

EXECUTIVE COMMITTEE HANDBOOK 2020



LOWWAPANEU LODGE 191

SECTION NE-5

ORDER OF THE ARROW

NORTHEASTERN PENNSYLVANIA COUNCIL

BOY SCOUTS OF AMERICA



DEDICATION



"He alone is worthy to wear the arrow who will continue faithfully to serve their fellowmen."

This guidebook is dedicated to all past Officers, Chairmen, and Advisors of Gischigen, Acahela, Kiminschi, Monsey, Qukolis, and Amad'ahi Lodges.



**Lowwapaneu Lodge Executive Committee Handbook
2020**

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**LOWWAPANEU LODGE 191
ORDER OF THE ARROW
NORTHEASTERN PENNSYLVANIA COUNCIL, BSA
72 MONTAGE MOUNTAIN RD.
MOOSIC, PA 18507**

Message from the Officers

Brothers of Lowwapaneu Lodge,

As each year goes by in Lowwapaneu Lodge we keep building off what came before us to make the lodge better. Throughout our history there is one key factor that is present every year that motivates us. This key element is Wimachtendienk or Brotherhood. Working together as Brothers to make this year one that is full of comradery and success.

Yet, there's still one key piece missing: YOU! This success can only be obtained with YOUR participation. As Lodge Officers, we hope to make significant strides towards a **Brotherhood** that really embraces the ideals of **Cheerfulness** and **Service**. In addition, we hope to maintain the rich customs and traditions that make Lowwapaneu Lodge unique.

The officers firmly believe that together, as brothers and leaders of Lowwapaneu Lodge, we can accomplish remarkable things this year. Always, remember to cheerfully serve and remain active. From this, we can make this year the best one yet!

WWW,

Leo Kehagias

Leo Kehagias
Lodge Chief

Nick Sherman

Nick Sherman
Vice Chief of Program

C.J. Walker

C.J. Walker
Vice Chief of Administration

Matt Motichka

Matt Motichka
Lodge Secretary

Shayne McAuliffe

Shayne McAuliffe
Lodge Treasurer





Section 2

Lodge By-Laws



Lowwapaneu Lodge #191 Order of the Arrow
Northeastern Pennsylvania Council

LOWWAPANEU LODGE BYLAWS

Passed by the General Lodge November 22, 2006

I Name and Affiliation of Lodge

- A. The name of this Lodge of the Order of the Arrow shall be Lowwapaneu Lodge # 501. The number 191 will remain on all lodge merchandise as a symbolic tribute to the founding of our lodge.
- B. The Lodge shall be affiliated with the Northeastern Pennsylvania Council, Boy Scouts of America and shall be under the supervision of the Council Camping Committee and the administrative authority of the Council Scout Executive.
- C. The Totem of this Lodge shall be the four colored Circle of Life, the colors clockwise from the top are: white, red, yellow, and black, with a fire at the center. A copy of said Totem is attached hereto, made a part hereof, and marked Appendix "A."

II Statement of Goals and Principles

- A. It shall be the purpose of this Lodge to maintain and further the Goals and Principles as set forth in the Order of the Arrow Handbook. The term Order of the Arrow Handbook shall include both the section for members and the section for officers, advisors and chairs.
- B. The following shall be the specific Goals and Principles of this Lodge:
 - 1. To always maintain a productive working relationship with the Council so that the scouts of the Council, for whom the Boy Scouts of America and the Order of the Arrow exist, are able to fully use and enjoy the resources of the Council.
 - 2. To see that any and all camps of the Council are renewed and maintained. That said camps are promoted, both inside and outside the Council, to the best ability of the Lodge, so that all scouts are afforded the opportunity to have a rewarding scout camping experience.
 - 3. To promote the principles of Brotherhood, Cheerfulness, and Service in all activities, functions, and business of this Lodge.
 - 4. To promote a fellowship and understanding between all members of this Lodge so that it will always strive to fulfill its duties and obligations to the Council.



III. Servant Leadership

Lowwapaneu Lodge, as the representative of the Order of the Arrow in the Northeastern Pennsylvania Council, recognizes the importance of local council support; the lodge will invest time, expertise, and treasure to assist the council. These ideals are consistent with the National Order of the Arrow Committee Program, "A Legacy of Servant Leadership." The lodge will promote these ideals in the following ways:

- A. The Lodge Executive Committee will consider all calls for service, by the local council, and offer time and assistance to further council goals.
- B. The Lodge Executive Committee will place emphasis on the importance of the individual talents of all Arrowmen. The Lodge Executive Committee will encourage Arrowmen to use their expertise and talent to support the programs of the Northeastern Pennsylvania Council. This will give strengthened leadership to all scouts and scouters of the council.
- C. The Lodge will support the Northeastern Pennsylvania Council through a yearly donation to the Council endowment fund. The Lodge will provide the council a yearly donation equal to the cost of creating two James E. West Fellows. The Lodge will bestow these fellowships upon two past Lodge chiefs of Lowwapaneu Lodge. A current Lodge chief cannot receive a fellowship until the year after they have left office. A former Lodge Chief will not be eligible for this honor if they already hold a James E. West Fellowship. The Lodge will bestow fellowships starting with the Immediate Past Lodge Chief and will work backward toward the founding chiefs of Lowwapaneu Lodge. The Lodge will continue this process until all past chiefs are recognized and then as needed for eligible Immediate Past Lodge Chiefs, or as funding allows.
- D. The Lodge will also assist the council in the Friends of Scouting Campaign as determined by the annual Lodge budget planning process.

IV. Lodge Emblems

- A. Lodge Flap
 1. Viewed from the front, the standard Lodge flap shall consist of the Lodge Totem on a blue background. To the left of the Totem shall be three (3) yellow W's. To the right of the totem will be a yellow Boy Scout fleur-de-lis. The Lodge name, and symbolic number, 191, shall be superimposed upon a red arrow pointing to the left, across the top of the flap; the lettering will be silver-gray. The border will be silver-gray.

A copy of the Lodge Flap is attached, made a part hereof, and marked Appendix "B".
 2. It shall be the express policy of this Lodge that the standard Lodge Flap, as described in IV (A-1), issued by this Lodge shall be unrestricted concerning sale, trade, or barter of the Flap.



B. Lodge Supplies

Lodge supplies shall be defined as any item issued by the Lodge, other than the standard Lodge flap, bearing its name and/or totem.

1. The Lodge Executive Committee must approve the design, purchase, and disbursement of any Lodge supplies. The sale, trade, or barter of any Lodge supply shall be unrestricted to members of the Lodge. However, the Lodge Executive Committee may place on any supply a participation caveat. Examples of such caveats include, but are not limited to, Dance team neckerchiefs and T-shirts, National Order of the Arrow Conference Flaps, Lodge Officer's Patch, and special supplies created as recognition for a Lodge member or members.
2. Trading Flaps may be commissioned at a Lodge Executive Committee or General Lodge Business meeting. The Lodge Totem may be used in any flap commissioned, subject to the approval of the Lodge Executive Committee or General Lodge at said meeting.
3. It shall be the expressed policy of this Lodge that no committee shall issue more than two recognition pieces per year. This allows the committee to change recognition pieces with changes in leadership. All supplies in existence on October 5, 1998 shall be grandfathered.
4. National Supplies
 - Official insignia of the Order of the Arrow shall be worn in accordance with the guidelines established by the most current edition of the Order of the Arrow Handbook.

v. Election to Membership

- A. The requirements for membership in this Lodge are stated in the most current edition of the Order of the Arrow Handbook.
- B. Procedure for the Ordeal shall be carried out as stated in the most current edition of the Order of the Arrow Handbook and the most recent edition of the Ceremony for the Ordeal. No form or type of "hazing" of a candidate or any lodge member will be allowed during an Ordeal. Anyone who, in the judgment of the Lodge Leadership, is participating in this type of behavior shall be asked to leave the Ordeal.
- C. All elections shall be administered by the Unit Elections Committee of this Lodge according to the most current edition of the Order of the Arrow Handbook.
- D. There shall be an induction fee set by the Lodge Treasurer and the Lodge Financial Advisor with approval of the Lodge Executive Committee. This fee must be paid before the Ordeal weekend. For this fee, each new member shall receive the following:
 1. An Order of the Arrow Ordeal Sash.
 2. An Order of the Arrow Membership Card.



3. An Order of the Arrow Handbook.
4. Dues paid to December 31, of the next year.
5. Food for the Ordeal Weekend.
6. An information booklet for new members.
7. A copy of the Lodge Rules.
8. Lodge Flap
9. Brotherhood Fee

VI. Membership

The membership of this Lodge shall consist of currently registered scouts and scouters of the Northeastern Pennsylvania Council who have successfully completed the Ordeal. Members are classified as either active or inactive.

