

Mikanakawa Lodge 101 – Yanush Chapter

Chapter Chief Responsibilities

Objective

The Chapter Chief is the leader of the Chapter, responsible for its day-to-day operations. He serves as a youth representative on the Lodge Executive Committee.

Job Responsibilities

- Serves as the leader of the Chapter and is responsible for the day-to-day operations of the Chapter.
- Supervises the work of all Chapter Officers and Chapter Committees.
- Chairs all meetings of the Chapter Key Three (Chief, Chapter Adviser, and District Director).
- Appoints all Chapter Committee Chairman.
- Represents the Chapter at Lodge Executive Committee meetings.
- Uses decision making powers to keep the Chapter working until the next meeting of the Chapter Key Three.
- Responsible for recruiting and then assisting District Camporee Lead in promoting and staffing for District Camporee.
- Responsible for Promotion and Coordination of the Chapter's contingent to the National Order of the Arrow Conference.
- Responsible for overseeing the duties of the Chapter's Chaplain Aide.

District Camporee Lead

- Responsible for the planning, staffing, and implementation of the annual District Camporee event.
- Works with the Chapter Adviser and Camporee Adviser to
 - Decide on a Camporee "theme" and then design a program and "logo" to support it
 - Recruit and train program and other support staff
 - Actively promote Camporee at District Roundtables and via email and the Chapter website
 - Serve as the contact person both before and during the event
 - Coordinate the execution of OA Callout and Brotherhood ceremonies with the Vice Chiefs of Inductions and Native American
 - Coordinate the preparation and execution of the Awards campfire and Event Review Video presentation with the Vice Chiefs of Administration and Technology and Communications
- Serves as the "Master of Ceremonies" during the event, which includes conducting announcements at all gatherings and disseminating information at Scoutmaster/Senior Patrol Leader meetings.

National Order of the Arrow Conference (NOAC)

- Promote the attendance of Chapter members at the National Order of the Arrow Conference (NOAC) held in the summer of each even numbered year or at a National Pow-Wow.
- Coordinate all planning aspects of the area of responsibility for which the Chapter has volunteered to perform.
- Coordinate with the Vice Chief – Technology and Communications to ensure that all NOAC's are promoted in the Chapter newsletter and website.

Chaplain's Aide Duties

- Insure that a Chaplain's Aide be appointed to head up the religious needs of the Chapter or those of the Lodge at Lodge events:
 - Chapter Induction Weekends, Pow-Wow, and Fall Fellowship:
 - Lead the blessing at all meals.
 - Prepare a Sunday non-denominational chapel service.

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Vice Chief – Inductions

Objective

The Vice Chief - Inductions is responsible for all the Ordeal and Brotherhood induction processes. He assumes the responsibilities of the Chapter Chief in his absence.

Job Responsibilities

- Supervise the work of the Ordeal and Brotherhood Committee Chairmen.
- Assume the responsibilities of the Chapter Chief when required.
- Coordinate the delivery of Ordeal and Brotherhood ceremonies at Chapter functions with the Vice Chief – Native American and his respective committees.
- Coordinate with Chapter Chief for appointment of Ordeal and Brotherhood committee chairmen, and then jointly appoints committee members and sub-committee leads with standing committee chairmen.

Ordeal Committee

Ordeal Chairman Responsibilities

- Supervise the Ordeal and Elangomat Corps Leads positions during Chapter Induction Weekends.
- Manage all Chapter Induction Weekends which induct all new Arrowmen into the Chapter.
- Plan and supervise each scheduled Chapter Induction Weekend.
- With the assistance of the Camp Ranger, plan and coordinate the work projects for each Chapter Induction Weekend.
- Coordinate all Chapter Induction Weekend ceremonial team requirements with the Ceremonies Committee of the Vice Chief – Native American.
- Coordinate all Chapter Induction Weekend food service requirements, including the recruitment of staff.
- Plan and organize an informative orientation session for each new Arrowman so that he understands the purpose of the Order and his place in the Order, Lodge, and Chapter.
- Approve all Chapter Call-Out requests and forward forms to Lodge Membership Committee.
- Promote attendance at a training session on conducting an Induction weekend at the Lodge Leadership Development event

Ordeal Lead Responsibilities

- Recruits and trains and assists Ordeal Master for each scheduled Chapter Induction Weekend.
- Work with Ordeal Chairman to provide an adequate number of Elangomats for the number of candidates expected to attend a Chapter Induction Weekend.
- Serve as the Chapter point of contact for Chapter Induction Weekend inquiries.

