

OPERATING PROCEDURES

National publications like the “Order of the Arrow Handbook”, “Handbook for Officers and Advisers”, “Guide to Inductions”, and Lodge Finance Manual” are the best and final authority on matters relating to proper administration of the Order of the Arrow program. This ensures that policies, standards, guidelines, and procedures are consistent throughout the entire organization.

However, each lodge has differences, especially in membership size. In the above publications the guidance for lodge operations has been spare and simple; that they must comply with the same policies, standards, guidelines, and procedures by which all lodges must abide.

This document, along with the Amangamek-Wipit Lodge Rules, explains the procedures specific to our Lodge; practices that have been developed to best meet our unique challenges.

It is strongly suggested that every Lodge and Chapter Officer, Committee Chair, and Adviser first read and become familiar with the resources listed above before reading this guide. This text assumes that the reader is familiar with the ideas and principles of the Order of the Arrow found in those publications.

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5. **ORGANIZATION**

To better perform its functions, our BSA council, the National Capital Area Council (NCAC) has geographic divisions. Our lodge for the same reason has the same divisions. Lodge areas and chapters also have precisely the same names as their corresponding council service areas and districts.

* This arrangement has many advantages.
	+ More leadership opportunities for youth and adult members.
	+ Meeting locations closer to home for most members.
	+ Unit visits are more convenient and easier to schedule, manage and complete.
	+ Opportunities to serve and be set an example of service are greater.

To facilitate oversight and accountability each of the numerous but necessary lodge committees are assigned to one of the lodge offices.



1. **LODGE & CHAPTER OFFICES**

**PURPOSE**

* The elected Officers of the Lodge and their Advisers are responsible to direct the efforts of the membership to achieve the mission and purpose of the Order of the Arrow.

**DUTIES OF ALL OFFICERS AND ADVISERS**

* Serve as a part of the leadership team that sets goals and shapes policy for the Lodge.
* Attend all Lodge Executive Committee and Lodge Officer meetings.
	+ Attend all Lodge events and activities or designate an alternate.
	+ Evaluate progress towards goals using Lodgemaster and the Performance Measurement Program.
	+ Communicate, meet, and work with other Lodge Officers, Committee Chairs, and their Advisers.
	+ Set an example by correctly wearing the Scout uniform with proper insignia.
	+ Encourage members to attend all Chapter, Area, Lodge, Section, and National events.
* Encourage youth to take on leadership roles.
* Attend the New Officer Orientation meeting held after elections.
* Perform other duties as assigned by the Lodge Chief or Lodge Adviser.
* Advisers work closely with the Officers to ensure the successful execution of their duties.
	+ Advisers instruct other adults on their proper role in the Order of the Arrow.
	1. LODGE KEY 3

**PURPOSE**

* To give leadership, direction, and inspiration to all members of the lodge.

**MEMBERS**

* Lodge Chief (representing the youth members and leading the Lodge)
* Lodge Adviser (representing the Lodge adults and advising the Lodge)
* Lodge Staff Adviser (representing the Scout Executive)

**DUTIES OF THE KEY 3**

* Oversee the functions of all lodge offices, committees, activities, and events.
* Represent the Lodge at all OA functions or designate an alternate.
* Set, share, and articulate the strategic goals and plan that help the lodge fulfill its potential.
* Create and define the functions of lodge operating committees.
	+ Meet at least quarterly, apart from regularly scheduled Lodge events and meetings.
	+ Produce the Annual Lodge Report for presentation to the Council Executive Board, upon invitation.
	+ Re-charter the Lodge annually.

**DUTIES OF THE** **LODGE CHIEF**

* Act as the principal representative and delegate of the Lodge.
	+ Serve as a youth member of the Council Executive Board.
	+ Serve as (or appoint) a member of the Council Camping Committee.
	+ Attend all Section Council of Chiefs meetings or designate an alternate
	+ Plan and preside over Lodge Executive Committee and Lodge Officer meetings.
	+ Ensure the Lodge Officer Election occurs.
* Lead the New Officer Orientation meeting held after elections.
* Recruit, appoint, and remove Lodge Committee Chairs as needed.
	+ Define additional duties of Lodge Officers and Lodge Committee Chairs as needed.

**DUTIES OF THE LODGE ADVISER**

* + Interview and approve all candidates for Lodge office.
	+ Recruit, appoint, and remove Advisers for each Lodge Vice-Chief and Committee Chair.
	+ Maintain continuity between outgoing and incoming lodge officers and their goals.
	+ Support and advise the Lodge Chief.

**DUTIES OF THE LODGE STAFF ADVISER**

* + Advise Lodge members on national and local policies, lodge rules, and procedures.
	+ Maintain oversight of Lodge finances.
	+ Coordinate Lodge activities with other segments of Council programs.
	+ Coordinate Lodge use of Council facilities and equipment.
	+ Serve as liaison to the council professional staff.
	+ Recommend and obtain Scout Executive approval of prospective adult advisers.
	1. LODGE PROGRAM

**PURPOSE**

* To facilitate and oversee the programs and events of the Lodge.

