

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

## SECTION IV DUTIES OF THE OPERATING COMMITTEES

### **PROGRAM DIVISION**

Activities  
Ceremonies  
Dance Team  
Brotherhood  
Ordeal  
Service  
Conservation/Community Service  
Drum Team  
Elangomat

### **ADMINISTRATIVE DIVISION**

Camping Promo/Unit Elections/Cub Scouts/ OA Reps  
Dining Hall  
Membership  
First Aid  
Ways and Means

### **FINANCE DIVISION**

Finance  
Commissary

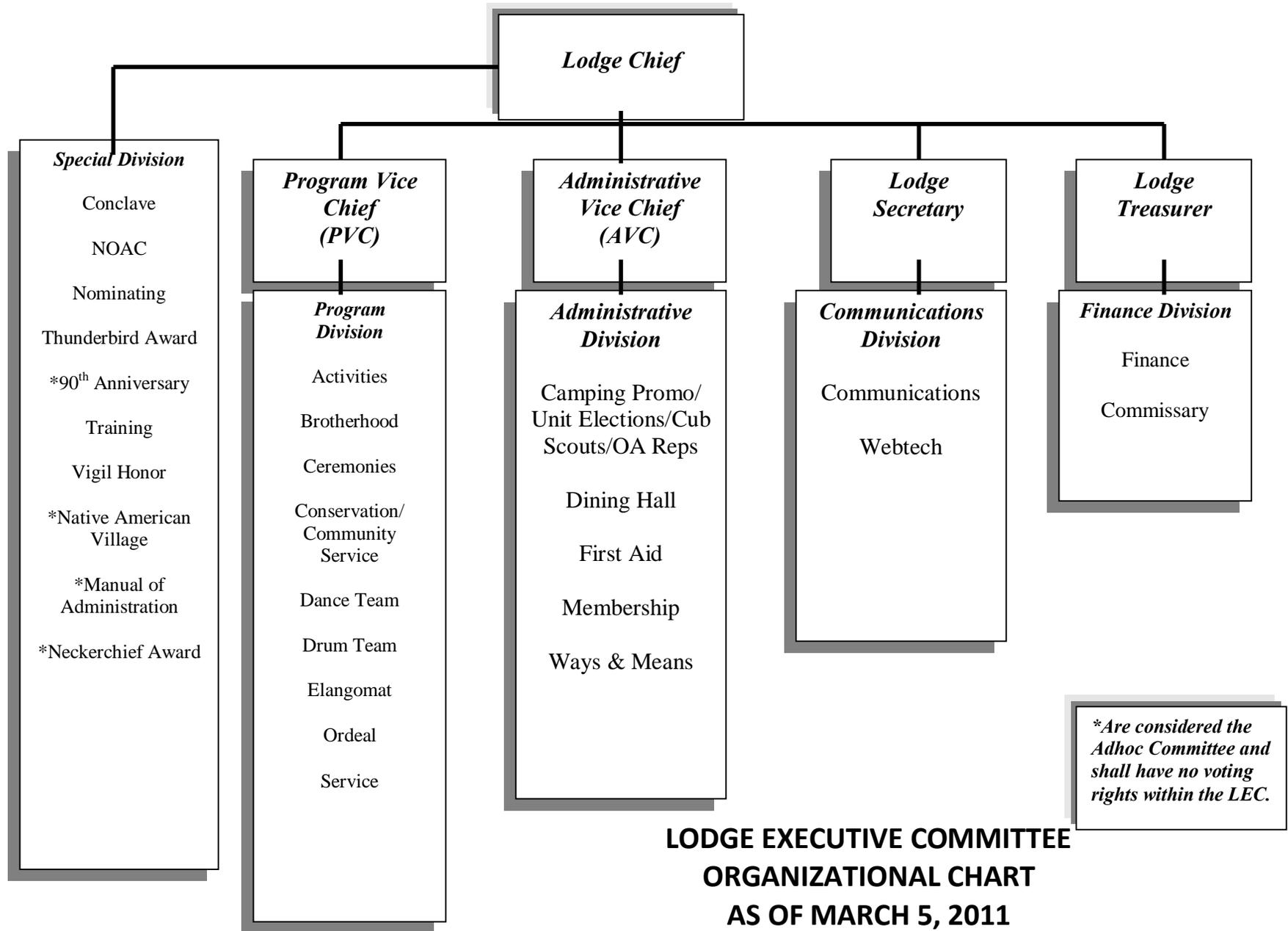
### **COMMUNICATION DIVISION**

Communications  
Web-Tech

*(Excerpt from 2007 Manual of Administration)*

The outlines provided herein are skeleton descriptions of the jobs that you have been selected to fill. Situations may arise that may make it necessary to add duties and switch others around. It remains mandatory, nevertheless, that the committee heads carry out the charges placed upon them. That each of you would do your best would assure Wagon Lodge #6 of forging ahead in the Arrow $\alpha$ s organization. If, at any time, you cannot be present at a Lodge, Executive Committee, or other meeting, it is your duty and responsibility to send a representative. Retiring Chairmen should work with incoming Chairmen in formulating budget requests and the goals of the Committee for the approaching year.





