Vigil Honor Chairman who will then put them through the proper channel.

Awards Selection Committee:

- Is comprised solely of past recipients, including youth and adults. Note: Noone currently nominated for Lodge Awards can be a member of this committee.

- Makes whatever inquiries are deemed necessary by the committee prior to the selection process.
- Selects Lodge Award recipients in a closed session with only the committee present.
- Gives the completed nomination forms to the Lodge Adviser who will then put them through the proper channels.