**MEMBERS**

* Vice-Chief for Program
* Associate Lodge Adviser for Program

**DUTIES OF THE OFFICE FOR PROGRAM**

* Manage and oversee all committees assigned to the Office for Program.
* Coordinate, support, and execute the Lodge events.
* Hold at least three Lodge activation events each year: Banquet, Spring Fellowship, and Fall Fellowship.
* Guide the induction of new Vigil members.
* Coordinate Lodge and Chapter activities at Camp William B. Snyder
* Promote participation in Section Conclave and training.
* Organize Lodge attendance at the National Order of the Arrow Conference (NOAC).
	+ Maintain the Lodge Organizational Chart.
	+ Draft and amend the Lodge Calendar.
	+ Update the Chapter Performance Measurement Program as needed.

**DUTIES OF THE LODGE VICE-CHIEF FOR PROGRAM**

* + Preside over lodge events, activities, and meetings in the absence of the Lodge Chief.
	+ Help the Lodge Chief to recruit Lodge Committee Chairs.

**DUTIES OF THE ASSOCIATE LODGE ADVISER FOR PROGRAM**

* + Help the Lodge Adviser to recruit Lodge Committee Advisers.
* Work with the Camp Staff, Chapter Leadership, and the Lodge Committees to coordinate usage of Council properties.
	1. LODGE COMMUNICATION

**PURPOSE**

* To facilitate timely, accurate, and efficient communication by the Lodge.

**MEMBERS**

* Lodge Vice-Chief for Communication
* Associate Lodge Adviser for Communication

**DUTIES OF THE OFFICE FOR COMMUNICATION**

* Manage and oversee all committees assigned to the Office for Communication.
* Work with each Office, Area, Chapter, and Committee to develop a comprehensive communications plan.
* Assist lodge members to transmit timely communications through a variety of methods, email, website, newsletter, and social media.
* Send notices to Lodge Executive Committee members, notifying them of meetings.
* Maintain the Lodge Rules and Lodge Operating Procedures. Keep a record of all changes.
* Document lodge history and events. Update the lodge history every five (5) years.
* Ensure that a lodge newsletter is produced and distributed quarterly.
* Set up event registration webpages.
* Update the Lodge “Where to Go Camping Guide” and the “Camping Promotions Talking Points”.
* Promote Order of the Arrow High Adventure participation by sharing information.
* Ensure that productions or shows for Lodge events are presented in a professional manner.

**DUTIES OF THE LODGE VICE CHIEF FOR COMMUNICATION**

* + Advise the Lodge Chief on parliamentary matters.
	+ Record minutes of Lodge Executive Committee meetings and distribute them to all Lodge Executive Committee members promptly after each meeting.
	+ Help the Lodge Chief recruit Lodge Committee Chairs.

**DUTIES OF THE ASSOCIATE LODGE ADVISER FOR COMMUNICATION**

* + Help the Lodge Adviser to recruit Lodge Committee Advisers.
	1. LODGE ADMINISTRATION

**PURPOSE**

* To manage the financial assets and membership records of the Lodge.

**MEMBERS**

* Lodge Vice-Chief for Administration
* Associate Lodge Adviser for Administration

**DUTIES OF THE OFFICE FOR ADMINISTRATION**

* Manage and oversee all committees assigned to the Office for Administration.
	+ Prepare the annual Lodge Budget and submit it to the Lodge Executive Committee.
	+ Operate the Lodge Trading Post, especially at Lodge events.
	+ Work with the Chapters to keep track of all Lodge assets.
	+ Review costs and set prices for all Lodge supplies.
	+ Work with the Lodge Staff Adviser to maintain an adequate inventory of Lodge supplies, like sashes.
	+ Help Chapters and Lodge Event Committees to prepare budgets.
	+ Review all Annual Chapter and Chapter Event budgets and closeouts.
	+ Review and approve all Lodge Event budgets and closeouts.
	+ See that membership information is correctly updated in the Lodgemaster database.
	+ Grant appropriate Lodgemaster access to Lodge & Chapter Officers and Advisers.
	+ Monitor Lodgemaster database upgrades for potential utility. Share the information with other users.

**DUTIES OF THE LODGE VICE-CHIEF FOR ADMINISTRATION**

* + Advise the Lodge Chief on matters of finance and membership.
	+ Report on the Lodge financial position (income, expenditures, current balances, and budget performance) to the Lodge Executive Committee.
	+ Help the Lodge Chief to recruit Lodge Committee Chairs.

**ASSOCIATE LODGE ADVISER FOR ADMINISTRATION**

* Maintain a close working relationship with the Lodge Staff Adviser on all fiscal matters.
	+ Help the Lodge Adviser to recruit Lodge Committee Advisers as needed.
	1. LODGE SERVICE

**PURPOSE**

* To coordinate and manage Lodge service activities, event support, and recognition.

**MEMBERS**

* Lodge Vice-Chief for Service
* Associate Lodge Adviser for Service

**DUTIES OF THE OFFICE FOR SERVICE**

* Manage, support, and oversee all Lodge Committees assigned to the Office for Service.
	+ Coordinate support of our council’s camps.
	+ Support Scouting in our Council by holding service activities like Goshen Bus Loading, Goshen OA Trail Crew, and Snyder OA Coordinator.
	+ Provide Health & Safety teams for lodge events.
	+ Organize a Cook Crew for lodge events.
	+ Assist ceremonies teams by providing guidance, training, coordination, and support.
	+ Promote and support the annual Section Conclave and training event.
* Hold at least one Lodge Leadership Development Conference (LLDC) and assist Lodge Areas to hold an Area Lodge Development Conference (ALDC).
* Coordinate attendance of Lodge members at the National Leadership Seminars (NLS) and Developing Youth Leadership Conferences (DYLC).
* Supervise the Vigil Selection process.
* Oversee the conferring of National and Lodge Awards.

