



2014 Tamegonit Lodge Secretary

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 Chief on the progress of the committees he oversees. He works with the Lodge Secretary Adviser to ensure the proper implementation of all lodge operations by the youth leaders and members of Tamegonit Lodge. **Oversees the Camp Promotions, Newsletter, and Website Committees.**

Responsibilities:

- Be duly elected by the youth membership of the lodge. He must be under 21 years of age for the entire duration of his elected 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 Secretary Adviser to seek advice and training.
- Attend trainings to enrich the knowledge and ability to serve as Secretary, 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 the Lodge Chief with providing potential lodge operating committee chairmen.
- Assist in establishing annual goals and objectives for the lodge, aiding in the attainment of JTE Gold Level recognition.
- Provide the Lodge Chief with agenda items for the LEC Meetings in advance of the LEC Meetings.
- Work directly with the lodge leadership to help them complete their assigned duties.
- Maintain lodge by-laws. Assist Vice-Chief of Administration to publish by-laws in Lodge Handbook.
- Keep accurate records of all lodge meetings. Minutes will be printed and sent to the LEC and Council Scout Executive within ten (10) business days of any lodge meeting.
- Maintain the LEC contact list, including address, home phone number and email address of all LEC members. Publish updates as needed and at least every December to reflect incoming lodge leadership.
- Publish notice of all lodge meetings. Review the calendar to propose event dates for the following calendar year for OA events.
- Process the lodge re-charter and provide notification of inactive membership to such members throughout the year, in conjunction with the Assistant to the Staff Adviser.
- Maintain a skills inventory of all lodge members and update this yearly. Provide that list to the LEC.
- Conduct lodge correspondence, such as guest invitations and thank-you notes.
- Ensure all needed supplies are available for fulfilling your role.
- Follow all proper financial practices including budgeting within all areas of responsibility.
- Promotes the correct wearing of the Scout uniform by personal example.
- Conduct himself 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

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Staff Adviser:

Cortland Bolles

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