

Wagon Lodge 6
Order of the Arrow
Westmoreland-Fayette Council, INC.
Manual of Administration

**SECTION III
DUTIES OF THE OFFICERS**

öThe Key Fiveö
Chief
Program Vice-Chief
Administrative Vice Chief
Secretary
Treasurer
Summer Camp Chief
Immediate Lodge Chief
Lodge Adviser
Lodge Staff Advisor
Executive Committee
Administrative Committee

öThe Key Fiveö

(Excerpt from 2003 Edition of the Lodge Handbook)

Lodge Chief (Netami Sakima): The Lodge Chief is the top leader of the lodge. He acts as the chairman of the Executive Committee, and also appoints committee chairman and their advisers with the help of his advisers. He supervises the work of other officers and their committees. The Lodge Chief is a youth member of the Council Camping Committee acting as a liaison between the committee and the lodge membership. He also serves as a youth member of the Council's Board of Directors.

Program Vice-Chief (Nischeneyit Sakima): The PVC directly oversees the program division and works in conjunction with their chairmen in forming budgetary requests. He also succeeds the Lodge Chief in the event that he is unable to complete his term in office.

Administration Vice-Chief (Nechit Sakima): The AVC directly oversees the administration division and works with their chairmen in forming requests for yearly budgets. The AVC also acts as the lodge parliamentarian and is in charge of taking an annual inventory of all lodge property.

Secretary (Netami Lekhiket): The Secretary is in charge of recording minutes at all lodge meetings and issuing dues cards to members. The Secretary also acts as the lodge historian by compiling a comprehensive scrapbook of all lodge events for the year.

Treasurer (Netami Mawachpo): The Treasurer assists the Finance Committee in compiling a yearly lodge budget and deposits the funds at the Council Service Center. He accepts vouchers and arranges for the payment of bills through the Council Service Center along with the Lodge Adviser. He also maintains adequate financial records for the year.

A. Lodge Chief

- a.** Responsible for the adherence of the Lodge to the policies and procedures of the Order of the Arrow as set forth by the national Committee.
- b.** Sets agendas and presides over all Lodge Executive Committee and general membership meetings.
- c.** Provides training and advice to Officers and Committee Chairmen
- d.** With the aid of his Advisers, appoints all Committee Chairmen. The Lodge Chief has the authority to remove any Committee Chairman or Officer and appoint a successor with the concurrence of his Advisers. The Chief also may recommend to the Lodge Adviser removal of other Advisers.
- e.** Responsible for seeing that each committee is properly functioning. He should make every effort to channel his authority through the appropriate chairman. If a chairman in any division does not fulfill his duties, the Lodge Chief may temporarily take charge of the committee.
- f.** Oversees the performance of the Program Vice Chief and Administrative Vice Chief. The Chief should delegate his authority through his Vice Chiefs, ideally providing them maximum latitude in dealing directly with the Committee Chairmen under their designated divisions.
- g.** Selects a theme for the Lodge Year. Through the Vice-Chiefs, see that meeting themes, activities and projects coincide with the yearly theme. The Chief should deal directly with Special Committee chairmen to coordinate their efforts with the efforts of other Lodge Officers and Chairmen.
- h.** Undertakes Lodge Service and special projects with the aid of his Advisers.
- i.** Creates, oversees, and coordinates Special Committees, as needed, with the aid of his Advisers.
- j.** Represents the Lodge at all Section Council of Chiefs meetings, Council Executive Board meetings and Council Camping Committee meetings.
- k.** Responsible for maintaining the *Manual of Administration* and proposing amendments to the Lodge Rules.
- l.** Additional duties as outlined in the latest edition of the ORDER OF THE ARROW HANDBOOK.

B. Program Vice-Chief

- a.** Oversees and coordinates the Program Division.
- b.** Shall meet with his Chairmen prior to Lodge meetings to develop a weekend program and then to delegate responsibility to the proper committee heads for each aspect of the planned program.
- c.** Responsible for seeing that each committee in his division is properly functioning. He should make every effort to channel his authority through the appropriate chairman. If a chairman in his division does not fulfill his duties, the PVC temporarily may take charge of the committee.
- d.** Shall work directly with his division to plan and execute the Annual Lodge Banquet.
- e.** Secure a banquet site for the following year, attempting to keep in the tradition of alternating counties.
- f.** Works with his division in formulating budgetary requests.

- g.** Sees that the necessary information is compiled for the annual report to the Council by December 31 of each year.
- h.** Succeeds the Chief in the event that he is prevented from serving or if the Lodge Chief resigns.