**DUTIES OF THE LODGE VICE CHIEF FOR SERVICE**

* + Help the Lodge Chief recruit Lodge Committee Chairs.

**DUTIES OF THE ASSOCIATE LODGE ADVISER FOR SERVICE**

* Help the Lodge Adviser recruit Lodge Committee Advisers.
	1. LODGE AREA

**PURPOSE**

* To support, mentor, and assist the Chapters in the Area.

**MEMBERS**

* Lodge Area Chief
* Lodge Area Adviser
* Field Director
* Associate Lodge Area Adviser

**DUTIES OF THE LODGE AREA**

* Ensure the success and oversee the operations of all the Chapters in the Lodge Area.
* Maintain constant contact with each Chapters’ leadership.
* Work with each Chapter Chief to set goals and objectives that align with those of the Lodge Chief.
* Assist with and review the Annual Chapter Budgets.
* Assist with and review the Chapter Ordeal Budgets.
	+ Mentor and support the chapters’ Vigil Nomination process.
* Review the Chapter Performance Measurement Program (CPMP) submissions.
* Attend Chapter meetings and activities whenever possible.
	+ Plan and conduct Area events, such as Area Leadership Development Conference (ALDC) or Area Ordeals.
* When necessary, help to coordinate resources among the Chapters (i.e., ceremonialists).

**DUTIES OF THE LODGE AREA CHIEF**

* Meet monthly with each Chapter Chief in the Area to mentor and assist.
	+ Prepare a Lodge Area report with the assistance of the Chapter Chiefs. Present it to the Lodge Executive Committee.
	+ Plan and preside over regular meetings of the Chapter Chiefs and Advisers in the Lodge Area, including the Area break-out session during the LEC meetings.
* Appoint or volunteer to serve as the Area representative on the Vigil Selection committee.
* Install new Chapter officers as the representative of the Lodge Chief.
* Appoint or serve as the Area representative on the Vigil Selection committee.

**DUTIES OF THE LODGE AREA ADVISER**

* Mentor, assist, and support the Chapter Advisers in their Area.

**DUTIES OF THE FIELD DIRECTOR**

* Serve as liaison to the Council professional staff.

**DUTIES OF THE ASSOCIATE AREA ADVISER**

* Assist the Lodge Area Adviser to support the operation of the Lodge Area.
	1. CHAPTER LEADERSHIP

**PURPOSE**

* To manage most of the Induction process, specifically Unit Elections, Call Out Ceremonies, Ordeal Inductions, Brotherhood Conversions, and Vigil Nominations.
* To provide support to the District and local Scout units.

**MEMBERS**

* Chapter Chief (member of Chapter Key 3)
* Chapter Adviser (member of Chapter Key 3)
* District Scout Executive -representing the Council Scout Executive (member of Chapter Key 3)
* Chapter Vice-Chiefs
* Associate Chapter Advisers

**DUTIES OF THE CHAPTER LEADERSHIP**

* Support and participate in the Lodge as a part of the Lodge.
	+ Oversee the functions of all Chapter offices, committees, activities, and events.
* Attend all Chapter meetings.
	+ Represent the Chapter at all OA functions or designate an alternate.
	+ Set, share, and articulate goals that help the Chapter fulfill its potential.
	+ Create and define the functions of chapter operating committees.
	+ Meet at least quarterly, apart from regularly scheduled events and activities.
* Organize teams to perform unit visitations, camping promotions, and unit elections.
* Hold Ordeal and Brotherhood induction events.
	+ Support Scouting in the District by staffing activities like Cub Scout Day Camp, Scouting for Food, and Camporees.

**CHAPTER CHIEF**

* Act as the principal representative and delegate of the Chapter.
	+ Meet regularly with the District Committee to update them on chapter status and operations.
	+ Plan and preside over all Chapter meetings.
	+ Conduct Chapter officer elections and install new Chapter officers.
* Oversee the functions of all chapter offices, committees, activities, and events.
	+ Communicate, meet, and work with Chapter Vice-Chiefs and Committee Chairs.
	+ Recruit, appoint, and remove chapter operating committee chairs as needed.
	+ Define additional duties of chapter officers and chapter committee chairs as needed.
* Prepare and submit the Chapter Performance Measurement form.
* Communicate regularly with the Lodge Area Chief for guidance and advice.

**CHAPTER ADVISER**

* + Interview and approve all candidates for Chapter office.
	+ Recruit, appoint, and remove Chapter Associate Advisers.

**DISTRICT SCOUT EXECUTIVE (DE)**

* + Advise Chapter members on national and local policies, lodge rules, and procedures.
	+ Maintain oversight of Chapter finances by reviewing Chapter event budgets.
	+ Coordinate Chapter activities with other segments of the District programs.
	+ Recommend and obtain Scout Executive approval of prospective adult advisers.
* Appoint the Chapter Adviser as the representative of the Scout Executive.
* Serves as liaison between the Chapter and the Council staff.