## PROGRAM DIVISION

### 1. ACTIVITIES COMMITTEE

1. Shall plan and carry out all plans for the annual banquet along with the Program Vice-Chief including:

- a. Locating a site for the Banquet and making necessary arrangements to reserve facilities for the day (gym, swimming pool, cafeteria, and auditorium, etc.)
- b. Recommending the Banquet fee to the Executive Committee.
- c. Planning a program of activities for the day, drawing on the resources of other committees as needed. The Banquet program should include not only athletics, but also, films, slide shows, exhibits, Scout skills, etc.
- d. Publicizing the banquet in the T-Bird Times, with information on events, times, place, cost, and a map showing location.
- e. Printing a schedule of the day's activities for distribution at registration.
- f. Arranging for a keynote banquet speaker or other entertainment.
- g. Planning ahead for any required physical arrangements (podium, microphone, slide/film projectors, extension cords, poster board, and markers for signs, etc.)
- h. Arranging for a priest or minister to deliver grace before the meal.
- i. Inspecting the facilities both before and after the banquet with a representative of the host organization, noting any damaged or defaced facility areas, so that our Brothers are not blamed for any pre-existing conditions. If our brothers have caused any damage, arrange with the host for repair. Determine if the host has any special requirements (i.e., tables or chairs stored or rearranged before we leave) and ensure that these jobs are accomplished. In short, be a good guest.
- j. Promptly, sending "thank you" notes to all non-members for any assistance you have been given, including a "thank you" to the host facility.

2. Shall be responsible for all non-service "program type" activities at Lodge Weekends including:

- a. Planning and carrying out late afternoon activities at service weekends and all-day activities at the August Fellowship Weekend. Activities may include: Athletic events, displays, exhibitions of Scoutcraft or Indian skills, swimming, the Wagon Olympics, hikes, etc.
- b. Planning and carrying activities and all snacks. Examples: Chess, Halloween party, OA Jeopardy.
- c. Publicizing the upcoming weekend activities in the *T-Bird Times*.
- d. Printing a weekend schedule for distribution at the registration table.
- e. Arranging for a Protestant minister and a Catholic priest to visit the weekend for services. Providing each with a map and directions, as well as clear instructions as to time. Ensuring that facilities are available for services. Seeing that the offering is turned over to the Finance Committee when appropriate.
- f. Arranging for all of the required facilities and personnel for the weekend activities: lifeguards (if the pool is open), slide/film projectors, extension cords, athletic equipment, etc.

3. Shall work with the Program Vice Chief to create a program of activities to increase lodge spirit and participation.
  - a. This program will be developed to coincide with the lodge's theme.
  - b. The program will be presented to the executive committee at the October weekend.
  - c. The program will include the planned activities for all events in the lodge with the understanding that the program is subject to change.
  - d. The purpose of presenting the program is not to gain approval of the executive committee, but to encourage interactivity of executive committee members and to encourage long range planning of the program.

## **2. CEREMONIES COMMITTEE**

1. The Chairman and Adviser (or Designee when the Chairman is participating) shall supervise all ceremonies.
2. Shall secure the necessary number of sashes for ceremonies from the Finance Committee.
3. Shall be responsible for the storage and maintenance of equipment. This includes: a. Receipt of additional and replacement outfits. b. Providing a written inventory to the AVC by the end of every lodge weekend.
4. The Committee shall construct its own outfits.
5. The Chairman and Adviser shall be responsible for all outfits. They shall make all outfits available for ceremonies (including summer camp tap-out) and must approve their removal from camp.
6. Ceremonial outfits may not be used for non-OA functions without approval of the executive committee.
7. Shall organize the following teams:
  - a. Pre-Ordeal
  - b. Ordeal
  - c. Brotherhood

*NOTE: Each is responsible for their respective ceremony. They should also prepare backup teams in the event of absenteeism. The Brotherhood Team is additionally responsible for tapping out Brotherhood candidates.*

8. The committee chairman is responsible for preparing and providing an efficient ceremonies team knowledgeable of their parts prior to each lodge ceremonial event.