- A. An active member of this Lodge shall be defined as one who has paid their Lodge dues for the current year.
 1. Any member who purchased a lifetime membership in either Amad'ahi, or Aachela Lodge before the formation of this Lodge shall be treated as a lifetime member for the purpose of dues in this Lodge (Note: By action of the Lodge at the Lodge meeting December 1995, life memberships were suspended in accordance with National Policy). Anyone who is treated as a lifetime member of Lowwapanu Lodge must also be a registered member of the Boy Scouts of America. If said person, holding a lifetime Lodge membership, is not a registered member of the Boy Scouts of America; they will be listed on the Lodge membership roster as an inactive member. Lifetime members may restore their lifetime memberships on confirmation of their re-registration as a member of Boy Scouts of America.
 2. Members who have not paid dues for the current year will be dropped from the active rolls after January 1st, of the current year.
- B. An inactive member shall be any member who does not meet the requirements for active membership in this Lodge.
 1. Inactive members of this Lodge may be restored to active status by paying the dues for the current year. They must also show active registration in the Northeastern Pennsylvania Council, Boy Scouts of America.

VI. Brotherhood Membership

- A. Attainment of Brotherhood Membership shall be in accordance with the most current edition of the Order of the Arrow Handbook and the most recent edition of the ceremony for the Brotherhood This honor shall be conferred upon all eligible Ordeal Members.

VII. Vigil Honor

- A. Attainment of the Vigil Honor shall be in accordance with the most recent edition of the Order of the Arrow Handbook and the most recent edition of the ceremony for the Vigil and shall be administered through the Vigil Honor Committee. Voting for the Vigil Honor will be in accordance with X (F) of the Lodge Rules.



IX. Lodge Officers

- A. The Officers of this Lodge shall be the Lodge Chief, Lodge Vice Chief - Program, Lodge Vice Chief - Administration, Lodge Secretary, and Lodge Treasurer. These elected officers shall be active members of this Lodge and must be under twenty-one (21) years of age for their entire term of office. A candidate for office in this Lodge must be an active member of the Lodge, as defined in VI (A) and (B). A candidate for Lodge office must also have been an active member as defined in VI (A) and (B) ninety (90) days prior to the election. The time of ninety days shall not exclude Saturdays, Sundays, or holidays in said count of ninety (90) days. A candidate for Lodge office must also be a member of this Lodge for at least one (1) year prior to running for any Lodge office. The Lodge Officer Candidate must also:
1. Submit to the Lodge Advisor the official Lodge officer letter of intention. The Lodge Advisor will determine which form is the official form.
 2. The receipt of the letter of intention shall be accepted by the Lodge Advisor after September 1st prior to the election, and will not be accepted after the Wednesday prior to the election of Lodge Officers.
 3. The candidate for office will only be allowed to run for the offices they specify in their letter of intention.
 4. On receipt of the letter of intention the Lodge Advisor shall confirm that the candidate has met the requirements established for those seeking a Lodge office, as outlined under IX (A).
 5. In the case of a special election, the Lodge Advisor shall set the dates for submission of the letter of intention, as required for the office. The Lodge Advisor must assure that the Lodge is informed of such action through Smoke Signals, email, or special Lodge mailing.
- B. The Lodge Officers shall be elected at a General Lodge Meeting to take place in November, the Wednesday before Thanksgiving. The term of office shall be from Holiday Banquet to Holiday Banquet. New Officers shall attend the Lodge Leadership Development Conference (LLDC), informing and instructing them of their duties and obligations as Officers of this Lodge. This Lodge Leadership Development Conference (LLDC) shall occur no later than sixty (60) days after the installation of Lodge Officers.
- C. A Lodge Executive Committee Member who lacks in their duties as defined by the Lodge Duty Description Booklet (titled appendix "C"), or commits acts of malfeasance in office, or misses at least three Lodge meetings, may be removed from office by the Lodge Executive Committee. Executive Committee Members are also liable to be reprimanded by the Scout Executive or Lodge Advisor for lacking in their duties as defined by Lodge Duty Description Booklet. If a reprimand is given to a Lodge Executive Committee Member by the Scout Executive or Lodge Advisor, and the officer in question does not



make an honest effort to correct the situation, as described in their reprimand; the Scout Executive or Lodge Advisor may send a letter suggesting the removal of said Lodge Executive Committee Member to the Lodge Executive Committee. The procedure outlined in IX (C-1) shall be used to remove a Lodge Committee Member. Any Lodge Executive Committee Member that resigns will be replaced in accordance with IX (C-4).

1. A recommendation for removal must be presented to the Lodge Executive Committee by an active member of the General Lodge. This recommendation must be presented to the Lodge Executive Committee at least one meeting prior to that at which action would be taken. A voting member of the Lodge Executive Committee must make the motion to consider possible removal. That motion must be approved by a two-thirds (2/3) majority vote of those at the Lodge Executive Committee Meeting, excluding any abstentions.
 2. The Executive Committee Member to be considered for removal is notified in writing of the initial Lodge Executive Committee action.
 3. At the subsequent meeting, a vote on removal is taken. A two-thirds (2/3) majority vote of those at the meeting, excluding any abstentions, is required for passage.
 4. If an Executive Committee Member is removed or resigns, the Lodge Chief, with the approval of the Lodge and Staff Advisors, will appoint an acting replacement who will serve until the next scheduled General Lodge Meeting. If the officer that is removed or resigns is the Lodge Chief, the Vice-Chief of Program shall become Lodge Chief until a new Lodge Chief is selected at the next available General Lodge Meeting.
 5. The Lodge Chief will propose to the General Lodge a candidate to serve the remainder of the vacated term unless he the Lodge Chief is the officer being removed. The candidate must be approved by vote at a General Lodge Meeting.
- D. The Lodge Executive Committee shall be composed of the five elected Lodge Officers. The Lodge Executive Committee will also include: the Immediate Past Lodge Chief, the Immediate past Lodge Advisor, the chairs and advisors of the major Lodge operating committees, the Scout Executive, the Lodge Advisor, the Associate Lodge Advisor(s), the Lodge Financial Advisor, the Staff Advisor, and a member of the Council Camping Committee.
- E. The Lodge Advisor is appointed by the Scout Executive in consultation with the Council Camping Chairman. The Lodge Advisor appoints the Lodge operating committee Advisors. The Lodge Advisor shall be the sole, final, and binding interpreter of the Lodge Rules.
- F. The Lodge Chief shall appoint chairs of the major operating committees of the Lodge with the approval of the Lodge and Staff Advisor. Said Major Operating committees shall include:
- Activities
 - Brotherhood



- Camping
- Ceremonies
- Elangomat
- Food
- Native American Activities
- Ordeal
- Publications
- Service
- Technology
- Unit Elections

These committees shall be organized and have duties determined by the Lodge Duty Description Booklet as approved by the Lodge Executive Committee and Lodge Advisor. All chairs must be active members of the Lodge and under twenty-one (21) years of age for their entire term of office.

1. The Lodge Chief shall appoint such committees from time to time as the Chief sees fit to fulfill the needs and obligations of the Lodge, with the approval of the Lodge and Staff Advisor. Such committees shall include, but are not limited to: Nominations, Special Activities, Conclave, and National Order of the Arrow Conference.
2. The Ordeal Functional Team shall consist of the Ordeal Master (Ordeal Committee Chair) and Advisor, the chairs of the Lodge Operating committees including, but not limited to, Activities, Brotherhood, Ceremonies, Elangomat, Food, Native American Activities, Service, Unit Elections, and any others as determined by the Ordeal Master and or the Lodge Chief.

- G. Lodge Officers and chairman elected to be Section Officers must follow National Policy (The Field Operations Guide).

x. Lodge Meetings and Activities

- A. The Lodge shall schedule and conduct at least the following Lodge events:
 1. Spring Ordeal
 2. Fall Ordeal
 3. Lodge Leadership Development Conference (LLDC)
 4. Holiday Banquet
 5. A minimum number of three (3) General Lodge Meetings (Fall Ordeal, Spring Ordeal, and November Election)
 6. Camp Service/Fellowship Weekend
 7. Summer Picnic
 8. Adopt-A-Highway Program (This program will be conducted three (3) times a year.)
- B. The Executive Committee of the Lodge shall hold at least eight (8) meetings a year. These meetings are generally held the fourth (4th) Wednesday of the month at the scout service and training center starting at 7:30 P.M.



- C. The Quorum for a Lodge Executive Committee meeting shall be fifty-one (51) percent of the voting members of the Lodge Executive Committee.
- D. Special meetings of the Lodge Executive Committee may be called by the Lodge Chief with the approval of the Lodge Advisor, or the Scout Executive, or the Lodge Staff Advisor.
- E. Each meeting of the Lodge and the Lodge Executive Committee shall be opened with the Obligation of the Order of the Arrow and closed with the Song of our Order.
- F. Members of the Order of the Arrow twenty-one (21) years of age or older shall, under no circumstances, have any vote in any decisions of this Lodge. Only those members who are defined as active members may vote and attend Lodge functions.
- G. The business of the Lodge is generally conducted according to Robert's Rules of Order.
- H. Voting in absentia maybe authorized under special circumstances, by the Lodge Advisor, Lodge Elections.