**CHAPTER VICE-CHIEFS**

* Most Chapters have multiple Vice-Chiefs with a variety of responsibilities. All duties shall be (titles may be set by a chapters’ leadership):
	+ Vice-Chief of Inductions responsible for Ordeals and Brotherhood Conversions, including Cook Crew, Ceremony Team, Health and Safety, selecting the Ordeal master and Head Elangomat.
	+ Vice-Chief of Unit Programs responsible for coordinating with Scout units in the district, including scheduling and organizing teams to conduct Unit Visitations, Unit Elections, and Camping Promotions.
	+ Vice-Chief of Activities responsible for organizing service projects and social events, including support and participation of Lodge and Council run events.
	+ Vice-Chief for Communication is responsible for the record the minutes and attendance of all Chapter meetings and functions, Send meeting and event reminders to Chapter members. Contribute to the Lodge newsletter.
* Serves as the Chapter Chief when the chief is not present.
* Perform other duties as assigned by the Chapter Chief.

**ASSOCIATE CHAPTER ADVISERS**

* Assist the Chapter Adviser to support the operation of the Chapter.
1. **COMMITTEES**
	1. LODGE BANQUET

**PURPOSE**

* To recognize and celebrate the past year’s achievements, new Vigil members, and recipients of National and Lodge Awards.

**MEMBERS**

* Lodge Banquet Committee Chair
* Lodge Banquet Committee Adviser
* Associate Lodge Banquet Committee Adviser

**DUTIES**

* Plan and prepare, including setting a schedule, securing the venue, and creating a budget.
* Coordinate with other Committees to promote the event, provide registration, and create program.
* Manage the event, including set-up, signage, check-in, and take-down.
* Oversee all phases of the banquet like food service, designating an MC, inviting VIPs, and selecting music.
	1. LODGE SPRING FELLOWSHIP

**PURPOSE**

* Develop youth leaders through a weekend of training, service, and fun activities, as well as annual lodge officer elections.

**MEMBERS**

* Lodge Spring Fellowship Committee Chair
* Lodge Spring Fellowship Committee Adviser
* Associate Lodge Spring Fellowship Committee Adviser

**DUTIES**

* Plan and prepare, including setting a schedule, securing the venue, and creating a budget.
* Coordinate with other Committees to promote the event, provide registration, and create program.
* Manage the event, including set-up, signage, check-in, and take-down.
* Oversee all phases of the fellowship like food service, training, program, and activities.
	1. LODGE SUMMER ORDEAL

**PURPOSE**

* Hold a mid-week induction event to accommodate candidates with scheduling challenges.

**MEMBERS**

* Lodge Summer Ordeal Committee Chair (Ordeal Master)
* Lodge Summer Ordeal Committee Adviser
* Associate Lodge Summer Ordeal Committee Adviser

**DUTIES**

* Plan and prepare, including setting a schedule, securing the venue, and creating a budget.
* Coordinate with other Committees to promote the event and provide registration.
* Manage all phases of the event like food, service activities, orientation, and ceremonies.
	1. LODGE FALL FELLOWSHIP

**PURPOSE**

* Develop youth leaders through a weekend of training, service, and fun activities.

**MEMBERS**

* Lodge Fall Fellowship Committee Chair
* Lodge Fall Fellowship Committee Adviser
* Associate Lodge Fall Fellowship Committee Adviser

**DUTIES**

* Plan and prepare, including setting a schedule, securing the venue, and creating a budget.
* Coordinate with other Committees to promote the event, provide registration, and create program.
* Manage the event, including set-up, signage, check-in, and take-down.
* Oversee all phases of the fellowship like food service, training, program, and activities.
	1. LODGE TRADE-O-REE

**PURPOSE**

* Support our Camp William B. Snyder by holding an event where Scouting memorabilia is bought, sold, and traded. Proceeds are donated to the camp.

**MEMBERS**

* Lodge Trade-O-Ree Committee Chair
* Lodge Trade-O-Ree Committee Adviser
* Associate Lodge Trade-O-Ree Committee Adviser

**DUTIES**

* Plan and prepare, including setting a schedule, securing the venue, and creating a budget.
* Coordinate with other Committees to promote the event, provide registration, and our Trading Post.
* Manage the event, including set-up, signage, check-in, and take-down.
	1. VIGIL INDUCTION

**PURPOSE**

* Perform all tasks required to induct new Vigil members.

**MEMBERS**

* Vigil Induction Committee Chair
* Vigil Induction Committee Adviser
* Associate Vigil Induction Committee Adviser
* Other Committee members as required.

**DUTIES**

* Plan and prepare, including selecting dates, securing the venues, and creating a budget.
* Coordinate with other Committees to promote the event and provide registration.
* Manage all phases of the event like food, candidate support, and ceremonies.
	1. NOAC (NATIONAL ORDER OF THE ARROW CONFERENCE)

**PURPOSE**

* Organize Lodge participation in this biennial summit experience.

**MEMBERS**

* NOAC Committee Chair
* NOAC Committee Co-Chair
* NOAC Committee Adviser
* Associate NOAC Committee Adviser
* Other Committee members as required.

**DUTIES**

* Plan contingent attendance, including creating a budget, planning transportation, and setting fees.
* Coordinate with other Committees to promote the event and provide registration.
* Lead the contingent during the event, ensuring active participation in all activities.
	1. WEBSITE

**PURPOSE**

* Create and maintain the Lodge’s main online portal.