9. The Chairman and Adviser shall coordinate their efforts with the Chairman and Adviser of the Vigil Committee to stage the Vigil Ceremony. This includes the calling out and tapping out portions. The Wagon Lodge #6 version of the calling out ceremony shall be used.

### **3. DANCE TEAM COMMITTEE**

1. Shall organize a dance team.
2. Shall conduct practice sessions.
3. Shall coordinate performances when requested.
4. Shall plan programs relating to Indian culture and Indian lore for the entire lodge.
5. Shall be responsible for making their regalia.
6. Shall deliver any and all honoraria received to the Lodge Treasurer for deposit.

### **4. BROTHERHOOD COMMITTEE**

1. Shall compile a list of eligible brothers from the Ordeal Subcommittee, along with pertinent information.
2. Shall coordinate sending all eligible brothers a letter, which will inform them of the requirements for Brotherhood membership with the membership committee.
3. Shall conduct a discussion session or other meeting Saturday with all candidates covering the following points:
  - a. The meaning of the Pre-Ordeal ceremony;
  - b. The different facets of the Ordeal Ceremony;
  - c. The nature of the obligation before and after the Brotherhood Ceremony.
4. Shall counsel each candidate individually in private on Saturday afternoon covering the following points:
  - a. The individual's past and his obligation to his unit.
  - b. The individual's future plans for his unit and the Lodge.
  - c. Answer questions
5. Teach the obligation and song of the Order to the Brotherhood Candidates.
6. Read the prepared letter.
7. After interviewing all candidates, the Chairman and Adviser shall meet and certify that each candidate has fulfilled the Brotherhood requirements.
8. Shall collect the sash fee and turn it over to the Finance Committee.

9. Presents the Candidates to the Lodge for the Tap-Out Ceremony. This shall be coordinated with the Ceremonials Committee.
10. Shall arrange with the Dining Hall Committee for seating at Saturday supper for all candidates.
11. Shall facilitate a short Brotherhood Hike for all candidates after dinner, which leads to the Brotherhood ceremony.
12. Shall implement experimental improvements as suggested by the National OA Committee or such other unofficial bodies to the extent that they do not conflict with National Order of the Arrow Policy.
13. Shall provide a list to the membership committee to ensure that all eligible Ordeal members' dues are paid for the current year.

## **5. ORDEAL COMMITTEE**

1. Works with the Communications Committee to insure that notices are sent out to all eligible candidates.
2. Shall be able to account for all Ordeal candidates from the time of registration, until Saturday night snack.
3. Shall register all candidates collect the Ordeal fee, which will later be turned over to the Finance Committee.
4. Shall use the current Ordeal program, including the latest edition of the Pre-Ordeal ceremony and the *Spirit of the Arrow* booklets.
5. Shall notify the Finance Committee of the number of candidates and arrange seating at Saturday supper. The Chairman shall also arrange for meal tickets for Saturday snack and Sunday breakfast.
6. Shall hold a meeting of the candidates and the Lodge Executive Committee. This meeting is to give an introduction into the Lodge and its activities.
7. Inform the new Ordeal members about the weekend's time schedule, including the Sunday business meeting.
8. Shall distribute the Ordeal packets at the Saturday Night Snack with the aid of the Membership, Finance, and Webtech Committee.

## **6. SERVICE COMMITTEE**

1. Shall work with the Properties and Maintenance Chairman of the Council Camping Committee, the Council Program Director, and the Camp Director to develop a list of camp work projects. Decides which projects get priority (use Camp Maintenance and Development Manual as a reference.)

2. Prepares material needed and makes sure that material is ordered and on-hand for the weekend.
3. Lists work projects in the *T-Bird Times*.
4. Assigns Ordeal candidates to suitable, *meaningful* tasks.
5. Assigns projects to other Brothers at Service weekends.
6. Makes sure that work projects are completed as planned.
7. Collects task cards, making sure that appropriate districts are listed for each person entered and turns them over to the membership Committee.
8. Sends a report of completed projects and service hours donated to the Lodge Chief.
9. Shall recruit a Maintenance Building Staff to do the following:
  - a. Issue, record, and collect tools
  - b. Help in assigning and coordinating projects
  - c. Record service projects as to status and hours.
10. Shall be responsible for camp closing after OA weekend as outlined in the *Camp Maintenance and Development manual*.

