



AJAPEU LODGE OFFICER CANDIDACY FORM ORDER OF THE ARROW

Lodge Officer Nomination Form Ajapeu Lodge 351

I understand that election as a Lodge Officer is a commitment to serve the membership of the Order of the Arrow and my Lodge to the best of my ability. This commitment includes, but is not limited to attendance of Lodge meetings, and all activities within the Lodge that I am responsible for. It may also include a commitment to attend Section NE 3B events and meetings as called for in the job descriptions. It is also understood that my commitment to my unit is important within the obligation of the Order of the Arrow.

Nominees Name: _____
Print full name (Last, First, Middle)
Signature

Birth Date: ____/____/____ (must be under 21 for entire term)

Position Running For: Lodge Chief Lodge Vice Chief Secretary
 (May select multiple. see attached job descriptions for duties of each position)

Why do you want to be a Lodge Office? (use additional paper if necessary)

Unit Leader Approval: The above candidate is a member in good standing of my unit

Name: _____
Print full name (Last, First, Middle)
Signature
 Unit Type and Number _____ Phone Number: _____

Parent/Guardian Approval

Name: _____
Print full name (Last, First, Middle)
Signature

Chapter Advisor Approval

Name: _____
Print full name (Last, First, Middle)
Signature

Lodge Review

Lodge chief: _____
 Lodge Advisor: _____
 Staff Advisor: _____

Completed application is due to Lodge Advisor or Council Office by October 8th 2021

LODGE OFFICER ELECTION INFORMATION
AJAPEU LODGE, GREEN MOUNTAIN COUNCIL #592

LODGE CHIEF – REQUIREMENTS AND EXPECTATIONS

1. Represent yourself and the lodge with the highest standards of Scouting and the Order of the Arrow.
2. Wear the FULL Scout uniform appropriately at all functions of the lodge. Promotes the correct wear of the full Scout uniform by all members of the lodge executive committee and lodge by proper example.
3. Responsible to the Scout Executive through the Lodge Adviser and Staff Adviser
4. Represents the lodge on the council executive board
5. Responsible for lodge adherence to programs and policies of the lodge, council, section, region, and national organization.
6. Work closely with the lodge adviser, seeking advice and training. Do not wait for the lodge adviser to call, but call the lodge adviser often. Maintain email contact at least weekly in addition to a minimum of a weekly telephone conversation.
7. Establishes annual lodge goals and objectives including attainment of national quality lodge recognition.
1. Attend all functions of the lodge, including all lodge executive board meetings. Encourage 100% participation in all lodge functions and meetings in all youth officers of the lodge. Arrive early at all lodge events to facilitate preparation and setup.
8. Represents the lodge, or appoints an appropriate representative for all council, section, and national events that require lodge participation.
9. Appoints lodge operating committee chairmen in consultation with the lodge adviser and staff adviser. The lodge adviser will appoint an adult committee adviser.
10. Assigns lodge members to operating committees, and reminds all committee chairs and members to meet as functioning committees
11. Preside over all lodge and lodge executive committee meetings. Works from an agenda generated by the lodge key-3. Solicits agenda items from lodge officers and committee chairmen.
12. Responsible for planning and conducting lodge activities.
13. Delegates duties to lodge officers and committee chairmen as appropriate.
14. Sees that the chapter program gives complete support to the lodge program.
15. Undertakes lodge service projects with the advice and approval of the lodge adviser.
16. Appoints the Vigil Honor selection committee. The Lodge Adviser will appoint the committee adviser.
17. Complete LLDC (annual) and NLS (within first year of term of office) training.
18. Continue active participation and advancement within your home Scouting unit for the duration of your term of office.