**MEMBERS**

* Website Committee Chair
* Website Committee Adviser
* Associate Website Committee Adviser

**DUTIES**

* Create an interface that is easy to use and understand.
* Review and update all information and internet links to maintain relevancy.
	1. SHARK’S TOOTH NEWSLETTER

**PURPOSE**

* Create and distribute a quarterly journal of Lodge activities.

**MEMBERS**

* Shark’s Tooth Newsletter Committee Chair (Publisher)
* Shark’s Tooth Newsletter Committee Co-Chair (Editor)
* Shark’s Tooth Newsletter Committee Adviser
* Associate Shark’s Tooth Newsletter Committee Adviser
* Other Committee members as required.

**DUTIES**

* Solicit articles about recent and upcoming events from all Chapters and Lodge members for inclusion.
* Write and edit to maximize interest and relevance.
* Create and distribute to all members.
	1. PRODUCTIONS

**PURPOSE**

* Create and conduct engaging and entertaining presentations or shows for Lodge events.

**MEMBERS**

* Productions Committee Chair
* Productions Committee Adviser
* Associate Productions Committee Adviser
* Other Committee members as required.

**DUTIES**

* Create virtual programming during a global pandemic.
* Plan and coordinate with event committees to determine the nature and scope of the show required.
* Practice and perform for the benefit of all attendees.
	1. CAMPING PROMOTIONS

**PURPOSE**

* Facilitate the encouragement of camping by all units in our Council.

**MEMBERS**

* Camping Promotions Committee Chair
* Camping Promotions Committee Adviser
* Associate Camping Promotions Committee Adviser
* Other Committee members as required.

**DUTIES**

* Help to train and equip Chapters to effectively promote camping.
* Create or acquire from Council promotional materials for use by Unit Visitation Teams.
* Update the ‘Where to Go Camping’ Guide.
	1. EVENT REGISTRATION

**PURPOSE**

* Assist Order of the Arrow events to create and manage the registration process.

**MEMBERS**

* Event Registration Committee Chair
* Event Registration Committee Adviser
* Associate Event Registration Committee Adviser
* Other Committee members as required.

**DUTIES**

* Help to create registration webpages.
* Assist with on-site registration of participants.
	1. LODGE HISTORY

**PURPOSE**

* Maintain records of all important Lodge occurrences.

**MEMBERS**

* Lodge History Committee Chair
* Lodge History Committee Adviser
* Associate Lodge History Committee Adviser

**DUTIES**

* Keep an archive of important historical documents and artifacts.
* Update the written account of the history of the Lodge to include recent events,
* Update lists of notable achievements by Lodge members.
	1. MEMBERSHIP

**PURPOSE**

* Manage the membership records of the Lodge.

**MEMBERS**

* Membership Committee Chair
* Membership Committee Adviser
* Associate Membership Committee Adviser

**DUTIES**

* Help to update the personal information on members.
* Monitor the accuracy of data regarding elections, inductions, event participation, leadership positions, and service hours.
* Update Lodgemaster access permissions.
	1. FINANCE

**PURPOSE**

* Manage the financial assets of the Lodge.

**MEMBERS**

* Finance Committee Chair
* Finance Committee Adviser
* Associate Finance Committee Adviser

**DUTIES**

* Review financial reports from the Council for accuracy.
* Make recommendations about the usage of funds for the betterment of the Scouting program.
	1. BUDGET REVIEW

**PURPOSE**

* Review and approve Lodge event and Chapter (annual & event) budgets.

**MEMBERS**

* Budget Review Committee Chair
* Budget Review Committee Adviser
* Associate Budget Review Committee Adviser
* Other Committee members as required.

**DUTIES**

* Review and approve annual Chapter budgets.
* Review and approve Chapter budgets and closeouts.
* Review and approve Lodge event budgets and closeouts.
	1. ASSET MANAGEMENT

**PURPOSE**

* Work with Chapters and Lodge Committees to maintain an inventory of Lodge property.

**MEMBERS**

* Asset Management Committee Chair
* Asset Management Committee Adviser
* Associate Asset Management Committee Adviser

**DUTIES**

* Catalogue all durable assets purchased by the Lodge or the Chapters.
* Reconcile this inventory annually.
	1. TRADING POST

**PURPOSE**

* Design, create and sell Lodge oriented merchandise for the financial benefit of the Lodge.

**MEMBERS**

* Trading Post Committee Chair
* Trading Post Committee Adviser
* Associate Trading Post Committee Adviser

**DUTIES**

* Select, purchase, and modify merchandise likely to appeal to our membership.
* Design and create commemorative patches and lodge flaps.
* Set up the Trading Post at all Lodge events, and as many Area or Chapter events as practical.
* Maintain an on-line sales portal.
* Keep an inventory of items sold and unsold.
	1. TRAINING

**PURPOSE**

* Develop and empower leaders by enhancing their knowledge and skills.

**MEMBERS**

* Training Committee Chair
* Training Committee Adviser
* Associate Training Committee Adviser
* Training Committee members

**DUTIES**

* Conduct a Lodge Leadership Development Conference (LLDC).
* Assist Areas to implement Area Leadership Development Conferences (ALDC).
* Support the Section Conclave Vice Chief for Training.
* Support the University of Scouting training event by teaching OA specific classes.
* Hold training sessions during Lodge events as requested.
	1. GOSHEN OA COORDINATOR

**PURPOSE**

* Support Goshen Scout Reservation and promote the Order of the Arrow.