XI. Finance

- A. Dues
 - 1. Dues of the Lodge shall be collected annually by the Lodge Treasurer and shall be transferred to the Council Office for deposit.
 - 2. The amount of dues shall be set by the Lodge Treasurer and Lodge Financial Advisor, with the approval of the Lodge Executive Committee.
 - 3. The Lodge dues year is January 1st through December 31st of each year.
 - 4. All expenditures of the Lodge shall have prior approval of the Lodge Executive Committee and the Scout Executive.
 - 5. All bills approved shall be paid through the Council Office.
- B. All Order of the Arrow funds shall be handled through normal accounting procedures used by the Council. Under no circumstances may Lodge funds be distributed without prior approval of either the Lodge Executive Committee or the General Lodge. All distributions of Lodge funds must be accompanied by a receipt. Fees and prices for all Lodge activities and supplies shall be set by the Lodge Treasurer and Lodge Financial Advisor, with the approval of the Lodge Executive Committee

XII. Amendments to the Rules

- A. These Rules shall be subject to amendment only by the following procedure:



1. The first meeting of the Rules Committee must be previously announced to all Lodge members, and all meetings of the Rules Committee shall be open to all members.
2. A special Rules Committee must submit any proposed changes to the Lodge Executive Committee at least fifteen (15) days prior to scheduled action by the Lodge Executive Committee on said changes.
3. The Lodge Executive Committee must approve said amendment(s) by a two-thirds (2/3) majority of those members present, excluding any abstentions. The approved amendment(s) are then submitted to the General Lodge Membership at least fifteen days before any action by the General Lodge on the proposed changes.
4. A two-thirds (2/3) majority, excluding any abstentions, of the members present at any regular or special meeting of the Lodge is required for approval.
5. All changes effecting chairman, officers, and advisors are grandfathered through the end of the term.





Section 3

Duties & Responsibilities



Executive Committee Guidelines

The Executive Committee is designed to handle the business of the lodge between meetings of the general membership. It is the steering committee of the lodge, examining problems and possible solutions and then acting through the operating committees.

The Lodge Executive Committee shall be composed of the five elected Lodge Officers. The Lodge Executive Committee will also include: the Immediate Past Lodge Chief, the Immediate past Lodge Advisor, the chairs and advisors of the major Lodge operating committees, the Scout Executive, the Lodge Advisor, the Associate Lodge Advisor(s), the Lodge Financial Advisor, the Staff Advisor, and a member of the Council Camping Committee.

Presently the lodge operating committees are:

1. Activities
2. Brotherhood
3. Camping
4. Ceremonies
5. Communications
6. Elangomat
7. Food
8. Native American Activities
9. Ordeal
10. Service
11. Unit Elections

2. All other committees will be (1.) sub-committees of the major committees and will be assigned to a major committee for supervision, or (2.) Special committees (Ad-Hoc) under the direct supervision of the Chief

3. All lodge operating committee, sub-committee, and special committee chairmen are appointed by the Lodge Chief.

4. Officers and Committee Chair's have a duty and responsibility to the lodge and are expected to attend all Executive Committee Meetings. Any officer or chairmen who fail repeatedly to attend Committee Meetings or to execute the duties of their office, will be asked to resign and will be replaced.

5. Officers, Chairmen and Advisors may hold no more that one major Lodge position.



6. Meetings of the Executive Committee will be held the fourth Wednesday of each month at 7:30 P.M. at the Scout Service and Training Center. Prior to each Executive Committee Meeting at 7:00 P.M., the Lodge Officers and Advisors will meet. Any Arrowman may attend meetings as an observer. Meeting dates and times are subject to change at the discretion of the committee, the Lodge Chief/Advisor or the Scout Executive. The Lodge Chief/Advisor and Scout Executive are privileged to call a special meeting of the Executive Committee if the need arises.

7. The Lodge Chief serves as Chair of the Executive Committee. In his/her absence, he/she shall appoint a Vice- Chief to assume the Chair.

8. Agendas for the meeting will be prepared by the Lodge Chief in consultation with the Lodge Advisor, in advance and distributed to the officers with their meeting announcements. All action item, motions and recommendations should be submitted to the Lodge Chief in writing not less than fifteen days prior to the meeting. Meeting announcements will be sent by the corresponding secretary not less than ten days prior to the meeting.

9. Operating Committee Chair's are expected to submit a written report on the committee's activity to the lodge secretary at each Executive Committee meeting.

10. Meetings will be conducted by parliamentary procedure. Only members of the Executive Committee may make motions, grant seconds, or vote on resolutions. Advisors and guests may speak on an issue only when recognized by the Chair.



Lowwapaneu Lodge Officers & Advisors

All Lodge Officers, Chairs and Committee Advisors, by accepting their office, pledge that they will attend all of the Lodge Executive Committee Meetings and Lodge Events during their term in office to the best of their ability. Officers, Chairs and Advisors may hold only one Lodge Position.

LODGE CHIEF -- Netami Sakima

- Oversees the entire Lodge operation.
- Chair of the Officer's and Executive Committee
- Presides over all Lodge Functions
- Coordinates the efforts of the other Lodge officers and committee chair's
- Confers with the Lodge Advisor on all phases of Lodge Operations.
- Responsible for all cabinet appointments with Lodge Advisor's approval
- Responsible for committee's in Chief's Cabinet
- Ex-Officio member of every Lodge Committee and invited to all committee meetings.
- Plans with the officers the Calendar of Events for the next 24 months and sets the goals for the Lodge.
- Posts the Lodge calendar on the Council's Planning Calendar in the Scout Office.
- Work with the Chief-Elect to make up the new Executive Committee Handbook for the coming year and coordinates the Lodge Leadership and Development that is held in January.
- The Chief, in conjunction with the other officers, should carry out the lodge's



Leadership Development course. This session should be held per the By-Laws.

- Must submit articles to *Smoke Signals* as well, as their *Chiefly Speaking* column inside the publication.
- Keeps the general lodge informed of Conclave and National Conference arrangements.
- Consults with the Vice-Chiefs and keeps them informed on Lodge operations. The Chief should realize the Vice-Chiefs are their most important assets in the Lodge operation.
- Represents the lodge at the section Council of Chiefs meetings
- Represents the Lodge at the Council level and serves on council committees as appointed.
- Coordinates the Order of the Arrow program at Camp Acahela and Goose Pond during the Summer Camp season. He/She must work with the camp directors and camp staff, in stressing the need for cooperation between Arrowmen and the Camp Staff in planning the Camp Program.

LODGE VICE-CHIEF - Program-- Allapijeyjuwagan Sakima

- Performs Duties of the Chief in their absence.
- Assists the Chief with the operation of the Lodge.
- Oversees the operation of the program area and all Committees and subcommittees.
- Keeps general lodge informed of their work by attending and reporting at lodge events by submitting articles to *Smoke Signals*.
- Sees that their committee chairman's regular reports are submitted to *Smoke Signals*.
- Performs Duties assigned by the Lodge Chief and Advisor.

LODGE VICE-CHIEF - Administration-- Nanatschitaquik Sakima

- Performs Duties of the Chief in their absence.
- Assists the Chief with the operation of the Lodge.



- Oversees the operation of the Administrative Group and all Committees and subcommittees
- Keeps general lodge informed of their work by attending and reporting at lodge events by submitting articles to *Smoke Signals*.
- Oversees their committee chairman's quarterly reports that must be submitted to *Smoke Signals*.
- Performs Duties assigned by the Lodge Chief and Advisor.

LODGE SECRETARY -- Netami Lekhiket

- Records the minutes of Lodge Executive Committee and General Lodge meetings and prepares them for distribution within one week after the meeting.
- Minutes should be E-Mailed to the Officers / Advisor Group and sent to the Web Master so they can be seen on the Lowwapanau web site.
- Act as lodge Historian in consultation with the Associate Lodge Advisor
- Keeps general lodge informed of their work by attending and reporting at lodge events by submitting articles to *Smoke Signals*.
- Check in members and candidates at Lodge activities.
- Send out Executive Committee notices for the upcoming meeting not less than one week prior to the meeting.
- Assisting, in maintaining and updating, the lodge mailing list - arrange for printing of mailing lists and labels.
- With the publications committee, coordinate the production and distribution of lodge-wide correspondence.
- Performs Duties assigned by the Lodge Chief and Advisor.

