



2014 Tamegonit Lodge Vice-Chief of Administration

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 Vice-Chief of Administration Adviser to ensure the proper implementation of all lodge operations by the youth leaders and members of Tamegonit Lodge. **Oversee the Membership Committee and sub-committees, Training Committee and sub-committees, and the Lodge Handbook & Historian Committee.**

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 Vice-Chief of Administration Adviser to seek advice and training.
- Attend trainings to enrich the knowledge and ability to serve as Vice-Chief, 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 for the committees you oversee.
- Assist in establishing annual goals and objectives for the committees he oversees, aiding in the attainment of JTE Gold Level recognition.
- Provide the Lodge Chief with agenda items from lodge officers and committee chairmen for the LEC Meetings in advance of the LEC Meetings.
- Work directly with the committee chairmen assigned to him to ensure they are completing their assigned duties.
- Manage committees to ensure all deadlines are being met and, bills are being paid and proper reporting is taking place in instances where it is required.
- Assist chairmen in recruiting members to help with commerce, equipment, safety and rules and regulations functions of the lodge. Assign lodge members to operating committees you oversee.
- Ensure all needed supplies are available for use by the committees you oversee.
- Follow all proper financial practices including budgeting within all areas of responsibility.
- Delegate duties to committee chairmen.
- 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:

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Staff Adviser:

Cortland Bolles

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