- Provide adequate information to each elected candidate to ensure he attends and completes his Induction Weekend.
- Work with the Lodge Trading Post to maintain an adequate supply of Ordeal sashes for distribution to the Chapter as they are needed for each Chapter Induction Weekend.
- Assist the Ordeal Chairman at a training session on conducting an Induction weekend at the Chapter Leadership Development event.

Elangomat Corps Lead Responsibilities

- Recruit Arrowmen to serve as Elangomats for each Chapter Induction Weekend.
- Train all Elangomats to know and understand the ten induction principles and the Ordeal process of the Order of the Arrow.
- Train all Elangomats in the "Journey to Brotherhood" program.
- Emphasize to Ordeal Masters and Elangomats the importance of observing the Scout Oath and Law in their dealings with candidates during Chapter Induction Weekends.
- Promote attendance at an Elangomat training session at the Chapter Leadership Development event.

Brotherhood Committee

Brotherhood Chairman Responsibilities

- Responsible for achieving the Chapter Brotherhood conversion goals.
- Supervise the Conversions Lead.
- Organize and conduct the Brotherhood Call-outs and Walks at Chapter Induction Weekends and District Camporee.
- Coordinate all Brotherhood ceremonial team requirements with the Ceremonies Committee of the Vice Chief – Native American.
- Encourage each District unit to have its Ordeal Arrowmen attain Brotherhood at Chapter Induction Weekends and the District Camporees.

Conversions Lead Responsibilities

- Work with the Chapter Forms Lead to maintain a complete supply of Brotherhood conversion forms for use at both the Chapter and Chapter levels.
- Regularly obtain and monitor the Chapter Brotherhood Conversion reports for progress in meeting their respective conversion goals.
- Periodically inform the Chapter Chief and Adviser of their current progress towards their conversion goals and offer suggestions for improvement.
- Assist the Brotherhood Chairman with conducting the Brotherhood Call-out and Walk at Chapter Induction Weekends and District Camporee.
- Work with the Lodge Trading Post to maintain an adequate supply of Brotherhood sashes for use in Chapter Brotherhood Ceremonies.

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Vice Chief – Camp Promotions

Objective

Develop a plan to achieve the goals of the District Camping Committee. Responsible for the Chapter attendance at the Lodge Fall Fellowship event and the participation of Chapter members in the Section Conclave. He assumes the responsibilities of the Chapter Chief in the absence of the Chapter Chief and Vice Chief – Inductions.

Job Responsibilities

- Supervise the work of the Camping Promotions and Fall Fellowship Committee Chairmen
- Assume the responsibilities of the Chapter Chief and Vice-Chief – Inductions when required.
- Develop a plan to achieve the goals of the District Camping Committee.
- Oversee Camping Promotion visits with every active troop and pack in the District.
- Responsible for submission of ideas to the Lodge "Where to Go Camping" book.
- Promotes Chapter attendance at the Fall Fellowship event and Section Conclave.

Camping Promotions Committee

- Coordinate with District Camping Committee to develop a plan to achieve the goals of the District Camping Committee.
- Coordinates with District Camping Committee to organize Camping Promotion visits with every active Troop and Pack in the District. The purpose of each visitation is to promote the following camping programs:
 - Summer Camp, Golden Acorn,
 - Mom-n-Me, Partners and Pals, and Webelos Camp
 - District Camporees
 - High Adventure programs
 - Year-round camping
- Annually provide ideas for the Lodge "Where to Go Camping" book.