LODGE TREASURER -- Netami Mawachpo

- Prepare a financial report to be read at each Executive Committee or General Lodge



meeting. This is done in conjunction with the Scout Office through the accountant and Staff advisor.

- Collect fees at Lodge events, runs the Trading Post and helps prepare finance reports on the events
- Keep in stock all necessary supplies for the Trading Post and reorder as needed through the Staff Advisor and Lodge Advisor.
- Records payment of dues and prepare dues cards.
- Supervise the sale of supplies at all lodge activities
- Work with the Finance Committee to maintain a current inventory of lodge supplies, research new supplies and their costs, and set prices on Lodge supplies. Costs of supplies must be reviewed each time they are ordered.
- Works with the Finance Committee and the Lodge and Staff Advisors to develop a Lodge budget for each year based on the written budgets submitted by each Committee Chairman
- Collects Lodge dues
- Keeps general lodge informed of their work by attending and reporting at lodge events by submitting articles to *Smoke Signals*.
- Performs Duties assigned by the Lodge Chief and Advisor.



Advisors

Four advisors, the Lodge Advisor, the Staff Advisor, Assoc. Lodge Advisor(s) and the Past Lodge Advisor, serve the Lodge as well as the Scout Executive, who is the Supreme Chief of the Fire (Eluwussit Gegeyjumhet). The Scout Executive appoints the Lodge Advisor annually in consultation with the Chairman of the Council Camping Committee. The Lodge Advisor is the Deputy Supreme Chief of the Fire. Also appointed by the Scout Executive is a member of the Council Professional staff to serve as Staff Advisor. The Assoc. Lodge Advisor(s) is appointed by the Lodge Advisor in consultation with the Staff Advisor;he/ sheserves as the Second Chief of The Fire.

LODGE ADVISOR -- Witawematpanni Gegeyjumhet

- Acts to bring about a successful administration of an Order of the Arrow Lodge
- Is coach and counselor to the elected officers of the Lodge
- Is a member of the Council Camping committee and acts as official representative to the Northeastern PA Council in coordinating the Lodge's affairs with Council
- Works closely with the Lodge Chief, Associate Lodge Advisor(s) and Staff Advisor
- Appoints Committee Advisors and works with the Lodge Chief on appointment of Committee Chairman.
- Attends all Lodge Meetings, Section meetings, and Lodge activities
- Is a member of the Lodge Officer and Executive Committees and gives direct guidance to the Lodge Chief and Officers
- Consults with the Officers on their plans for Lodge projects and activities
- Provides for the training of new officers and a smooth transition from one administration to the next
- Keeps Lodge affairs on a high plane and in harmony with the principals of Scouting



and the National Policies of the Order of the Arrow

- Promotes participation of their lodge in Section Conclaves, National Conferences and National Training Course
- Must submit articles to *Smoke Signals*, as well as their *Lodge Advisor's Minute* in each publication.
- Interprets the Lodge rules.

ASSOCIATE LODGE ADVISOR-

- Performs the duty of Lodge Advisor in their absence.
- Assists the Lodge Advisor with the operation of the lodge.
- Submits an article to each *Smoke Signals* publication.
- Performs duties assigned by the Lodge Advisor.
- Assists and advises the Lodge Secretary in compiling and categorizing lodge history.

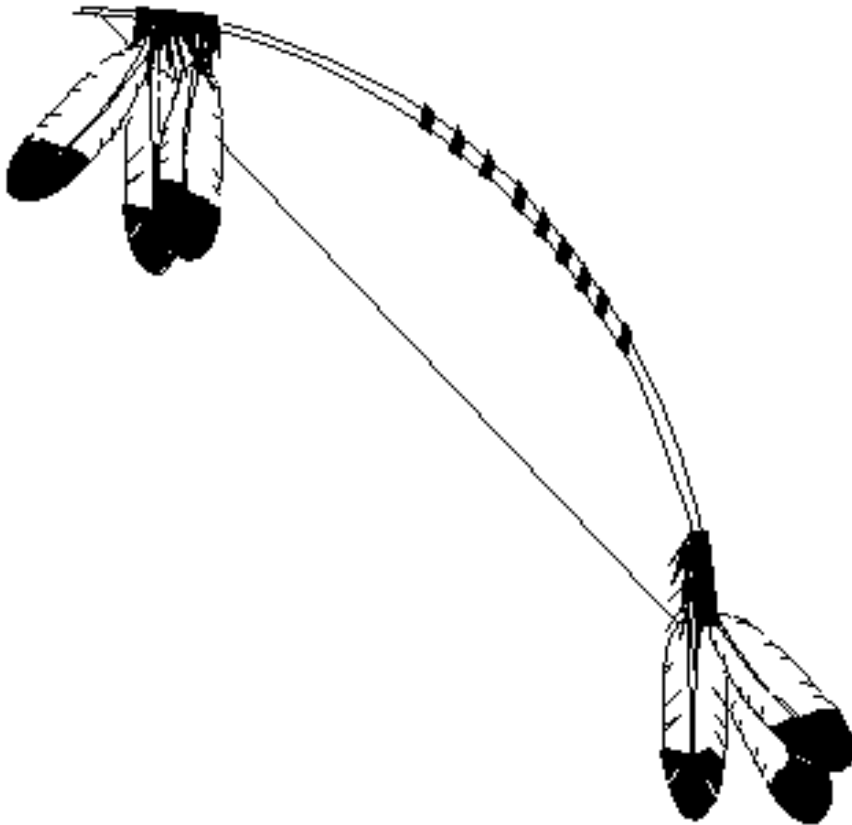
LODGE STAFF ADVISOR -- Nischeneyit Gegeyjumhet

- Works closely with the Lodge Chief and Lodge Advisor. These three are responsible for the successful operation of the Lodge (KEY 3 of the Lodge).
- Assumes the responsibility for maintaining the Order of the Arrow in its proper relationship with all other segments of the Council program.
- Keeps the members of the Northeastern Pennsylvania Council Staff informed and advised on the activities of the Lodge and seeks their understanding and support.
- Encourages cordial relations between all Scouters of the Council and Lowwapaneu Lodge, especially the members of the Council Camping Committee.
- Advises the Lodge Officers on National Procedures and Policies of the Order, and thereby helps maintain harmony between the Lodge and National Policy.
- Helps pave the way for unit membership elections through training courses,



roundtables, and other meetings of Scouters.

- Coordinates the Order of the Arrow program at Camp Acahela and Goose Pond and works with the camp directors and camp staff in stressing the need for cooperation between Arrowmen and the Camp Staff in planning the Camp Program.
- Makes arrangements with the Scout Office for the clerical services needed by the Lodge - setting up proper bookkeeping and accounting systems, arranging for the use of office equipment, computers, copy machines, and files.
- Brings to the attention of the Executive Committee names of non-unit Scouters who should be considered for election to membership in the Order of the Arrow.



Lodge Committee Chair's Duties

ACTIVITIES CHAIR -- Allapijeyjuwagan

- Reports to the Lodge Vice-Chief - Program
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year
- Recruits committee members from the sign up sheets provided at each of the Ordeals.
- With the Committee Advisor, sets a time for a monthly committee meeting. Contacts each member of their committee one week prior to meetings to remind them of the meeting date, time & place.
- Maintains an inventory of Committee Supplies and equipment.
- Reports to the Lodge on the activities of their committee and sub-committees.
- Oversees the operations and is a member of the sub-committees for Food, Holiday Banquet, the annual Fellowship Weekend, and Harvest fest
- Responsible for the Lodge's participation at Council Events
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their committee's activities and progress
- Reports to Vice Chief of Program
- Performs Duties assigned by the Lodge Chief and Advisor.
- Plans annual Holiday Banquet with Executive Committee

National Order of the Arrow Conference (NOAC) Ad-hoc Chair and Advisor

- Works with the Key 3
- Appointed by Lodge Advisor and Lodge Chief
- Arranges for delegation, transportation and payment of conference fees
- Responsible for coordinating the raising funds that helps lower cost for Arrowmen in the contingent attending the conference
- Writes articles to promote the national conference and an event overview



- Performs Duties assigned by the Lodge Chief and Advisor

NATIVE AMERICAN ACTIVITIES CHAIR

- Reports to the Lodge Vice-Chief - Program
- Works to ensure that the Drum team performs at all ordeals so the sanctity of the ceremony is conveyed to all that witness it
- Work to reconstruct our Dance team so they can perform at selective venues
- Recruit members to be on the Drum team for each one of the ceremonies and also those who want to be actively involved in the Dance Team
- Plan monthly committee meetings with the Committee Advisors
- Reports to the Vice-Chief- Program
- Organizes all of the committee's non-lodge events
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their committee's activities and progress
- Contacts each member of their committee one week prior to meeting to remind them of the meeting date, time & place.
- Performs Duties assigned by the Lodge Chief and Advisor.
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year

CAMPING CHAIR -- Mechmauwikenk Allogagan

- Reports to the Lodge Vice-Chief - Administration
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year.
- Oversees the Operation of their sub-committees for Promotion and Service
- Coordinates all activity of the committee with the Council Camping Committee
- Recruits committee members to assist in completion of all tasks.
- With the Committee Advisor, sets a time for a monthly committee meeting.
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their



committee's activities and progress

- Contacts each member of their committee one week prior to meeting to remind them of the meeting date, time & place.
- Reports results to the Executive Committee.
- Maintains an inventory of Committee Supplies and equipment.

