2013 Tamegonit Lodge National OA Conference Chair

Position Description

Objective: To provide leadership to the members of Tamegonit Lodge through adherence to the program and policies of the lodge. He regularly reports to the Lodge Vice-Chief of Program on the progress of the committee he oversees. He works with the National OA Conference Adviser to ensure the proper implementation of all lodge operations by the youth leaders and members of Tamegonit Lodge. It is recommended that this person have previously participated in the National OA Conference. Since this event is not held annually, it is suggested that this individual be identified and selected 18-24 months prior to the next coming National OA Conference.

Responsibilities:

- He must be under 21 years of age at the time he will attend the National OA Conference since he will bridge multiple lodge terms of office, and must be a registered member of the BSA and dues paying member of the lodge.
- Attend all lodge activities and lodge executive committee meetings. Promote attendance and participation of lodge officers and committee chairmen. Attend appropriate section, region and national functions.
- Actively promote attendance by other OA members of lodge, council, section, region and national events, whether through the OA or not.
- Work with the National OA Conference Adviser to seek advice and training.
- Attend trainings to enrich the knowledge and ability to serve as National OA Conference Chair, including but not limited to Lodge Leadership Development and National Leadership Seminar.
- Provide leadership in the planning and execution of the coming year’s lodge events.
- Assist in establishing annual goals and objectives for the committee he oversees, aiding in the attainment of Quality Lodge recognition.
- Recruit members to serve on National OA Conference promotion and coordination staff. Work directly with the National OA Conference committee members to ensure they are completing their assigned duties.
- Maintain contact with lodge members who serve on National OA Conference staff to keep them apprised of and invited to lodge efforts and events in support of National OA Conference.
- Promote attendance at lodge and national training opportunities.
- Ensure National OA Conference planning timeline is followed (backdating) to enhance promotion and attendance for this event.
- Follow all proper financial practices including budgeting within all areas of responsibility.
- Coordinate with all necessary committee chairs throughout the lodge to make sure all needs are being filled for involvement at the National OA Conference.
- Ensure all needed supplies are available for use by the National OA Conference committee.
- Provide a closing summary of the National OA Conference with recommendations of improving, maintaining or deleting various things from the event.
- Delegate duties to committee members as needed.
- Promotes the correct wearing of the Scout uniform by personal example.
- Conduct themselves at all times according to the highest standards of the Scout Oath, Law, and OA Obligation.
Key Dates:
August 2012 – Rotary Camp Inductions
August 16, 2012 – Lodge Executive Committee Meeting
August 17-19, 2012 – Fall Induction Weekend
September 14-16, 2012 – Section C5B Conclave
September 20, 2012 – Lodge Executive Committee Meeting
September 21-23, 2012 – Fall Fellowship
October 6, 2012 – Vigil Banquet
October 13, 2012 – Lodge Leadership Development
October 18, 2012 – Lodge Executive Committee Meeting
November 2-4, 2012 – NLS & NLATS
November 15, 2012 – Lodge Executive Committee Meeting
December 13, 2012 – Lodge Executive Committee Meeting
January 12, 2013 – Winter Banquet
January 17, 2013 – Lodge Executive Committee Meeting
February 21, 2013 – Lodge Executive Committee Meeting
March 21, 2013 – Lodge Executive Committee Meeting
April 6, 2013 – Induction Dry Run Planning Day
April 18, 2013 – Lodge Executive Committee Meeting
April 19-21, 2013 – Section C5B Conclave
May 3-5, 2013 – Spring Induction Weekend #1
May 16, 2013 – Lodge Executive Committee Meeting
May 17-19, 2013 – Spring Induction Weekend #2
June 3-4, 2013 – Summer Induction #1
June 10-11, 2013 – Summer Induction #2
June 17-18, 2013 – Summer Induction #3
July 2013 – Bartle Brotherhood Conversion Ceremony
August 2013 – Rotary Camp Inductions
August 15, 2013 – Lodge Executive Committee Meeting
August 16-18, 2013 – Fall Induction Weekend
September 19, 2013 – Lodge Executive Committee Meeting
September 20-22, 2013 – Fall Fellowship
October 6, 2013 – Vigil Banquet
October 12, 2013 – Lodge Leadership Development
October 17, 2013 – Lodge Executive Committee Meeting
November 1-3, 2013 – NLS & NLATS
November 21, 2013 – Lodge Executive Committee Meeting
December 19, 2013 – Lodge Executive Committee Meeting

Additional items will be scheduled as deemed necessary by the Lodge Key 3, Scout Executive or by individuals related to the functioning roles of the Lodge Chief. These items will be added as information becomes available.

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