Mikanakawa Lodge 101 - Yanush Chapter Vice Chief of Service Responsibilities

Objective

The Vice Chief of Service is responsible for the promotion of the Troop/Team Representative program and oversees the Chapter Service Committees... He assumes the responsibilities of the Chapter Chief in the absence of the Chapter Chief, Vice Chief – Inductions, and Vice Chief – Camping Promotions.

Job Responsibilities

- Oversees the Service and Troop Representative committees.
- Coordinates with Chapter Chief for appointment of standing committee chairmen and then jointly appoints committee members and sub-committee leads with standing committee chairmen.
- Coordinates with the Chapter Vice-Chiefs, Committee Chairs, and event leads to determine the size and scope of support needed to help assure the success of each Chapter event.
- Helps non-scouters recognize the Order of the Arrow as the National Honor Society for Scouts through community service.
- Maintains the Troop Representative program as a communication tool so that all District troops are aware of their Chapter's Order of the Arrow's activities.

Service Committee Chairman Responsibilities

- Oversees Service Corps Lead and Community Service Lead.

Service Corps Lead Responsibilities

- Develop and maintain teams of OA members to serve as special service crews to support every Chapter activity and the District Camporee.
- Oversees the Chapter's participation and duties at the Council Tree Plant and Scout Show.

Chapter Events Responsibilities

- Provides support staff to Chapter program and Induction events as requested.

Council Events Responsibilities

- Provides support staff to council activities as requested.

Community Service Lead Responsibilities

- Responsible for identifying, planning and presenting to the Lodge Executive Committee for approval plans for the Chapter One Day of Service project.
- Responsible for the coordination, execution, and completion of the approved project.
- Records service hours for each Chapter projects.
- Provides Service Project resources to all parties.

Troop Representative Chairman Responsibilities

- Oversees the Chapter Liaisons and Scout Reach Lead and maintains the Troop Representative program throughout the Chapter.
- Provides information to Chapter Membership Committee so that Troop Representatives can be flagged in the Chapter Membership database.
- Assure participation of the Chapter OA Troop Representatives at Training Seminars offered at least twice a year at the Lodge Leadership and Development Conference and the Council Scout Show.

Chapter Liaison Responsibilities

- Maintain a current database of Troop/Team Representatives in their district by gathering update information at least once each quarter.
- Provide a report to the Chapter and the Lodge of the OA members currently serving as Troop/Team Representatives in their chapter which can be used as a communications link between the Chapter, Chapter, and Troops and Teams.

B. ScoutReach Lead Responsibilities

- Promote and administer the ScoutReach national program on the District Level.
- Act as a positive influence in the midst of dramatic social, political, economic, and demographic forces affecting urban and rural communities.
- Provide additional, positive youth and adult role models for disadvantaged urban Scouts and adult leaders.
- Create the opportunity for more urban Scouts to become eligible for membership in the Order of the Arrow.

Mikanakawa Lodge 101 - Yanush Chapter Vice Chief – Native American Responsibilities

Objective

The Vice Chief of Native American is responsible for providing meaningful and appropriate ceremonies, dance, and drum teams in support of the overall Chapter program. He assumes the responsibilities of the Chapter Chief in the absence of the Chapter Chief, Vice Chief – Inductions, Vice Chief – Camping Promotions, and Vice Chief - Service.

Job Responsibilities

- Oversees the Ceremonies and Pow-Wow committees.
- Coordinates with Chapter Chief for appointment of standing committee chairmen and then jointly appoints committee members and sub-committee leads with standing committee chairmen.
- Promotes Chapter membership participation in all phases of the Native American program at every Chapter and Lodge event.
- Provides suggestions to the Finance Committee as to items to be included in the Native American Trading Post inventory.

Ceremonies Chairman Responsibilities

- Oversees Ordeal and Brotherhood Ceremonies, Dance Team, and Drum Team Leads, as well as Native American Regalia Quartermaster.

