

# **Cascadia Chapter Officer Responsibilities**

# Cascadia Chapter Leadership Responsibilities



*The mission of the Order of the Arrow is to achieve the mission of Scouting America through transformative fellowship that ignites limitless Scouting journeys.*

## Procedures

Elections for the following positions occur yearly, ideally shortly after the Lodge's annual elections. The current Chapter Chief must set a deadline for declaring candidacy that is in advance of the set date for elections. Current Officers are expected to encourage younger Arrowmen to run for leadership positions, especially if they are not running for their positions again.

On election day, each candidate for a given position gives a two-minute speech, and then all other youth present vote; a simple plurality wins. Arrowmen may not vote *in absentia*, and candidates are expected to deliver their speeches in person if possible. Those elected take their new positions immediately.

## Responsibilities of ALL Chapter Officers

- Attend all Chapter meetings and Officer meetings.
- Attend two-thirds of the Chapter service projects in the year (usually six projects).
- Attend four unit visitations in the year as part of a unit election team.
- Attend at least one of the four Ordeal weekends in the year.
- Serve as the OA Representative for their unit, or encourage other Arrowmen from their unit to take on that role.
- Maintain communication with their respective adult Advisor.

- Exemplify Scouting customs by wearing their uniform correctly.
- Represent Cascadia Chapter, Wauna La-Mon'tay Lodge, Cascade Pacific Council, the Order of the Arrow, and Scouting America in their daily life and take pride in being an ambassador thereof.
- Live by the Scout Oath, Scout Law, and OA Obligation.

Although only the Chapter Chief is required to attend every LEC meeting, it is encouraged for other Officers to attend when appropriate and use them as opportunities to better understand their leadership responsibilities.

## Chapter Chief

- Lead Chapter meetings and Officer meetings.
- Attend all Chapter meetings and events to the extent feasible.
- Plan and execute effective Chapter meetings and other activities.
- Attend the Lodge Executive Council (LEC) meetings and other Lodge meetings as requested, or arrange to have another representative attend in their place.
- Attend Rendezvous, Summit, Conclave, and other Lodge events as a representative of the Chapter.
- Oversee and manage the other Chapter Officers and the Chapter as a whole, ensuring that all necessary tasks are completed in a timely manner.
- Take responsibility for duties of unfilled Officer positions, delegating as necessary to other Officers, until and unless those positions can be filled.
- Act as a positive example of leadership, representing the Order well.
- Support the Lodge by promoting all OA events to Chapter members, and stay in communication with both Lodge leadership and the Chapter populace in order to keep everyone informed.
- Take responsibility for staying in communication and being aware of Chapter and Lodge functions.

## Program Vice Chief

- Support the Chapter Chief in their duties.
- Oversee Chapter events and manage logistics around them.
- Serve as the second-in-command to the Chapter Chief, taking over the duties of that position whenever the Chapter Chief is not present.
- Assist the Chapter Chief with administration and organization.
- Assist the Chapter Chief in planning Chapter events.

- Attend all Chapter functions.
- Attend Lodge functions in the Chapter Chief's place when necessary.
- Perform other tasks as requested or assigned by the Chapter Chief.

## Communications Vice Chief

- Record minutes at Chapter meetings and Officer meetings.
- Track attendance at Chapter meetings and events.
- Manage the Chapter's website and social media, keeping everything up to date.
- Attend Lodge functions when possible.
- Communicate with the Chapter regarding meetings and events via as many media as possible.
- Contribute to the Lodge's communication outlets when requested.

## Ceremonies Vice Chief

- Coordinate ceremonies teams for Ordeal and Brotherhood ceremonies.
- Provide resources for and train ceremonies teams, ensuring all practices comply with National requirements.
- Certify ceremonialists and maintain a list of certifications.
- Communicate with the Lodge Ceremonies VC and Ordeal-masters to perform ceremonies at Ordeals.
- Work with the Lodge Brotherhood Chair to provide Brotherhood ceremonies at Lodge events.
- Organize the Call-out ceremony at Camporee and the Webelos Woods ceremony for the Chapter.

## Membership Vice Chief

- Maintain a Chapter roster and membership records and statistics.
- Organize unit election visitations.
- Provide materials for unit visitations, ensuring they comply with National guidelines.
- Organize and train election teams, with the assistance of the Lodge Membership VC if needed.
- Coordinate with the Chapter Chief and Membership Advisor to schedule unit visitations.

- Promote the OA Representative position in units and work with active OA Representatives in whatever ways are helpful.

## Service Vice Chief

- Identify service opportunities in the Chapter's geographic region.
- Select and organize monthly Chapter service projects with input from other Officers and Advisors.
- Promote Chapter service opportunities and programs.
- Work with the Lodge Service VC regarding Lodge service projects, programs, and events.

## Advisors

- Assist the respective Officer with their duties.
- Coordinate duties adjacent to the Officer's that are best handled by an adult.
- Serve as the adult supervisor for all Officers and the Chapter as a whole.