C. Administrative Vice Chief

- a.** Acts as parliamentarian for the lodge.
- b.** Oversees and coordinates the Administrative Division committees.
- c.** Responsible for seeing that each committee in his division is properly functioning. He should make every effort to channel his authority through the appropriate chairman. If a chairman in his division does not fulfill his duties, the AVC temporarily may take charge of the committee.
- d.** Sees that an inventory, to be turned over to the Lodge Key 3, is made of all Lodge property by August 31 of each year.
- e.** Works with his division in formulating budgetary requests.
- f.** Handles the administration of the Lodge Building.

D. Secretary

- a.** Records the minutes of all Lodge and Executive Committee meetings in a book and sends copies to Lodge Officers and committee members immediately following the meeting.
- b.** Compiles a year-end Lodge history.
- c.** Acts as Public Relations officer for the Lodge.
- d.** Handles correspondence with other Lodges.
- e.** Handles reminders of meeting time, place and topics to Executive Committee members of meetings before each meeting.

E. Treasurer

- a.** Works with the Finance Committee to maintain financial records in the Lodge ledger.
- b.** Arranges for payment of bills by submitting a voucher with proper approval to the Council Service Center with the bill.
- c.** Cooperates with the Finance Committee in maintaining an inventory of salable supplies and in preparing the Lodge Budget.
- d.** Acts as purchasing agent for all Lodge supplies except commissary items.
- e.** Provides change for registration and sale of supplies for all Lodge activities.
- f.** Prepares the budget with the assistance of the Finance Committee and submits it to the Scout Executive for approval before October 15.
- g.** Works with the Finance Committee in developing a sound investment for any surplus cash balance.
- h.** Shall supervise the collection of money and issues receipts for Section Conclaves and National Conferences.

F. Summer Camp Chief

- a. Is appointed by the Lodge Chief only when the Lodge Chief is not a member of the summer camp staff. The Summer Camp Chief coordinates OA events during summer camp.
- b. Shall hold a meeting with representatives of each troop staying in camp during the week to review calling out ceremony procedures.
- c. Selects and trains the calling-out team.
- d. Arranges for all outfits and materials needed for calling-out.
- e. Shall greet the new candidates and record names, addresses and other necessary information.
- f. Shall turn this information over to the proper committee for future mailings.
- g. Shall coordinate the Wagon Award presentation at summer camp to qualified units. The Wagon Award shall be given to those units who support the goals of the OA by encouraging Scouts to be a part of long-term camping experience. The Executive Committee shall set the criteria for the Wagon award at the April Weekend. The Lodge shall approve the criteria for the April Business Meeting.

G. Immediate Past Chief

- a. Volunteers his service to the incumbent Chief and Lodge Adviser to chair the Training Committee, if age restrictions permit. Should he be over 21, he can serve on the Training Committee.
- b. Serves as the Lodge Chief's troubleshooter.
- c. Other duties as assigned by the Lodge Chief.

H. Lodge Advisor

- a. Annually appointed to this position by the Council Scout Executive, traditionally not serving longer than a three-year term.
- b. Appoints all adult advisors (with the exception of the Staff Advisor) in consultation with the Lodge Chief and the Scout Executive or his designee.
- c. Understands the policies and principles of the OA and ensures that they are followed.
- d. Aids the Lodge Chief in planning all meetings and agendas.
- e. Provides officers and chairman with adequate and effective adult assistance.
- f. Serves as a member of the Nominating Committee.
- g. Approves payment of all lodge bills.
- h. Responsible for maintaining the *Manual of Administration* and proposing amendments to the Lodge Rules.
- i. Additional duties as outlined in the latest edition of the ORDER OF THE ARROW HANDBOOK.

I. Staff Advisor

- a. Shall be the Council Executive or his designee.
- b. Represents the Council at all Lodge Functions.
- c. Provides a channel between the Lodge and the Scout Executive, Council and Professional Staff.

d. Additional duties as outlined in the latest edition of the *Order of the Arrow Handbook*.

J. Executive Committee

a. The Executive Committee shall consist of the five officers, the Immediate Past Chief, chairman and advisors from each of the divisions, the Lodge Advisor, and the Scout Executive or his designee. Only youth members retain voting rights, **one** vote per committee. The LEC does however recognize proxy Committee Chairman provided that proper notification is given to one of the five lodge officers before a meeting.

b. They shall:

1. Act for the Lodge in such routine matters as would come before the Lodge between meetings.
2. Establish a calendar of events for the coming events.
3. Retain the right to suspend the rules and policies of Wagon Lodge 6 to handle emergency or compelling situations in order to ensure the affairs of Wagon are handled in a sound and fiscally responsible way.

K. Administrative Committee

a. The Administrative Committee shall be comprised of all Lodge Officers and Advisors.

b. The Committee shall act as an advisory group to aid the Chief in making emergency situations.