Ordeal and Brotherhood Ceremonies Lead Responsibilities

- Organize and maintain ceremonial teams for the various Chapter and Lodge events and the District Camporee.
- Provide ceremonial training opportunities to train interested Arrowmen.
- In coordination with the Native American Regalia Quartermaster, maintain and create all Chapter ceremonial outfits.
- Coordinate all ceremonial teams for section and national ceremony competitions.

Dance and Drum Team Lead Responsibilities

- Organize and maintain Chapter Dance and Drum Teams.
- Provide training opportunities to instruct interested Arrowman in dance, dance etiquette, outfits and drumming.
- Coordinate the Dance and Drum Teams participation at Lodge and Chapter events, including but not limited to Induction Weekends, Fall Fellowship, Pow-Wow, Chapter Leadership Development Conference, Section Conclave, and Winter Camp.

Arrow of Light Ceremony (AOL) Lead Responsibilities

- Recruit, organize, and train teams of Chapter Arrowmen to perform AOL and Crossover ceremonies for the Cub Scout Packs in North Trail District.

- Set up and maintain an online AOL Ceremony registration program to be used by Cub Scout Packs to schedule a date and time for a Chapter AOL Ceremony Team.
- Coordinate the Chapter AOL Ceremony Teams use of regalia with the Native American Regalia Quartermaster.

Native American Regalia Quartermaster Responsibilities

- Maintain an inventory of Native American regalia sufficient to supply all ceremonial, dance, and drum needs at all Chapter events.
- Assist the Vice Chief – Native American in providing inventory suggestions to the Native American Trading Post.

Pow-Wow Chairman Responsibilities

- Promote and encourage Chapter participation in the annual Lodge Pow-Wow.
- Coordinate with Vice Chief – Technology and Communications to place an event flyer on the Chapter website
- Coordinate the Chapter's participation with the Lodge Ceremonies Competition, Training, and Evening Pow-Wow Leads.
- Coordinate the use of regalia by Chapter Arrowmen in ceremony competitions with the Native American Regalia Quartermaster.

Mikanakawa Lodge 101 - Yanush Chapter Vice Chief – Administration Responsibilities

Objective

The Chapter Vice Chief - Administration is responsible for maintaining accurate membership and financial records of the Chapter. He is also responsible for ensuring that the Chapter meets its membership and unit election goals. He assumes the responsibilities of the Chapter Chief in the absence of the Chapter Chief, Vice Chief – Inductions, Vice Chief – Camping Promotions, Vice Chief – Service, and Vice Chief – Native American.

Job Responsibilities

- Responsible for maintaining accurate membership and financial records of the Chapter.
- Ensures that the Chapter meets its goal by increasing membership each year.
- Ensures that unit elections are conducted in each eligible troop and varsity team.
- Obtains the minutes of each Lodge Executive Committee (LEC) meeting, Lodge Annual Business Meeting and any other official Chapter meeting and distributes a copy to the Key Three after each meeting.
- Oversees the Finance and Membership Committees.
- Coordinates with Chapter Chief for appointment of standing committee chairmen, and then jointly appoints committee members and sub-committee chairmen with standing committee chairmen.

Membership Committee Responsibilities

- Oversees an accurate and efficient processing of Chapter membership records.
- Responsible for mailing annual dues registration cards in November to all registered Chapter members.
- Promote the registration and dues payment of all active Chapter scouts and scouters who were previously registered in the Order.
- Coordinate with Vice Chief - Technology and Communications to insure that additional dues registration cards are mailed between April and June of each year to prior year registered members who have not renewed their membership.
- Coordinate the recording of membership and event registrations, including Honor Chapter/Chapter information and statistics, and updating databases as needed.
- Coordinate the updating of databases as necessary to recognize new Ordeal, Brotherhood and Vigil members of the Chapter.
- Assist as necessary to provide membership listings and reports when requested by authorized Chapter members.