I have read, understand, and if elected to office commit to the requirements contained in this packet:

_____ (Officer candidate)
_____ (Lodge Adviser)
_____ (Date)

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AJAPEU LODGE, GREEN MOUNTAIN COUNCIL #592

LODGE VICE CHIEF – REQUIREMENTS AND EXPECTATIONS

1. Represent yourself and the lodge with the highest standards of Scouting and the Order of the Arrow.
2. Wear the FULL Scout uniform appropriately at all functions of the lodge. Promotes the correct wear of the full Scout uniform by all members of the lodge executive committee and lodge by proper example.
3. Responsible to the Lodge Chief, Associate Lodge Adviser, Lodge Adviser and Staff Adviser.
4. Responsible for lodge adherence to programs and policies of the lodge, council, section, region, and national organization.
5. Represents the lodge, or appoints an appropriate representative for all council, section, and national events that require lodge participation.
6. Work closely with the assigned associate lodge adviser, seeking advice and training. Do not wait for the Associate lodge adviser to call, but call the lodge adviser often. Maintain email contact at least weekly in addition to a minimum of a weekly telephone conversation.
7. Working in conjunction with the lodge chief, establishes annual lodge goals and objectives including attainment of national quality lodge recognition.
8. Attend all functions of the lodge, including all lodge executive board meetings. Encourage 100% participation in all lodge functions and meetings in all youth officers of the lodge. Arrive early at all lodge events to facilitate preparation and setup.
9. Acts as the lodge chief at his request or in his absence. Reports directly to the lodge adviser, staff adviser, and Scout Executive in this situation.
10. Receives direction and assignment from the lodge chief. Is assigned to specific tasks at the discretion of the lodge chief.
11. Delegates duties to lodge officers and committee chairmen as appropriate.
12. Sees that the chapter program gives complete support to the lodge program.
13. Complete LLDC (annual) and NLS (within first year of term of office) training.
14. Continue active participation and advancement within your home Scouting unit for the duration of your term of office.

I have read, understand, and if elected to office commit to the requirements contained in this packet:

_____ (Officer candidate)
_____ (Lodge Adviser)
_____ (Date)

LODGE OFFICER ELECTION INFORMATION
AJAPEU LODGE, GREEN MOUNTAIN COUNCIL #592

LODGE SECRETARY – REQUIREMENTS AND EXPECTATIONS

1. Represent yourself and the lodge with the highest standards of Scouting and the Order of the Arrow.
2. Wear the FULL Scout uniform appropriately at all functions of the lodge. Promotes the correct wear of the full Scout uniform by all members of the lodge executive committee and lodge by proper example.
3. Responsible to the Lodge Chief, Associate Lodge Adviser for Communications, Lodge Adviser and Staff Adviser
4. Responsible for lodge adherence to programs and policies of the lodge, council, section, region, and national organization.
5. Represents the lodge, or appoints an appropriate representative for all council, section, and national events that require lodge participation.
6. Work closely with the associate lodge adviser for communications, seeking advice and training. Do not wait for the adviser to call, but call the adviser often. Maintain email contact at least weekly in addition to a minimum of a weekly telephone conversation.
7. Attend all functions of the lodge, including all lodge executive board meetings. Encourage 100% participation in all lodge functions and meetings in all youth officers of the lodge.
8. Acts as the lodge chief in the absence or at the request of both the lodge chief and lodge vice chief.
9. Responsible for warning all lodge and lodge executive committee meetings to the membership at least two weeks in advance of the meeting date.
10. Responsible for taking accurate and legible minutes of all lodge and lodge executive committee meetings, and submitting these minutes to the lodge chief, associate lodge adviser for communications, and lodge adviser within one week of the meeting or function.
11. Responsible for producing and distributing “The Buck” on a quarterly basis, with the guidance of the associate lodge adviser for communications and the assistance of the lodge chief, vice chief, and chapter representatives (secretary). Serves as the chairman of the newsletter committee.
12. Works in conjunction with the associate lodge adviser for communications to maintain the lodge website, keeping all information current and timely.
13. Works with assigned adult to perform registration function at all lodge events. Arrives at event early to facilitate setup of registration station. Keeps accurate records of all transactions.
14. Works with assigned adult to set up, operate, inventory and pack away the lodge trading post at all lodge functions. Keeps accurate records of all transactions.
15. Receives direction and assignment from the lodge chief. Is assigned to specific tasks at the discretion of the lodge chief.
16. Complete LLDC (annual) and NLS (within first year of term of office) training.
17. Continue active participation and advancement within your home Scouting unit for the duration of your term of office.

I have read, understand, and if elected to office commit to the requirements contained in this packet:

_____ (Officer Candidate)
_____ (Lodge Adviser)
_____ (Date)