**MEMBERS**

* Goshen OA Coordinator Committee Chair
* Goshen OA Committee Adviser
* Associate Goshen OA Committee Adviser
* One youth Coordinator for each camp (Bowman, Olmsted, Marriott)

**DUTIES**

* Promote the Order of the Arrow among campers and staff.
* Hold Ice Cream socials for OA members at camp.
* Conduct a Call-Out ceremony each week as necessary.
* Conduct Brotherhood Conversions each week as necessary.
* Perform administrative tasks using Lodgemaster.
* Organize and oversee service projects.
	1. GOSHEN OA TRAIL (GOAT)

**PURPOSE**

* Support Goshen Scout Reservation by providing service and trail maintenance.

**MEMBERS**

* Goshen OA Trail Committee Chair
* Goshen OA Trail Committee Adviser
* Associate Goshen OA Trail Committee Adviser
* Goshen OA Trail Committee members

**DUTIES**

* Work with the Camp Staff to maintain and improve the trail network.
	1. BUS LOADING

**PURPOSE**

* Support Goshen Scout Reservation and promote the Order of the Arrow by providing help to campers traveling by chartered bus to and from camp.

**MEMBERS**

* Bus Loading Committee Chair
* Bus Loading Committee Adviser
* Associate Bus Committee Adviser

**DUTIES**

* Promote the service opportunity and have chapters volunteer for specific days.
* Coordinate activities with Council professional staff and Chapter volunteers.
* Set up and break down the site for each occurrence.
* Supervise volunteers and record service hours.
	1. HEALTH & SAFETY

**PURPOSE**

* Support Lodge, Council, Chapter, and District events by handling medical emergencies.

**MEMBERS**

* Health & Safety Committee Chair
* Health & Safety Committee Adviser
* Associate Health & Safety Committee Adviser
* Health & Safety Committee members

**DUTIES**

* Conduct risk assessments of venues and activities.
* Give advice and instruction on how to avoid harm.
* Monitor activities to ensure safe practices.
* Provide medical aid when necessary.
	1. COOK CREW

**PURPOSE**

* Support Lodge, Council, Chapter, and District events by providing food services.

**MEMBERS**

* Cook Crew Committee Chair
* Cook Crew Committee Adviser
* Associate Cook Crew Committee Adviser
* Cook Crew Committee members

**DUTIES**

* Build a cook crew team for Lodge events.
* Budget, plan menus, and shop for supplies.
* Prepare and serve food at events.
* Clean and sanitize kitchen and dining areas.
* Train others in safe food handling techniques.
	1. CEREMONIES

**PURPOSE**

* Support Lodge and Chapters by giving guidance and support to ceremonies teams.

**MEMBERS**

* Ceremonies Committee Chair
* Ceremonies Committee Adviser
* Associate Ceremonies Committee Adviser
* Ceremonies Committee members

**DUTIES**

* Provide training and advice about proper ceremonies practices.
* Conduct ceremonies evaluations at Spring Fellowship.
	1. VIGIL SELECTION

**PURPOSE**

* Select worthy candidates to be recognized and receive this honor.

**MEMBERS**

* Vigil Selection Committee Chair
* Vigil Section Committee Adviser
* Associate Vigil Selection Committee Adviser
* One Committee member from each Lodge Area.

**DUTIES**

* Hold a training course for Chapter Nomination Committee Chairs and Advisers.
* Promote the honor and announce the submission deadline.
* Collect the nominations and screen for completeness.
* Review the qualified nominations and determine the recipients.
* Submit selected nominations to the national committee.
* Confer the awards in public.
	1. FOUNDER’S AWARD

**PURPOSE**

* Select worthy candidates to be recognized and receive the award.

**MEMBERS**

* Founder’s Award Committee Chair
* Founder’s Award Committee Adviser
* Associate Founder’s Award Committee Adviser
* Other Committee members as required.

**DUTIES**

* Promote the award and announce the submission deadline.
* Collect the nominations and screen for completeness.
* Review the qualified nominations and determine the recipients.
* Submit selected nominations to the national committee.
* Confer the awards in public.
	1. SERVANT LEADERSHIP AWARD

**PURPOSE**

* Select worthy candidates to be recognized and receive the award.

**MEMBERS**

* Servant Leadership Award Committee Chair
* Servant Leadership Committee Adviser
* Associate Servant Leadership Committee Adviser
* Other Committee members as required.

