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.
- 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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Election Candidacy Agreement

Dear Lodge Officer Candidate and Parent/Guardian:

Thank you for wanting to serve as a lodge officer for the upcoming year. Serving as a lodge officer is a unique and exciting opportunity. The success of the lodge depends on each lodge officer, and their appointed adviser, to make a commitment of their time, talent and energy. If you have any questions or are unsure about what will be asked of you as a lodge officer, please talk with one of the current officers or advisers before completing this form. **To be considered eligible to run for any elected lodge office, this form MUST be submitted to the Lodge Adviser on or before the Friday evening of Fall Fellowship before Lodge Officer Elections take place the following night.**

I petition to become a Candidate for the office of __________________________ for the year 20______.

Name: ______________________________________________________________   Troop #: ________________________

Chapter Name: ______________________________     District: ________________________________________________

Phone #____________________________   Email: __________________________________________________________

________ (Candidate initials) I understand attendance of the Lodge Leadership Development on October 12, 2013 and October 18, 2014 is mandatory for all elected officers. To further enhance my leadership skills, I will make all efforts to attend National Leadership Seminar (NLS). Tamegonit Lodge is able to provide financial assistance to any Scout requiring it to attend National Leadership Seminar. The date and place which I attended or will attend NLS was / will be _____________________________.

This form is meant to make sure that each candidate has the support and understanding of their parents/guardians, unit leader and Lodge Adviser before making a commitment to serve as a lodge officer. This is a crucial part of ensuring the success of every officer. Each Lodge Officer is expected meet the objectives and responsibilities of his position as described in the Position Description for which he is running.

The success of the OA Lodge is dependent on active, engaged officers. Each officer will have an experienced adult adviser assigned to him to work as a team with their officer. Advisers in the OA are experienced Scouters who enjoy volunteering their time to mentor motivated Arrowmen. Advisers train, coach, and guide their officers to complete assigned duties that exceed what is normally asked of young men in high school or college. Lodge officers are expected to diligently work with their adviser, their fellow officers and chairmen, and with other Arrowmen. Service as a lodge officer is not for everyone. Lodge Officers are expected to be able to budget their time between school, family, religious and other responsibilities with what is required of them as a lodge officer. A great many officers have served with distinction and managed their other responsibilities well. Since the effective operation of a Lodge with over 4000 members depends on each Lodge Officer, any officer who finds that he cannot keep up with the duties above or balance these duties with other commitments and obligations will be expected to resign or will be removed from office.

I attest that the above Arrowman has my support to serve as a Tamegonit Lodge Officer and we have discussed the responsibilities of being a lodge officer.

Candidate Signature   Date   Parent/Guardian Signature   Date

Unit leader signature certifies activity and leadership in a troop:

Unit Leader Signature   Date

Lodge Adviser signature certifies understanding of leadership responsibilities within the lodge:

Lodge Adviser Signature   Date

The Lodge Adviser signature must be the last signature on the form after all other signatures are completed. A candidate will not be allowed to run until all signatures on this petition are obtained. If there is a problem obtaining any of the above signatures, contact the Lodge Adviser 15 days prior to the Lodge Fall Fellowship.