## **7. CONSERVATION/ COMMUNITY SERVICE COMMITTEE**

### **Conservation:**

1. Preserves the area of Camp Conestoga / Buck Run and any other natural properties of the Westmoreland Fayette Council, both ecologically and biologically.
2. Shall be the environmental voice of the Lodge.
3. Will take an official stand on all issues that may affect the botany and wildlife of the above- mentioned areas.
4. Plans, staffs, and runs the Lodge's annual Spring Nature Walk.

### **Community Service:**

1. Responsible for planning and executing all Community Service projects for the lodge.
2. Promotes the importance of Community Service to the lodge.
3. Suggests and presents possible Community Service projects to the Executive Committee.
4. When projects are approved, the committee shall inform all lodge members of the details of the project.

## **8. DRUM TEAM**

1. Shall organize a drum team.
2. Shall conduct practice sessions.
3. Shall coordinate performances when requested.
4. Shall plan programs relating to Indian culture and Indian lore for the entire lodge.
5. Shall be responsible for making their drumbeaters and obtaining any materials required.
6. Shall deliver any and all honoraria received to the Lodge Treasurer for deposit.

## **9. ELANGOMAT COMMITTEE**

*(Refer to Section VI of this Manual for the full Committee Description)*

## ADMINISTRATIVE DIVISION

### **10. CAMPING PROMO/ UNIT ELECTIONS/CUB SCOUTS/OA REPS**

1. Develop and update the Council Summer Camp slide show as needed.
2. Wagon Lodge #6 has historically maintained a slide show promoting Camp Conestoga and Buck Run. Four copies of this show (one for each district) should be maintained, The Chairman is responsible for controlling these sets so that they do not become misplaced and for updating them as required.
3. Visit each troop.
  - a. District Subcommittees: The Committee should appoint, in each district, a District Troop Relations subcommittee Chairman and Adviser who are responsible for visiting units and promoting camping in their district and running unit elections. They may wish to assemble teams to perform the visits.
  - b. The Troop Relations District Subcommittee will give (letters should be hand delivered) to all Scoutmasters by January 31. This could be done either at a District Round Table, Camporee, or other District or Council event.
  - c. Visit District Roundtable: Each District subcommittee Chairman and Adviser should visit their District Roundtable at least once during the year to meet scoutmasters and speak to them about summer camp and Troop Relations.
  - d. Assist the District Executive and/or District Chairman: Each District Subcommittee Chairman/Adviser team should contact the District Executive and District Chairman so that they are aware of this resource; the subcommittee can be especially helpful by showing the slide presentation to new troops who have never been to summer camp.
  - e. The District Troop Relations Chairman and Advisers shall serve as a liaison between the Lodge and their respective district.
4. ***“Where to Go Camping”*** booklet, a resource about trails and campgrounds in the area should be updated as necessary.
5. ***“Camping Cues”*** bulletin will appear in each issue of the ***T-Bird Times*** and copies may be provided to districts or to the Council for inclusion into their newsletter mailings. Topics might include winter camping hints, information on local trails, how to buy boots and/or other equipment, etc.

### **11. DINING HALL COMMITTEE:**

1. Responsible for washing all dishes and utensils used during the meals on lodge weekends.
2. Responsible for maintaining the Dining Hall and Dish room as outlined in the camp Maintenance and development manual.
3. Responsible for leading the lodge in a prayer before each meal.

4. Responsible for setting up and taking down the dining hall for each lodge weekend
5. Responsible for ensuring that seats are set-aside for brotherhood and ordeal candidates during Saturday dinner.

## **12. MEMBERSHIP COMMITTEE**

1. Collects and records information on the Wagon Membership Card and computer records, including:
  - a. Dues payments for the current year.
  - b. Ordeal, Brotherhood, and Vigil membership, along with appropriate information.
  - d. Personal information (address, unit, district, Social Security Number, Telephone number and E-Mail address.)
2. Provides access to records when needed including all membership information.

## **13. FIRST AID COMMITTEE**

1. Shall see that the Health Lodge is adequately staffed and supplied at all Lodge functions at camp.
2. Shall see that the Council maintains medical insurance on all Arrowmen at OA service activities.
3. Sees that the Health Lodge is properly maintained during all Lodge functions.
4. Keeps a log of all accidents that occur during each Lodge function, and sends a report to the Lodge Chief, Lodge Adviser, and the Council Office of all such incidents at the end of each lodge function.
5. Supervises all safety checks made during Lodge Service Weekends.
6. Takes an annual inventory of the Health Lodge during the August Weekend.
7. Gives a report at all Lodge business meetings of any type of accident that has occurred during that activity.
8. Turns in the First Aid Log to the Staff Adviser or to the Council Office at the end of all Lodge activities.

