

## Kiondaga Lodge Lodge Officer Petition & Candidacy Information Form

The information below is intended to inform Arrowmen and their parents/guardians about expectations and time commitments of Lodge Officers in Kiondaga Lodge.

Serving as a Lodge Officer is a unique and exciting opportunity. The success of Kiondaga Lodge depends on each Lodge Officer and their appointed adviser. It takes a commitment of their time, talent, and energy. If you have any questions or are unsure about what will be asked of you if elected as a Lodge Officer, please talk to one of the current officers or advisers before completing this form.

To be eligible to run for any elected office you must be under the age of 21 for the entire term (following calendar year). You must be a registered member of the BSA and be current with your lodge dues. This form must be completed and submitted to the lodge adviser before 3:00 PM at the Fall Fellowship of the Lodge Election. Complete this form even if you think you may decide against running.

To be successful, a Lodge Officer must have the support and understanding of their parents/guardians and their Unit Leader. Each elected officer will be appointed an adult adviser who will guide him/her in their role. These advisers train, coach, and mentor their officers to ensure they have the support they need to be successful. Officers and advisers are expected to work closely together throughout their term. Service as a Lodge Officer is not for everyone. Lodge Officers are expected to be able to budget their time between school, family, religious, and other responsibilities. Any officer who is unable to meet their duties will be expected to resign or will be removed from office.

Before running for a position, you may consider checking out the Kiondaga Lodge Bylaws, available at [kiondaga.org/bylaws](http://kiondaga.org/bylaws).

All Lodge Officers, appointed committee chairs, and their advisers are members of the Lodge Executive Committee (LEC). You may view a list of current officers and committee members at [kiondaga.org/about/leadership](http://kiondaga.org/about/leadership). The current organizational chart is available online at [kiondaga.org/about/lec](http://kiondaga.org/about/lec).

If you have any questions about the responsibilities of any specific office, please reach out to any of the current lodge officers.

If you have any general questions, please contact Lodge Chief, Simon C at [2024chief@kiondaga.org](mailto:2024chief@kiondaga.org); Lodge Adviser, Wayne Carter, at [adviser@kiondaga.org](mailto:adviser@kiondaga.org); or the Lodge Staff Adviser at [staffadviser@kiondaga.org](mailto:staffadviser@kiondaga.org).

## Officer Position Descriptions

Each Lodge Officer is expected to meet the objectives and responsibilities of his or her position as described in the following position descriptions.

Requirements for all officers:

- Must be under 21 years of age for the entire term of office.
- Must be a registered member of Kiondaga Lodge and the BSA.
- All prospective officers will be expected to give a short speech to the voting members of Kiondaga Lodge on the day of election.

Responsibilities for all officers:

- Required to attend all Lodge Executive Committee meetings.
- Required to attend all events including (but not limited to) Rank Up, Section Conclave, Council Spring Camporee, OA Spring Fellowship, OA Summer Fun Fellowship, OA Fall Fellowship, OA Halloween Party, Lodge Leadership Development, Section ACT Conference, and OA Winter Banquet.
- Expected to attend OA Service Days.
- Expected to attend appropriate meetings of the Section.
- Expected to remain active in their home unit.
- Promotes wearing the Scout Uniform correctly.
- Sets a good example to all Scouts and shows a positive image of the OA.
- Regularly communicates using lodge email and Slack.
- Collaborates with committees using lodge tools including Google Workspace and Slack.

### Lodge Chief

- Adheres to the program and policies of the lodge.
- Appoints chairmen of the lodge committees.
- Attends Lodge Key 3 meetings.
- Communicates with lodge officers and committee chairmen.
- Chairs Lodge Executive committee meetings.
- Works with the Vigil selection committee.
- Plans and conducts Lodge events with their fellow officers.
- Attends Council Executive Board meetings as a member.
- Attends appropriate council, section, region, and national OA functions.
- Delegates duties to officers and committee chairmen.

### Vice Chief of Activities

- Assists the Lodge Chief, as directed, to carry out operations of the lodge.
- Serves as the Lodge Chief in his/her absence.

- Plans and coordinates activities at all lodge functions including, but not limited to, Rank Up, OA Spring Fellowship, OA Summer Fun Fellowship, OA Fall Fellowship, OA Halloween Party, Lodge Leadership Development, and OA Winter Banquet.
- Coordinates Lodge Service Projects alongside the assigned Associate Adviser.
- Assumes other responsibilities and duties as assigned by the Lodge Chief.

### **Vice Chief of Inductions**

- Maintains membership records of the lodge.
- Coordinates OA Unit Elections with unit leaders and election teams.
- Coordinates Lodge Ceremonies at events including, but not limited to, the Council Spring Camporee, OA Spring Fellowship, and OA Fall Fellowship.
- Assumes other responsibilities and duties as assigned by the Lodge Chief.

### **Secretary of Recording**

- Attends every Lodge Executive Committee meeting and records minutes from the meetings.
- Emails the minutes to every individual in attendance of the meeting and every LEC member within 24 hours of LEC meetings.

### **Vice Chief of Publications**

- Publishes an issue of the Arrow Points newsletter quarterly
- Receives articles from the Lodge Chief and other Lodge Officers/ Advisers to be published in the Arrow Points newsletter.
- Maintains the lodges' social media accounts on networks including Facebook, Instagram, Twitter, and Snapchat.
- Creates flyers for events and works with the Lodge Chief, other officers, and the Lodge Staff Adviser to ensure all publications are current.
- Maintains the Lodge Website and regularly updates event information.

### **Vice Chief of Finance**

- Maintains finances and inventory of the lodge.
- Creates a Lodge budget for the calendar year.
- Coordinates the donations from the Lodge to Buffalo Trace Council.
- Operates sales of lodge materials and silent patch auctions at the OA Trading Post at lodge events including Spring Fellowship, Summer Fun Fellowship, Fall Fellowship, and Winter Banquet, and other events where Kiondaga Lodge is operating the Trading Post such as OA Rank Up, the Council Spring Camporee (if applicable), and training weekends (if applicable).
- Prepares a monthly finance report at LEC meetings regarding the finances of the lodge and trading post reports from recent events.

## Kiondaga Lodge Lodge Officer Petition

Return this completed form to the Lodge Adviser by 3 PM Saturday of Fall Fellowship. If you wish to submit the form through email, please send it to [adviser@kiondaga.org](mailto:adviser@kiondaga.org) and carbon copy (CC) [staffadviser@kiondaga.org](mailto:staffadviser@kiondaga.org).

I petition to become a candidate for an elected position in Kiondaga Lodge. (Lodge Chief, VC Activities, VC Inductions, Sec. Recording, VC Publications, and VC Finance)

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Cell (Scout): \_\_\_\_\_ Email (Scout): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Cell (Parent): \_\_\_\_\_ Email (Parent): \_\_\_\_\_

I understand that by seeking election I am agreeing to performing the duties described for each office and communicate with lodge leadership. I understand that attendance at the Lodge Leadership Development Training, Lodge Executive Committee Meetings, lodge events, and appropriate council events is necessary.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I approve my child to seek election for office in Kiondaga Lodge.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I affirm that this Arrowman is a well-rounded individual and can serve well as an officer for Kiondaga Lodge. (This signature may be completed by a the Staff Adviser or Scout Executive if the unit leader is not available.)

Unit Leader / Staff Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I affirm that this Scout exemplifies the Scout Oath and Law in their everyday life. This form has been properly completed by 3 PM on Saturday of Fall Fellowship.

Lodge Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_