



2014 Tamegonit Lodge Handbook & Historian 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 Administration on the progress of the committee he oversees. He works with the Handbook & Historian Adviser to ensure the proper implementation of all lodge operations by the youth leaders and members of Tamegonit Lodge.

Responsibilities:

- He must be under 21 years of age for the entire duration of his term, 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 Handbook & Historian Adviser to seek advice and training.
- Attend trainings to enrich the knowledge and ability to serve as Handbook & Historian 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 committees he oversees, aiding in the attainment of JTE Gold Level recognition.
- Recruit members to serve on the Handbook & Historian committee. Work directly with the Handbook & Historian committee members to ensure they are completing their assigned duties.
- Responsible for updating and publishing the Lodge Handbook each year prior to the first Spring Induction Weekend.
- Assemble information and materials representative of the history and story of Tamegonit Lodge. Prepare displays for presentation at lodge events.
- Promote attendance at lodge and national training opportunities.
- Follow all proper financial practices including budgeting within all areas of responsibility.
- Ensure all needed supplies are available for use by the Handbook & Historian committee.
- 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:

January 4, 2014 – Winter Banquet

January 16, 2014 – Lodge Executive Committee Meeting

February 15-16, 2014 – OA Trading Post Service Project

February 20, 2014 – Lodge Executive Committee Meeting

March 20, 2014 – Lodge Executive Committee Meeting

April 4-6, 2014 – NLS & NLATS

April 5-6, 2014 – OA Induction Planning & Training Weekend

April 11-13, 2014 – OA Section C5B Conclave (hosted by Tamegonit Lodge at Naish Scout Reservation)

April 17, 2014 – Lodge Executive Committee Meeting

April 25-27, 2014 – Spring Induction Weekend #1

May 9-11, 2014 – Spring Induction Weekend #2

May 15, 2014 – Lodge Executive Committee Meeting

May 16-18, 2014 – Scouting 500

June 4-5, 2014 – Summer Induction #1

June 11-12, 2014 – Summer Induction #2

July 2014 – Bartle Brotherhood Conversion Ceremony (Bartle Staff Members Only)

July 2014 – Rotary Camp Inductions

August 9-10, 2014 – OA Trading Post Service Project

August 14, 2014 – Lodge Executive Committee Meeting

August 15-17, 2014 – Fall Induction Weekend #1

September 5-7, 2014 – Fall Induction Weekend #2 (Bartle Scout Reservation)

September 18, 2014 – Lodge Executive Committee Meeting

September 19-21, 2014 – Tamegonit Lodge 75th Anniversary Celebration

September 2014 – American Royal Parade (Dance Team, Ceremony Team, lodge members)

October 4, 2014 – Vigil Banquet

October 16, 2014 – Lodge Executive Committee Meeting

October 18, 2014 – Lodge Leadership Development

November 15-16, 2014 – OA Trading Post Service Project

November 20, 2014 – Lodge Executive Committee Meeting

December 18, 2014 – 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.

Lodge Adviser:

Kelsie Clark

Phone: 816.430.5654 – Cell: 816.305.4078 – email: kelsie.clark@atk.com

Staff Adviser:

Cortland Bolles

Heart of America Council, B.S.A.

10210 Holmes Rd, Kansas City, MO 64131-4212

Phone: 816.569.4955 – Cell: 913.709.4890 – Fax: 816.942.8086 – email: cortland.bolles@scouting.org