Promotion

- Works with Council Camping Committee to assist them in a comprehensive council-wide promotions plan
- Updates the Where to go Camping booklet - containing places to camp, prices, maps, etc.
- Prints and distributes copies of the booklet/CD to all Scoutmasters in the Council.
- Performs Duties assigned by the Lodge Chief and Advisor.

FOOD CHAIR

- Plan a menu for each Lodge event requiring it. (Ordeals, Conclave, Camp Service Days, Fellowship Weekend). Separate menus are needed for members and candidates at Ordeals.
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year..
- Responsible for Lodge's food item for the Conclave Fellowship Feast.
- Consult with Ordeal committee on how they want to run meals at the Ordeal
- Submit to the lodge costs for special supplies for events
- Determine the amount of food needed for the number of people attending
- Orders food with Advisor and Lodge Staff Advisor.
- Contacts each member of their committee one week prior to meeting to remind them of the meeting date, time & place.
- Cook and serve food in a timely manner.
- Submit to the Lodge Staff Advisor all bills for the food at events.
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their



committee's activities and progress

- Dispose of/store/sell food supplies remaining after a Lodge event.
- Reports to the Lodge Chief
- Performs Duties assigned by the Lodge Chief and Advisor.

SERVICE CHAIR

- Reports to the Vice Chief of Program
- Plans work projects for the Ordeal and Service Weekends. These projects are planned and approved by the Council Camping Committee or the Camp Ranger
- Works with the Council Camping Committee or Camp Ranger to obtain the supplies needed to complete the approved service projects.
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year.
- Works with Council Camping Committee on year-round camp maintenance efforts.
- Works with the Council Hammer & Saw Day and Beaver Day Committees to coordinate the Lodge's efforts with theirs.
- Continues with the Adopt-a-Highway project and insures it is accomplished 3 times each year.
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their committee's activities and progress
- Contacts each member of their committee one week prior to meeting to remind them of the meeting date, time & place.
- Obtains a list of names from the database of people with special skills and tools. Contacts these people to request that they attend a weekend and explain why we need them, what they will be doing and what we need them to bring.
- Reports to the Executive Committee on what was done an
- Sends Thank You notes to any non-OA members who helped during the weekend.
- Performs Duties assigned by the Lodge Chief and Advisor.



COMMUNICATION-PUBLICATIONS CHAIR - Qualcheu Lekhammen

- Reports to the Vice-Chief - Administration
- Sends out **event flyers** for all major events of the lodge a month in advance. (Fellowship Weekend, Holiday Banquet, Conclave, Ordeals, with the help of the planning Committee.)
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year.
- Maintains an inventory of Committee Supplies and equipment.
- Recruits committee members to assist in completion of *Smoke Signals*.
- With the Committee Advisor, sets a time and date to construct and format the 4 issues of *Smoke Signals* and also to have work meetings when needed. Contacts each member of their committee one week prior to work meetings to remind them of the meeting date, time & place.
- Has a goal to publish **four** (4) editions of *Smoke Signals* a year (October, February, May and August)
- Collects from **each officer** and **chairman** articles on their committees.
- Makes sure all articles are submitted by the publication deadline.
- Edits types and sets up articles for printing.
- Presents finished proof of *Smoke Signals* to the Lodge Advisor and Staff Advisor **TWO** weeks prior to the mailing date.
- Obtains mailing labels from the lodge and with assistance from other Arrowmen set a date to label the mailings.
- Publishes newsletter at Ordeal weekends
- Responsible for articles for area newspapers, radio stations, and TV stations publicizing lodge events.
- Performs Duties assigned by the Lodge Chief and Advisor.



ORDER OF THE ARROW UNIT REPRESENTATIVE CHAIR

- Reports to the Vice-Chief - Administration
- Makes and submits, to the Executive Committee, a budget to cover the operations of the committee for the coming year.
- Recruits unit representatives from each troop or crew, by calling their unit leader and sending letters and mailing to each respective unit's committee.
- With the Committee Advisor, sets a time for a monthly committee meeting.
- Contacts each member of their committee one week prior to meetings to remind them of the meeting date, time & place.
- Maintains an inventory of Committee Supplies and equipment.
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their committee's activities and progress
- Holds an annual lodge unit representative training so that the representatives know what information to take back to their unit to be effective leaders
- Creates communications chain between the lodge, districts, and units
- Follows guidelines produced by the National Order of the Arrow Committee
- Performs Duties assigned by the Lodge Chief and Advisor.

UNIT ELECTIONS CHAIR -- Mawenemen

- Reports to the Lodge Chief
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year.
- Maintains an inventory of Committee Supplies and equipment.
- Recruits committee members from each district to their respective teams to hold elections during the January 1-April 15 election period
- Oversees the Operation of their sub-committees for district operation.
- Will establish a date where all unit election teams from each respective district is



trained

- Sends a letter, through the Lodge Chief and Lodge Advisor, to every troop/crew in the Council offering to conduct an Order of the Arrow election in the unit.
- Follows up with each unit that fails to respond to the election notification.
- Maintains accurate records of which units have held elections each year.
- Trains election teams to conduct elections using the ceremony in the latest edition of the O/A Handbook.
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their committee's activities and progress
- Conducts elections in accordance with the rules as outlined in the latest edition of the O/A Handbook.
- Submits information forms on recommendations of adult candidates to the adult selection Committee for approval as outlined in the national guidelines.
- Submits candidate data forms to Ordeal Advisor. The Election committee should keep a copy of the election report for each unit and submit a copy to the Chief.
- Performs Duties assigned by the Lodge Chief and Advisor.

District Election Chair

- Receive election requests from the Unit Advisor
- Contact Scoutmasters in each unit requesting a visitation to schedule a date within four days of receiving the request
- Arrange for team members to conduct the election
- Submit all paperwork to the Unit Elections Advisor
- Performs Duties assigned by the Lodge Chief and Advisor.



ORDEAL MASTER (Ordeal Functional Team Chairman) - Amangi Takachsin

- Reports to the Lodge Chief
- Arranges Coordination of the Ordeal Functional Team and support services in preparation for the Spring and Fall Ordeals.
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year.
- Serves as Chairman of the Ordeal Team and, with their advisor, calls meetings of the Team as appropriate. Contacts each member one week prior to the meeting to remind them of the meeting date, time & place.
- Explains what the Ordeal cost covers and what to bring to the Ordeal by mail to the candidates.
- Responsible for Spirit of the Arrow Booklets, member packets including New Members Guide, sash and OA Handbooks for each candidate.
- Follows up on every candidate who fails to take their Ordeal in order to find out the reason for their failure and reports results to the Lodge Executive Committee.
- Submits articles to *Smoke Signals* that preview and supply an overview the year's Ordeals.
- Performs Duties assigned by the Lodge Chief and Advisor.

ELANGOMAT CHAIR -- Amangi Elangomat

- Reports to the Ordeal Master and Vice Chief of Program
- Must use the Extended Elangomat program, each elangomat is required to stay in contact 3 times between the arrowmen's induction and their conversion to Brotherhood
- Conducts an Elangomat training each year to make sure that the elangomats are highly qualified to lead a clan during an Ordeal.
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their committee's activities and progress



- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year.
- Maintains an inventory of Committee Supplies and equipment.
- Recruits committee members from the sign up sheets provided by the lodge.
- With the Committee Advisor, sets a time for a committee meeting. Contacts each member of their committee one week prior to meetings to remind them of the meeting date, time & place.
- Performs Duties assigned by the Lodge Chief and Advisor.

CEREMONIAL CHAIR -- Ehenendhaken

- Reports to the Lodge Chief and Ordeal Master
- Makes and submits to the Executive Committee, a budget to cover the operations of their committee for the coming year.
- Recruits committee members.
- With the Committee Advisor, sets a time for a monthly committee meeting.
- Maintains Ceremonies Policy about strict attendance of committee meetings to reinsure the candidates receive the utmost from the ceremonies.
- Contacts each member of their committee one week prior to meetings to remind them of the meeting date, time & place.
- Trains Ceremonial Teams for Ordeal & Brotherhood Ceremonies
- Trains Ceremonial teams for Conclave and special events.
- Maintains and suggest improvements to the Lodge's Ceremonial site.
- Responsible for the maintenance and repair of all Lodge ceremonial costumes, equipment and ceremonial sites.
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their committee's activities and progress



- Maintains an inventory of Committee Supplies and equipment
- Performs Duties assigned by the Lodge Chief and Advisor.