**DUTIES**

* Promote the award and announce the submission deadline.
* Collect the nominations and screen for completeness.
* Review the qualified nominations and determine the recipients.
* Confer the awards in public.
1. **PROCEDURES**
	1. **SUPERVISING THE LODGE OFFICERS**
* Conduct a new officer orientation soon after the election.
	+ Review their responsibilities and duties with each officer.
	+ Work with them to set goals and objectives that align with yours.
* Regularly monitor and evaluate each officer’s progress towards those goals.
	+ Guide and support their efforts.
	+ Help to coordinate communication and cooperation among all the officers.
	1. **PRESIDING OVER LODGE EXECUTIVE COMMITTEE (LEC) & LODGE OFFICER & ADVISER (LOA) MEETINGS**
* Date, time, and location of all Lodge Executive Committee and Lodge Officer & Advisers meetings should be announced well in advance. Regular meetings should be listed in both the lodge and council calendars.
* Both types of meetings should be held at a place of suitable size and convenience. If no other location is available, the Lodge Staff Adviser can obtain a meeting space for the committee at the Marriott Scout Service Center.
* The ideal physical arrangements of the LEC meeting space:
	+ All youth are to sit facing each other.
	+ The Lodge Chief and Lodge Vice-Chiefs sit together.
	+ Chapter Chiefs sit together with their Area Chief.
	+ Advisers sit near, but behind their youth.
* The ideal physical arrangements of the LOA meeting space:
	+ Two separate spaces, one for the Officers and another for the Advisers.
* An agenda for the LEC meeting will be composed and distributed by the Lodge Chief, with the consultation of the Lodge Adviser, at least one week in advance.
	+ Amendments to the agenda may occur before the meeting by notifying the Lodge Chief of the proposed change and obtaining their approval. No additions to the agenda may be allowed at the meeting unless a majority vote of the committee approves the addition.
	+ All voting, motions, and procedures conducted within the Lodge Executive Committee meeting will be in accordance with Robert’s Rules of Order over the entire course of the meeting unless otherwise specified by the Lodge Rules or national guidelines.
* During LOA meetings the Officers will meet separately from the Advisers and may have different agendas. Two advisers will sit in with the youth to function as a resource only.
	+ At the conclusion of the separate agendas, the two groups will unite, and the Lodge Chief will share important discussions and decisions with the Advisers.
* Tips for running an effective meeting:
	+ Arrive early.
	+ Come prepared.
	+ Start on time.
	+ Stick to the agenda.
	+ When a person is speaking, they should stand.
	+ Speak loudly and slowly.
	+ Listen attentively and carefully.
	+ Curb distractions like side conversations.
	+ End on time.
	+ Be welcoming, patient, gracious, tolerant, appreciative, but firm.
	1. **CREATING LODGE OPERATING COMMITTEES**
* All lodge committees are approved by the Lodge Chief and Lodge Adviser. Do the following before the making it official:
* Assess the need for the committee within the Lodge Executive Committee.
* Determine which Lodge Vice-Chief the committee will report to.
* Define the committee's purpose and functions, and ideal size.
* Introduce the newly created committee, along with the committee chair, at the next Lodge Executive Committee.
* The Lodge Chief is an ex officio member of all lodge committees. Any service the lodge chief performs for a committee is done under the charge of their office as the Lodge Chief.
	1. **APPOINTING COMMITTEE CHAIRS AND ADVISERS**
* All Lodge Committee Chairs, regardless of the type of committee, are appointed by the Lodge Chief.
	+ - Look for possible chairs by asking the previous Committee Chair and Committee Adviser for suggestions. Ask the Chapter Chiefs and Chapter Advisers of any potential candidates. Also, consult with the Lodge Adviser.
	+ Ask the candidate if they can do the job, based on the description of the duties.
	+ Be sure that all candidates will meet the age requirements and can attend LEC meetings.
	+ Lodge Committee Chairs serve a one-year term from January 1st to December 31st unless otherwise determined by the Lodge Chief.
* Associate Lodge Advisers and Committee Advisers are appointed by Lodge Adviser with the concurrence of the Council Scout Executive and Lodge Staff Adviser. For Area and Chapter Advisers, see the Lodge Rules.
* When choosing Advisers, be sure that the youth Officer or Committee Chair is comfortable working with them.
	1. **RE-CHARTERING THE LODGE**
* All lodges operate under a charter granted by the National Committee and must apply annually for renewal.
	+ Before November 30th, the Lodge Key 3 should meet to prepare the renewal documents.
	+ Much of the required data is generated automatically but there is some that will need to be assembled from other sources.
* The lodge charter renewal application must be completed through the OA Lodgemaster membership management system.
	+ The Lodge Key 3 should consider applying each year for the various OA programs established to support councils such as the national E, Urner Goodman Camping, Service, and Innovation awards, the Cubs to Camps program and the Maury Clancy Indian Campership program. These petitions are due with the charter renewal application.
	+ It is the responsibility of the Lodge Staff Adviser to see that the charter renewal application is signed and submitted before it expires on December 31st.
* It is important that the Lodge Key 3 meet with the Scout Executive to establish plans and actions for the coming year.
	1. **EVALUATING LODGE PERFORMANCE**
* Monitor membership metrics about elections, inductions, activation, and dues using Lodgemaster, and compare to Performance Measurement Program (PMP) goals.
	+ Note parameter values i.e., dates and filters to be sure of what data is included in the report.
	+ Be aware that data is not always ‘real time’ as some may not yet be entered into Lodgemaster.
	+ Compare year-to-date (YTD) numbers to spot trends.
	1. **SUPERVISING COMMITTEES**
* Conduct an orientation soon after the appointment of each Committee Chair.
	+ Review the purpose and functions of the committee.