Ordeal Registration Lead Responsibilities

- Obtain from the Lodge Unit Elections Group an updated Ordeal Candidate database and provide a copy of it to the Vice Chief – Inductions and his Adviser.
- Coordinate with Chapter Adviser to gather information on Adult nominations for entry into the Ordeal Candidate database.
- Assist Adviser in validating all Chapter Call-Out Reports.
- Recruit staff for registration at all Chapter Induction Weekends and the District Camporee.
- Coordinate with Vice Chief - Inductions or his designated representative in assigning crew assignments to Ordeal Candidates.
- Coordinate the acquisition of contents for and preparation of the Ordeal Candidate Information Packets and Membership Card Envelope.
 - Contents of the Ordeal Candidate Information Packets include, but are not limited to: OA Handbook, Chapter Pocket Reference Card, Ordeal Edition of the *Mikanakawan*, and Owl Claw.
 - Contents of the Membership Card Envelope include a current, completed Membership Card in the Order of the Arrow and one current Chapter Flap.

Unit Elections Lead Responsibilities

- Promote Chapter participation in Unit Elections Training Session at Annual Lodge Leadership Development Conference.
- Conduct the training of Chapter Unit Election Teams during at least two Chapter meetings prior to the Lodge's December 1 start date for unit elections.
- Maintain a supply of Unit Election training materials and distribute these to each District unit prior to the Lodge's December 1 start date of unit elections.
- Coordinate with each Chapter to insure that all Troops and Varsity Teams in each Chapter have an opportunity to hold a unit election each year between December 1st and April 15th of each year.
- Receive all completed Unit Election Forms and review all election forms to ensure that all elections were conducted in accordance with National and Lodge policies. All questionable forms should be reported to the Vice Chief - Administration and his Adviser.
- Provide periodic updates (downloads) of the Unit Elections Database to the Ordeal Registration Adviser as requested.
- Maintain a supply of blank Unit Election Forms and Adult Nomination forms for distribution as needed to Chapter Unit Election Teams.

Finance Committee Responsibilities

- Develop annual Chapter budget for approval by Chapter Key Three.
- Summarize all transactions into appropriate budget categories in the Chapter Financial Record Book. It should be reviewed for accuracy and proper authorization. All questionable items are to be investigated. Copies of each transaction should be sent to Chapter Chief and appropriate advisers.

- Prepare financial statements for each Chapter Key Three meeting, a copy of which should be included in the minutes of the meeting. Prepare budget reports for each Chapter Key Three meeting. All budget variances must be identified and explained on each report.
- Review and approve all Chapter event budgets.
- Develop money-earning projects, as needed and ensure that the project adheres to National and Council guidelines.

Trading Post Lead (both Chapter and Native American) Responsibilities

- Provide an outlet for approved merchandise to Order of the Arrow members.
- Organize the Trading Post and personnel for all Chapter activities.
- Maintain accurate sales and inventory records of all merchandise.
- Provide reports at all Chapter Key Three Meetings of all Trading Post Sales.
- Establish and maintain adequate re-order quantities for all merchandise.
- Ensure that an adequate supply of sashes, handbooks, flaps, etc. is available for all Chapter Induction Weekends.
- Coordinate all Trading Post purchases with the Chapter Staff Adviser and review all purchase receipts to validate each order for proper cost and quantities.
- Responsible for the security of all merchandise inventory and cash receipts. Cash receipts are to be deposited in the Chapter custodial account at the Council Service Center.

Snack Bar Lead Responsibilities

- Provide staff for the Chapter Snack Bar for all designated Chapter events and the District Camporee.
- Make all required purchases of items sold through the snack bar.
- Maintain accurate records of all expenditures and cash receipts.
- Responsible for the security of cash receipts and inventory. Care should also be given to guard against spoilage of any snack bar item. All excess cash receipts are to be deposited in the Chapter custodial account at the Council Service Center.

Food Service Lead Responsibilities

- Coordinates with the Vice Chief – Inductions to plan and budget menus for each Chapter Induction Weekend and for the staff of the District Camporee. Each menu requires a cost per Arrowman to be established which must be included in the event budget.
- After each event, provide an accurate cost per Arrowman as required by the event budget.
- Maintain accurate expense records of all food and supply expenditures by the food service staff.
- With assistance of Chapter Staff Adviser, prepare a food order. This order must be placed at least one week prior to the given event.