BROTHERHOOD CHAIR - Amangi Nimat

- Reports to the Lodge Chief
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year.
- Recruits committee members
- With the Committee Advisor, sets a time for a monthly committee meeting.
- Contacts each member of their committee one week prior to meetings to remind them of the meeting date, time & place.
- Sends letter informing all ordeal members of their eligibility for induction into Brotherhood
- Writes articles for *Smoke Signals* to promote Brotherhood conversions.
- Helps the lodge keep up to date records of Brotherhood conversions.
- Works with the Elangomats from the past year to help them act as "Big Brothers" using the extended Elangomat program to get their clan to 100% Brotherhood Membership in 12 months by supply Candidate information.
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their committee's activities and progress
- Prepares for the Brotherhood Hike and recruits and trains other Brotherhood
- Performs Duties assigned by the Lodge Chief and Advisor.



COMMUNICATION-TECHNOLOGY CHAIR-

- Reports to the Lodge Chief
- Makes and submits, to the Executive Committee, a budget to cover the operations of their committee for the coming year.
- Recruits committee members
- With the Committee Advisor, sets a time for a monthly committee meeting.
- Contacts each member of their committee one week prior to meetings to remind them of the meeting date, time & place.
- Maintain and control the Lodge website (www.lowwapaneu.org)
- Assuring that all technology needs of the lodge are met at all lodge functions
- Will provide internet routers, two way radios, and photography for all lodge events when asked by the Executive Committee, Lodge Chief or Lodge Advisor
- All photographs taken by committee are placed in the Gallery section of the website at www.lowwapaneu.org
- Submits articles to *Smoke Signals* quarterly to keep the lodge informed of their committee's activities and progress
- Performs Duties assigned by the Lodge Chief and Advisor.



Lowwapaneu Committee Descriptions

A. Program Group [Lodge Vice-Chief- Program]

ACTIVITIES COMMITTEE-

Coordinates all of the Lodges activities and uses subcommittees and special committees for individual events.

Holiday Banquet- plans and conducts annual Lodge holiday banquet. The plans for the Banquet should be finalized in October.

*Conclave- Ad Hoc-*The committee is Responsible for coordination of the Lodge's participation in the Section Conclave. Works with committees involved (dance, ceremonies, food, etc.) and assures that the Lodge's training session is well prepared. Responsible for administration for the Lodge contingent.

NOAC-Ad Hoc- Prepares for the Lodge's participation in the Conference. Conducts planning, fundraising, promotion, etc. to assist in the success of the trip.

Fellowship Weekend- Responsibility for special activities and afternoon and both evening *activities and church arrangements.*

Ordeals- reasonable for evening entertainment, patch actions, games, movies, themes etc;

NATIVE AMERICAN ACTIVITIES COMMITTEE-

Responsible for the dance and drum teams and works with our council to get out to our council events to publicize the OA Lodge. Is responsible for having our drum team performs at all ceremonies and to compete at NOAC every 2 years. Work to establish a dance team to work with the drum team.

SERVICE COMMITTEE

Responsible for running the service weekend and for service projects on Ordeal weekends. Is responsible for the Lodge's Council wide service projects. Also represents the lodge at Council Camping Meetings. Covers all aspects of the service projects with the Lodge Advisor, council staff, camping committee and rangers before starting them. Service is in charge of our Adopt a Highway Project.



ELANGOMAT

Recruit and train Elangomats for the Ordeals. Realizing that the Elangomats are the first contact at a Lodge event, they must be mature and well-trained. Acts as the "friend" to candidates and uses the extended program. Works under the direct supervision of the Ordeal Master and their staff.

B. Administration Group [Lodge Vice-Chief - Administration]

CAMPING COMMITTEE

Works with the Council Camping Committee in fulfilling the Order's primary purpose of promotion and service to camping.

Promotion- Responsible for visitation to all units to promote attendance at Goose Pond, Camp Acahela and camping year-round. Unit visits should begin in September and conclude sometime in May; then reminders should be mailed to all units. Develops and publishes a booklet listing areas in our region available to campers, issued to all unit leaders at no charge.

COMMUNICATION-PUBLICATIONS COMMITTEE

Mails appropriate letters to members at the direction of the Lodge Secretary. Secures a Lodge Mailing List and labels for publication. Responsible for the quarterly publication of *Smoke Signals*. Assignment of articles to the writers, typing and lay out of the bulletin. *Smoke Signals* is not a one man job but must be the work of the Publication and the Executive Committees. *Smoke Signals* should contain but not limited to: notices of Lodge events, reports on committees, question and answer columns, new information on National O/A policy, and pictures. Articles should get members involved in the Lodge. Contact all area newspapers concerning lodge events. Seek space in Council bulletin for news items about the Lodge and the O/A. Seek layouts in newspapers about committees and their activities

ORDER OF THE ARROW UNIT REPRESENTATIVE COMMITTEE

Creates communications between the lodge, districts, troops and crews. This committee helps the lodge become an integral part of every troop and crew in the council.

COMMUNICATION-TECHNOLOGY COMMITTEE

Responsible for creating and maintaining the lodge's presence on the internet. The technology committee is responsible for keeping the lodge using up to date methods in the technological arena. Finally, the committee is responsible for helping out at Lodge Executive Committee meetings and events by providing networking, radios, computers, and audio/video equipment.



C. Chief's Cabinet

UNIT ELECTIONS

Oversees and coordinates the district sub-committees for unit elections. Responsible for holding elections in the manner prescribed in the O/A Handbook in every eligible unit. Sends letters to unit leaders in the early December. Follow up with units that do not respond. Keep a duplicate list of all candidates (one copy to the Ordeal Master.)

CEREMONIAL

Runs ceremonies at an Ordeal and the Fellowship Weekend or other public events and keeps the ceremony sites in a state of good repair. Parts should be assigned at least two months in advance and rehearsals should be held weekly from then on. Responsible for the care and maintenance and inventory of all ceremonial costumes and supplies.

BROTHERHOOD

Invites Ordeal members to take Brotherhood. Conducts the Brotherhood training sessions. Submits new Brotherhood member's names to the secretary so records can be updated. Conducts Brotherhood Counseling and the Extended Elangomat and Nimat Program. Has as a goal to reach Brotherhood membership required for National Quality Lodge.

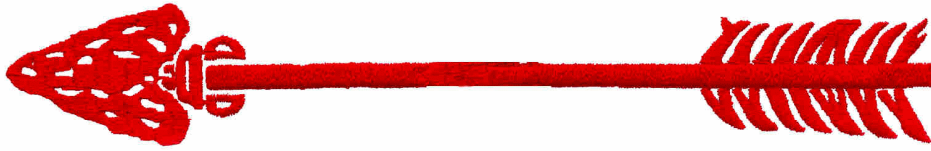
ORDEAL FUNCTIONAL TEAM

Coordinates all aspects of the Ordeal Function and support services. Members are Chairmen of the Lodge Committees, the Lodge Officers and Advisors and other Arrowmen at the discretion of the Lodge Chief or Ordeal Master.

FOOD COMMITTEE

Responsible for planning, ordering, transporting, and preparing all meals at Order of the Arrow or related events and other projects, Conclave Fellowship Feast Fellowship weekends and all work weekends, as decided on by the ordeal functional team.





Section 4

Skills for Committee Chair's & Advisors



So Now You're a Committee Chair...

Each committee in our Lodge is composed of a Chair, Advisor, and committee members. Of the three, the Chair is the most important. If he/she fails to do their job, then nothing will get done. A Committee Chair has the following responsibilities in regards to their committee:

- I. Secure a meeting place.
- II. Inform the committee members of the date, time, and place of all meetings and what is to be discussed.
- III. Keep their Advisor informed of all happenings concerning their committee.
- IV. Keep the Lodge Chief informed of the committee's progress and its problems, in addition to reports at the Executive Board meetings.
- V. Prepare an agenda before each meeting. The Chairman should discuss this agenda with their Advisor before each meeting.
- VI. Attend all meetings of their Committee.
- VII. Take charge of all Committee meetings and lead them to a successful conclusion.
- VIII. Assign responsibilities to Committee members.
- IX. Check to make sure Committee members are doing their job.
- X. Be sure that a member's work on the Committee is not interfering with their Troop or Crew activities.
- XI. Resign if you cannot meet your responsibilities of your Committee.



Running a Committee Meeting

The perfect committee meeting would be one that is short, productive and a meaningful and enjoyable experience for all those concerned. Since most committees range between 10 and 20 members the meeting need not be formal and grand with pomp, but informal, comfortable, and to the point. The following are a few pointers to a successful meeting:

I. DATE

- Meetings should not be called for a holiday night, troop or crew meetings, executive committee meetings, or to close together.

