



2014 Tamegonit Lodge Vice-Chief of Program

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 Program Adviser to ensure the proper implementation of all lodge operations by the youth leaders and members of Tamegonit Lodge. **Oversee the Section Conclave, Founder's Award, Vigil, Fall Fellowship, Winter Banquet, OA Mentors, OA High Adventure, Rimrock Trail Crew, NOAC, and National Events Committees. Also oversees other events held at sectional, regional or national levels as announced.**

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 Program 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.
- Assists in planning fun, interesting and meaningful activities for lodge events.
- Work directly with the committee chairmen assigned to him to ensure they are completing their assigned duties.
- Manage the budgets of each event to ensure they do not lose money. Follow all proper financial practices including budgeting within all areas of responsibility.
- Assist chairmen in recruiting members to promote and staff all events. Assign lodge members to operating committees you oversee.
- Ensure all needed supplies are available for use by the committees you oversee.
- 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:

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.

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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.