## **14. WAYS AND MEANS COMMITTEE**

1. Responsible for storage, care, and maintenance of all Lodge property excluding salable supplies and first aid supplies.
2. Assists the Administrative Vice Chief in making the Lodge inventory each August.

3. Submits, at each August weekend a list recommending the replacement or addition of general Lodge equipment to the Executive Committee. Additional lists may also be submitted at any Executive Committee meeting.

4. Responsible for the care and maintenance of the Arrow Ring and the Pre-Ordeal circle with the assistance of the ceremonies committee. This includes the following tasks:

- a. Landscaping (grass mowed, leaves raked, trimming and planting trees)
- b. Preparing arrangements for ceremonies (fires built, torches placed on path and light, etc.)
- c. Collecting the password at all meetings
- d. Cleaning up the circle after meetings.

5. Works with the Properties and Maintenance Chairman to determine improvement projects for lodge property and carrying out the improvements.

6. Responsible for the maintenance of the OA building, including cleaning up and winterizing.

## FINANCE DIVISION

### **15. FINANCE COMMITTEE**

1. Annually assists the Treasurer in preparing the Lodge Budget.
2. Issues regular financial reports.
3. Handles the sales of supplies and registration at Lodge meetings.
4. Coordinates and carries out the purchase and sale of Lodge paraphernalia (flaps, mugs, neckerchiefs, Chenilleø, shirts, hats, and any other items that are sold at Lodge events.) Researches and obtains quotes from different manufacturers and suppliers to obtain the best quality merchandise at the best price.
5. Gives attendance reports at Lodge Business meetings and sends copies of these reports to those specified on the report form.
6. When necessary, promotes fund-raising activities.
7. Shall conduct member registration at all meetings.
8. Works with the Lodge Treasurer in developing a sound investment plan for surplus cash balances. *Definition of investment plan:* The Treasurer and Finance Committee shall plan spending of funds by allocating them to committees where the extra money will help to promote the general lodge growth.
9. Supervises the sale of Lodge supplies at the Council Service Center. This includes restocking shelves and communicating with the Trading Post Manager.

### **16. COMMISARY COMMITTEE**

1. Shall handle food preparation at all Lodge events, except the annual Fellowship Banquet.
2. Shall handle food purchasing, ordering, and transportation to camp of all necessary items.
3. Shall be responsible for the entire kitchen area clean up as outlined in the Camp Maintenance and Development Manual.

## COMMUNICATION DIVISION

### 17. COMMUNICATION COMMITTEE

1. Shall be supervised by the Lodge Secretary and Administration Vice Chief.
2. Publishes the *T-Bird Times* at least five times per year (**September, January, March, May, and July**). Each issue of the *T-Bird Times* will be mailed to Lodge members by the fifteenth of the month in which is due to be published.
3. When necessary, publishes Lodge news bulletins covering a single Lodge event or development, this includes special notices to be sent out by the officers of the Executive Board. (i.e., Secretary's notification of votes to be held.)
4. When necessary, revises and publishes the **Wagion Lodge #6 Handbook**.
5. Develops and implements editorial policy for the *T-Bird Times*. The Executive Committee must approve all policy changes prior to implementation.
6. Appoints a Lodge Photographer who will work with the Lodge Secretary in compiling the Lodge scrapbook.
7. Secures mailing labels and mailing lists for necessary publication from the Membership Committee.
  - a. Ordeal Mailings: Receives a list of all eligible Ordeal candidates from the Membership Committee and mails candidates a letter inviting them to take their Ordeal (see letter WL3).
  - b. Sends letter WL8 to all members who are eligible to seal their membership in the Brotherhood. (This list is maintained and provided by the Membership Committee.)
  - c. Receives from the Ordeal Committee at each Lodge Weekend the full set of letters to be mailed out to new Ordeal members pre-addressed and signed by the Elangomats.
  - d. Sends out membership retention letters to the list of brothers provided by the Membership Committee.
  - e. Handle mailings to Cubmasters regarding the annual Spring Nature Walk.
8. Develops a staff to aid in the production of the *T-Bird Times*.

### 18. WEBTECH

1. Develops new ways to effectively communicate relevant lodge news and information to its members. This may include website, email or other technologies.
2. The committee will promote the Order of the Arrow, Wagion Lodge 6 and Council by giving accessible information to members and non-members.

3. The committee will maintain and organize electronic property with the lodge.
  - a. The committee will research new technologies to augment the lodge's technological capabilities
4. The Chairman shall offer to serve on council website.
5. The committee will maintain and update the lodge website and any other technology media.