II. TIME

- Keep in mind, that adults have other responsibilities.
- Remember Scouts should not be out after 10:00pm on school nights.
START ON TIME!
- A two-hour meeting is a long one.

III. PLACE

-
- Pick a safe and comfortable meeting place if allowed.
- Remember make your meeting as comfortable as possible.

IV. PROCEDURE

- An informal meeting is best with a smaller group.
- No formal voting or motions are needed.
- Only if there is large disagreement between members should a vote be taken.
- A good Chairman has set in their mind what he/she wishes to accomplish, and will steer the meeting in that direction.
- Should the Chairman run into trouble their advisor should be able to help out, so a well informed advisor can be a chairman's best friend.
- Be ready to compromise particulars in order to achieve that which is most important.
- Assign responsibilities to as many committee members as possible, an involved member is a regular member.
- Avoid fights, and hard feelings, personalities can ruin a meeting or even a committee's effectiveness.

V. MINUTES

- Appoint a dependable secretary.
- **Minutes should be kept of every meeting.**
- Do not rely on your or anyone else's memory. Keep accurate records.



- Use minutes to follow through from one meeting to the next.

VI. IMAGINATION

- Meetings can be dry and sometimes downright boring.
- Keep interest in your committee by keeping things interesting.
- Films, jokes, snacks, beverages can be helpful.
- Most important, the attitude a chairman takes will set the tone for the meeting and the committee, a chairman that is all business can be a bore, one that's all fun can be a joke - BE HUMAN.

VII. ATTENDANCE

- Poor Attendance generally means a poor chairman. The keys to good attendance are
 - A. Good Meetings
 - B. Meetings held at reasonable times, dates and places.
 - C. Meetings that are not too frequent.
 - D. Advance Notice
 1. Notice of coming meetings should be at least two weeks in advance.
 2. Letters can be sent, if you have a large group, through scout office.
 3. Telephone is the most effective means.
 - A. call 2 weeks before meetings
 - B. and call 2 days before to confirm attendance
 - C. sends e-mails out through lodge e-mail lists to assure attendance and/or post on website
 - E. Follow Through
 1. The chairman should check and make sure that everyone is doing their job.
 2. When the meeting begins he/she should know who will be there and what they will say.
 - F. COURTESY
 - Thank people when they do the job, let them know you appreciate it, we are all volunteers.
 - Handle problems and problem people with a cool head, anger never does anything to problems except make matters worse.



Committee Chair - Member of the Executive Committee

The Executive Committee was established for the purpose of the monthly running of the Lodge and the development of leadership in boys. The duties of a member of the Executive Committee are as follows:

I. ATTEND EVERY MEETING OF THE EXECUTIVE COMMITTEE

- A. Good Committee work depends on an active and interested membership.
- B. A boy's organization requires that boys make the decisions.
- C. None but the Chairman can truly represent their Committee and their ideas.

II. REPORT ON THE PROGRESS OF YOUR COMMITTEE

- A. Communications are vital to the efficient running of any organization.
 - 1. The chief should be aware of what your report will contain before you present it to the Executive Committee
 - 2. Your report to the Executive Committee should be written, precise, self explanatory, and above all you should understand what you are saying. A copy should be given to the Lodge Secretary immediately after reporting to the LEC.
 - 3. Discuss your report or any motions you shall make with your Advisor before hand.
 - 4. Communicate frequently with your functional team officer and advisor. They are your links to other committees.

III. EXPRESS THE VIEWS OF YOUR COMMITTEE

- A. You are their voice on the Executive Committee. Make it known to the other members.

IV. MAKE, DISCUSS AND VOTE ON MOTIONS PERTAINING TO YOUR COMMITTEE, OTHER COMMITTEES, AND THE RUNNING OF THE LODGE

- A. As a member of the Executive Committee you have the right to make motions.
 - 1. Do not abuse this right (what you decide will affect all members).
 - 2. Do not be afraid to use this right, if you feel you have a good idea



you as the representative of your committee to make a motion.

3. Motions for the most part should not be spur of the moment. They should be well thought out and thoughtfully phrased. One written in advance is helpful to both yourself and the Lodge Recording Secretary. All non-procedural motions should be written.
- B. When making a motion and considering a certain motion, you should use your best Judgment, taking into consideration all aspects. The Executive Committee should not be a rubber stamp. Be sure to represent your committee in debate on a motion and in offering changes.
 - C. Take the decisions of the Executive Committee back to your respective committees.
 - D. Follow through on any decisions pertaining to your committee.



Committee Advisors

The following was taken directly from the old edition of the Order of the Arrow Handbook; it is one of the best descriptions of the job of an advisor.

ADULT ROLE IN THE ORDER

The local lodge is the important unit within the Order. It is here that the program operates. The Order of the Arrow is a camping program device with its activities in the field of camping. It fulfills this purpose only when it is properly administered. Several adults committed to the purpose of the Order should give leadership to it; not directly as officers but by guidance and coaching, leaving the direct leadership to the elected officers of the lodge.

In most of the outstanding and successful lodges we find the lodge, staff and committee advisors acting as coaches. They should know the logistics of the position and how they relate to the lodge operations as a whole.

The advisors are a vital necessity for running an Order of the Arrow lodge.

Sure the Order of the Arrow is a Boy operated organization, but remembers it's the advisement that makes the difference.

ADULT ROLE (SCOUTERS)

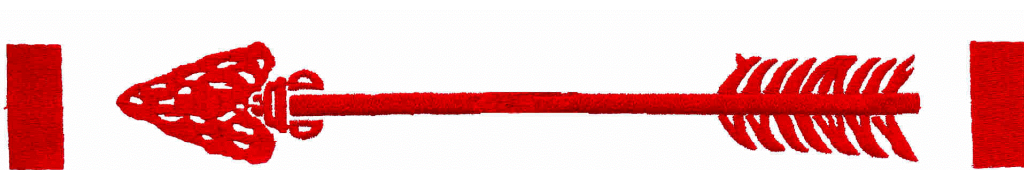
ATTEND ALL EXECUTIVE COMMITTEE MEETINGS, COMMITTEE MEETINGS AND EVENTS!

1. Each and every youth was elected to the Order of the Arrow by their unit as recognition for future service and leadership to their unit. He/She was not elected to be taken away from their unit to serve in some super unit.
2. Order of the Arrow service is closely defined as service to camping. Worthy as other service projects might be we must closely guard our service to the area of camping.
3. Adults have no vote or much say at lodge meetings. However they are fully effective as advisors at committee & lodge executive meetings.
4. Lodge operating committee advisors are appointed yearly by the Lodge Advisor



in consultation with the Lodge Chief and Staff advisor.

5. Be sure to work behind the scenes with the youth you advise so that he/she can do all the informing and presenting when he/she appears before the lodge.
6. Support your youth leader in every way. He/She must have your *full* confidence.
7. As an advisor you will train, guide and inspire them to carry out their part of the arrow program. Good advisement makes the difference.
8. You will show your support of them by seeing that he/she has the tools and transportation to get the job done. Your job is to see that he/she gets the job done correctly. HE/SHE SHOULD BE PROUD OF THEIR COMMITTEE. Are You Proud of YOUR Committee?
9. If he/she cannot come to the work, then you must take them to the work or take the work to them.
10. The motto of an advisor is:
If it is to be; it is up to me.... to recruit and train a youth Arrowman to do it.
11. While the adult in the Order has no vote, he/she is vitally important to the program by seeing that the youth who has the vote is trained to use the vote wisely.
12. For every youth leader in the Order of the Arrow there is an adult advisor.
13. As a committee advisor you will attend all meetings that your youth leader is to attend. You will see that he gets there and is ready for their part in the program.
14. You will set the example by correctly wearing the uniform and the OA sash.
15. There should be continuous telephone/e-mail contact between the youth leader and their advisor.



Leadership Skills for Arrowmen

1. COMMUNICATING As a leader you must be able to both get and give information well. There are four basic elements of communications:

Receiving Information

Use of your five senses, are these your only means of receiving information!

Retrieving Information

How will you remember all of the information you receive? One way to retrieve information is to memorize everything. Would you agree that note taking is by far the best method of retrieval, since it is more reliable? (Then why aren't you taking notes now?)

Giving Information

Is it important that the person you are talking to understands everything you say? Would using all your five senses help give information? Do you think speaking slowly and clearly plus using audio-visual aids and summarizing all your thoughts would help? Should you bluntly tell some thing or maybe discuss it in a sensible manner?

Interpreting Information

Despite how good you get and give information, do you find it misunderstood? Would the quality of a job depend on interpretation? Are factors in poor interpretation a lack of motivation or conflict between what you say and do or maybe distractions or personal likes and dislikes? If these factors were minimized would interpretation and the quality of a job improve?