- Be responsible for food and supplies inventory. Care should also be given to guard against spoilage of any perishable inventory.
- Recruit kitchen staff for each Chapter event.
- Responsible for preparation, serving and clean-up of all meals and cracker barrels.

Mikanakawa Lodge 101 - Yanush Chapter

Vice Chief - Technology and Communications Responsibilities

Objective

The Chapter Vice Chief - Technology and Communications is responsible for all of the communication needs of the Chapter, including all publications, forms, training, and member contact. This position probably performs one of the most important functions of the Chapter. It is very important that this position is executed in an effective, active and punctual manner. He assumes the responsibilities of the Chapter Chief in the absence of the Chapter Chief, Vice Chief – Inductions, Vice Chief – Camping Promotions, Vice Chief – Service, Vice Chief – Native American, and . Vice Chief – Administration.

Job Responsibilities

- Insure that a minimum of four article submissions to the *Mikanakawan* (Lodge newsletter) are published each year.
- Associate Editor of the Chapter web site, www.miki.org.
- Assist in the drafting and production of other publications and forms as needed by the Chapter.
- Insure that an event review video is produced for presentation at the District Camporee Awards Campfire.
- Draft responses to Chapter mail received and draft originating correspondence.
- Oversee the Publications and Training Committees.
- Coordinates with Chapter Chief for appointment of standing committee chairmen, and then jointly appoints committee members and sub-committee chairmen with standing committee chairmen.
- Organize and conduct regular meetings of each committee.

Publications Committee

- The membership depends on Lodge publications for everything from information about upcoming and past events, registration information, news, rules and other requirements, and general information for the membership. Lodge publications provide the primary means of communicating with the membership of the Chapter. For the Chapter to function properly, communication must be ongoing, not only between Chapter officers and advisers, but also between the Lodge and the Chapters. The Chapter must provide established means of communication which encompasses the entire Chapter.
- Coordinates the obtaining of articles and information from other areas of the Chapter such as Event Chairmen, Chapter Advisers, Chapter Chief and other Chapter officers, for use in developing article submissions to the *Mikanakawan*.
- Reviews articles for acceptable content and coordinates the editing of articles with his Advisers as well as the authors of the articles to insure that the article retains the intent of the author subsequent to any required editing.

Newsletter Lead Responsibilities

- Obtains articles and information needed for *Mikanakawan* article submissions from other areas of the Chapter such as Event Chairmen, Chapter Advisers, Chapter Chief and other Chapter officers.
- Insures that each issue of the Council *Full Circle* newsletter includes an article submission from the Chapter.

- Coordinate with Chapter Officers in disseminating urgent information to members through bulk e-mails to members of the Chapter who have provided their e-mail addresses. An effort should be made to limit the use of bulk e-mail to no more than once per month.

Website Lead Responsibilities

- Actively solicits articles and information from all members on a continuing basis for inclusion on the Chapter's Web Site.
- Obtains both Lodge and Chapter event information from the appropriate Officers/Committee Chairs/Leads for inclusion on the website.
- Obtains electronic version of each *Mikanakawan* issue for inclusion on the website.

Training Committee

- The continued success of the Order of the Arrow in Circle Ten Council depends on Chapter officers and advisers being adequately trained and having a working knowledge of their jobs. Because the membership of the Chapter is undergoing continual change with new members being inducted and older members graduating from the ranks, there must be a planned program to train for the future.
- The primary vehicle for Chapter training will be the annual Lodge Leadership Development Conference (LLDC).
- Promotes and encourages Chapter officer participation at the annual Chapter Leadership Development Conference to acquaint them with the complete scope of their jobs.
- Coordinates with the LLDC – Classes Lead to provide staff from the Chapter to assure effective and timely training courses.
- Periodically conducts other general training forums for Chapter members to provide all arrowmen an opportunity to develop and practice leadership skills and techniques.
- Coordinates with and assists the Chapter Unit Elections Lead in organizing and conducting unit elections training at the Chapter meetings.