	+ Work with each Committee Chair to set goals that align with those of the Lodge Chief.
* Regularly monitor and evaluate each committee’s progress towards those goals.
	+ Guide and support the efforts of the committee chairs.
	+ Help to coordinate communication and cooperation among all committees throughout the lodge.
	1. **MAINTAINING THE LODGE ORGANIZATIONAL CHART**
* Regularly maintain the Lodge Organizational Chart.
	+ Update the names of Officers, Committee Chairs, and their Advisers as needed.
	+ When directed by the Lodge Chief, add, remove, rename, or reassign committees.
	+ Always record the date of the latest version.
	1. **DRAFTING THE LODGE CALENDAR**
* Create a draft Lodge calendar for the next two years.
	+ Note notable national, state, and local holidays and observances.
	+ To ensure maximum inclusivity consult the BSA Calendar of Religious Observances <https://www.scouting.org/resources/relationships/religious-observances/>
	+ To ensure minimal conflict with local Scouting activities consult the Council, Section, and National calendars.
	+ Use the Amangamek-Wipit Lodge calendar guidelines to plot the major Lodge events and activities.
* Solicit feedback from affected committees and modify the draft as appropriate.
* Submit Draft to the LEC at the October LEC meeting and modify the draft as appropriate.
* The final calendar will be voted on at the December LEC.
	1. **UPDATING THE CHAPTER PERFORMANCE MEASUREMENT PROGRAM**
* Keep our Chapter version on the Lodge Performance Measurement Program in alignment.
	+ Monitor any changes in the Lodge Performance Measurement Program (LPMP) generated by the National Committee.
	+ Propose any changes to our Chapter Performance Measurement (CPMP) form that will assist the lodge in meeting their goals.
	+ Update the form as approved by the Lodge Chief and Lodge Adviser.
* Assist Chapters to utilize the PMP form and review completed submissions.
	1. **MAINTAINING PROPER PROCEDURES**
* Take attendance at the Lodge Executive Committee (LEC) and Lodge Officer & Adviser (LOA) meetings. In order to validate any votes, determine if a quorum has been met.
* Record the minutes of each Lodge Executive Committee (LEC) and Lodge Officer & Adviser LOA) meeting. Distribute the minutes to the members of the LEC or LOA prior to the next meeting so that participants can review.
* Maintain all important lodge documents, like the Lodge Bylaws and Operating Procedures. Keep track of all digital documents. Secure all historical printed items like past Lodge Charters and event programs.
* Advise the Lodge Chief on parliamentary matters. Become an authority by studying Robert’s Rules of Order, the Lodge Bylaws, and Operating Procedures.
	1. **FACILITATING COMMUNICATION**
* Work with the Lodge Chief, as well as each Vice-Chief, Area Chief, Chapter Chief, and Committee Chair to develop a complete communications plan. Communications plans should include the following.
	+ Shark’s Tooth newsletter submissions.
	+ Camping Promotions presentations for the units and districts.
	+ Campaigns to promote induction and activation event attendance.
	+ Email invitations to meetings.
	+ Reports to Council, District, and Lodge Executive Committees.
* Ensure that the Lodge website is maintained and updated with current information, files, and documents.
* Oversee the production of the Shark’s Tooth newsletter.
* Assist lodge members to transmit timely Lodgemaster emails.
* Help to set up event registration webpages with the help of the Lodge Staff Adviser.
* Create and post social media content to promote the image of the lodge.
* Monitor lodge related social media content to ensure that it complies with current guidelines.
	1. **MONITORING LODGE FINANCES**
* Assess the financial health of the lodge using the annual budget and other financial reports.
	+ Lodge revenue and income is recorded in a variety of custodial accounts.
	+ The Annual Lodge Budget shows how it was planned for money to be made and spent.
	+ Individual Lodge Event Budget Close-outs show the financial performance for each.
	+ Periodic (monthly) Posted Details and Trial Balance reports from Council show individual transactions and current amounts in each lodge custodial account.
	1. **PREPARING THE LODGE BUDGET**
* Review the current year’s budget, including year-to-date expenditures.
* Solicit input from Lodge Officers and Committee Chairs about anticipated expenses.
* Estimated revenue will be limited to dues money and Trading Post sales.
* Anticipate any cost or price increases for the next year.
* Project a realistic estimate of the number of Lodge members expected for the next year.
* Compile this information into a format that compares line by line the current year's budget and YTD actual to next year's planned budget.
* If projected expenses exceed revenue, make any necessary charges to balance.
	1. **MAINTAINING CUSTODIAL ACCOUNTS**
* The National Capital Area Council maintains a custodial account in accordance with Boy Scouts of America procedures for Amangamek-Wipit Lodge.
* This account is composed of other custodial accounts reserved for specific uses.
* Each Chapter has a custodial account. The funds in this account are kept on behalf of the Chapter and are available to run the program but can only be requested using the Chapter Annual Budget.
* No Chapter may keep any other funds. Having un-audited funds is in violation of BSA policies.
* A portion of Lodge dues paid by members of the Chapter prior to March 31st are deposited in the account. Any surplus funds from a Chapter Ordeal are deposited into the account. Additionally, any remaining balances from chapter events or purchases will be paid out from the chapter funds.
* Unused funds in excess of $1,000.00 be subtracted annually in January.
	1. **ADMINISTERING THE LODGE ENDOWMENT**
* One of the special custodial accounts holds funds that are invested in interest bearing securities.
* This fund will ensure the continued ability of our Lodge to achieve the mission and purpose of the Order of the Arrow
* At the end of each year the interest earned will be used equally to support Lodge events and Council Camps.
* Interest earned in excess of 5% will be given to the Council.
* Each year the LEC will consider making additional contributions to the endowment.