The success of your Lodge Office or Committee and OUR LODGE depends on how well you are able to use the four steps of communications.

The basic rule of Communications is: Share Information throughout the Lodge!



2. KNOWING AND USING THE RESOURCES OF THE GROUP

What are resources available to you? Books? Website? E-mail list? Other Arrowmen

Knowing Resources

Do you think the Lodge and its officers offer useful resources? What about your Council Service Center or District Scout Executive? How could you know the resources of your Lodge Office or Committee? Is the Executive Committee address list an example of knowing a resource? What about LOWWAPANEU.org or the e-mail list that serves close to 500 Arrowmen of the NEPA COUNCIL?

Using Resources

No matter how well you can communicate, if you give information to someone who cannot fulfill their duty as well as someone else, are you using your resources properly? Is the Lodge Executive Committee a good example of using resources?

3. REPRESENTING THE GROUP

Representing the group plays a big role in any Lodge Office or Committee. There are many times these techniques can be utilized, such as when you are with your committee or when you represent your committee without prior consulting. The technique can be divided into three parts:

Before the Activity

Should you decide the nature of the problem? Can you get by without all the facts? Is it important to determine the group's mood and attitude? What about retaining all this information (Taking Notes)?

During the Activity

Should you state your position clearly? Why should you listen to the other side? Who should compromise between the differences? Again are notes important?

After the Activity

Is it important to report back to the group you are representing? Why do you need to motivate and sell the idea?

4. PLANNING

Should there be a plan for all activities proposed? Are there basic points needed in a plan? Do you think the list below is complete?

- Consider the task.



- Consider all resources available.
- Have a Plan B.
- Write all ideas and plans down & give out copies.
- Execute the actual plan.
- Evaluate (How do we make it better next time?)

5. EVALUATING

To evaluate, is it not important to have set goals first? What basic categories should you evaluate? Maybe keeping the group together and getting the job done? Maybe we could divide into:

Getting the Job Done

- Was it done?
- Was it done Right?
- Was it done on Time?

Keeping the Group Together

- Did everyone Help?
- Was everyone Pleased?
- Was everyone eager to work with the group again?

6. SHARING LEADERSHIP

Should a leader do all the work? Or is it the leader's job to delegate authority to competent personnel? But who must ultimately assume final responsibility? There are many ways of sharing leadership, examples of these are:

- Telling leadership.
- Selling leadership.
- Delegating leadership.
- Consulting leadership.
- Joining leadership.

One or a combination of these skills is perfect for every situation. What influences the choice is a combination of forces on the leader or group or situation.



7. UNDERSTANDING THE CHARACTERISTICS AND NEEDS OF THE GROUP

What is the purpose of your particular Group? What do they expect to get out of it?

UNDERSTANDING THE CHARACTERISTICS

- No two people have the same characteristics, doesn't this affect the group?
- Is it better to have members of a group who have different characteristics?

UNDERSTANDING THE NEEDS OF THE GROUP

- Why are you a member of this group?
- What do you expect to get out of it?
- What is the difference between the needs of the group and the needs of the individual member?

8. CONTROLLING GROUP PERFORMANCE

You must have control of the group if you expect to accomplish anything.

- What will happen if you don't have control of the group? Is it important?
- Who controls the group? When? How?
- Where should the Leader place themselves?
- What should be considered when controlling the group?

9. EFFECTIVE TEACHING

There are five parts to Effective Teaching.

Learning Objectives

- What is the topic/problem?
- Why are you here?

Expose the Problem

- Does everyone in the group know and understand the topic/problem?
- Is training needed?

Teaching/Learning

- Should you hold an instruction period for those in the group who don't understand the topic?



Application

- How does learning take place?
- By practice?

Evaluation

- How can you find out if learning needs were met?
- What happens if they weren't?

10. COUNSELING

In order to keep the group working together counseling might be needed.

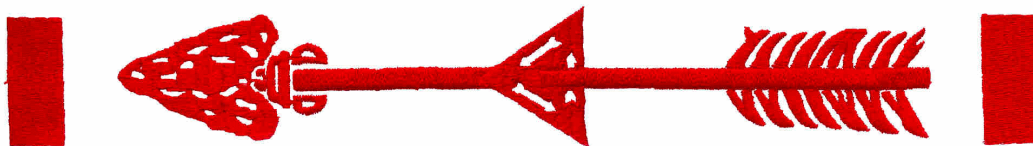
First Aid Counseling

- Why shouldn't you tell someone you are counseling what to do?
- Why is it best not to give advice?
- Why is it best to use W questions (Who, What, Where, When and Why?)
- What is the importance of indicating that you are listening?

11. SETTING THE EXAMPLE

As a Leader your actions and conduct will be followed by other members of the group.

- How will your personal habits affect the group?
- Why is knowing your job important in setting the example?



Setting and Reaching Goals

"Personal Growth" is one of the 7 fundamental methods by which Scouting operates to achieve its aims of character, citizenship and fitness. It is called a method because through it, the Scout or Scouter involved makes conscious efforts towards personal growth. The personal growth agreement is an example of how this method is used with Scouts. The "ticket" in Wood Badge is an example of the method's use with adults.

The idea behind personal growth is that an individual can set goals towards which he works for their own development -- to increase their knowledge, to gain new skills, or to acquire better attitudes -- which will help them in life and in the performance of their Scouting job. Personal growth and achievement goals are more useful if they are made explicit and are set down in writing rather than being taken for granted in one's behavior. Goal directed actions are more efficient and effective than behavior that is completely spontaneous, unplanned and unorganized. The alternative to being goal directed is to drift and achieve in a random manner or not to achieve and improve at all.

Establishing written goals can be extremely useful. First, planning the steps necessary to reach one's target is much easier if goals are expressly stated in advance of taking action. Secondly, a person is far more likely to inventory the resources available to them, and to utilize those resources if their goals are clear. Thirdly, reasonable, attainable goals act as an incentive to action and often motivate an individual to make that extra effort to see that they are achieved. Where goals are explicit it is easier to measure whether they have been met, and success helps a person in developing a sense of accomplishment. This is not to say that there is no room for unplanned and spontaneous activities in one's development. In fact, some of the most significant scientific achievements have been made by people who were working toward goals and discovered side effects that they were not looking for. For example, Alexander Graham Bell was working to develop a hearing aid for his wife when his efforts led to the discovery of the telephone.

How then should personal growth goals be stated so as to be the most effective as an aid in an individual's development. The purpose of the material which follows is to provide some criteria for evaluating statements of personal goals. Five criteria, taken together, constitute the SPIRO method of judging personal growth aims. These five criteria are: Whether the goal is SPECIFIC, whether it calls for PERFORMANCE, whether it requires INVOLVEMENT of the individual setting the goal, whether it is REALISTIC, and whether it is OBSERVABLE. Apply these five criteria to personal goals can result in more effective goal setting and more efficient planning.



SPECIFIC: General goals are less useful than specific ones because specific goals define the problem and make planning the steps to solve it easier. An example of a non-specific goal would be to personally get more support for the unit. An example of a specific goal statement would be to personally recruit, establish and develop a working unit committee of 8 members.

PERFORMANCE The thing to look for here is "What will be done?" "What action will be taken?" Performance oriented goals help in guiding what the person is doing. An example of a nonperformance goal would be to realize that proper planning is important. An example of a performance goal might be to personally prepare a written agenda in advance of every District Committee meeting.

INVOLVEMENT - This means to the extent that the person themselves is involved in the objective. What is the person themselves going to do about the problem? An example of a non-involving goal is to get more advancement in the unit. A goal that meets the criterion of involvement might be to personally, counsel with any Scout that has not advanced within the last 6 months.

REALISM - This means whether the goal is challenging yet attainable. This depends to a great degree on the particular circumstances of the individual. What is realistic for one person may be too easy or hard for another. Thus, examples of unrealistic goals might be on the one hand to recruit 1 more new Scout next year, or on the other to double the size of the troop. An example of realistic goals might be to recruit sufficient boys to see that each patrol has 8 members or to increase the size of the troop from 3 to 4 patrols.

OBSERVABLE - This has to do with whether other people can see the result whether it is obvious that the goal has been met or whether the goals are so subjective as to be unmeasurable. An example of an unobservable goal might be to get to know the Scouts in the troop better. An example of a corresponding observable goal might be to create a set of written notes on the strengths weaknesses, likes and dislikes of every Scout.

The use of these five criteria in evaluating one's personal growth goals as a Scout or Scouter should result in helping you to a greater understanding of where you are going. A simple additional check on whether these goals are useful and meaningful is to measure them against Kipling's poem:

*"I keep six honest serving me,
They taught me all I know,
Their names are What and Why and When and How and Where and Who."*

