

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

SECTION II
DUTIES OF THE LODGE OFFICERS
AND ADVISERS

“The Key Five”

Lodge Chief

Program Vice Chief (PVC)

Administrative Vice Chief (AVC)

Secretary

Treasurer

Summer Camp Chief

Immediate Past Lodge Chief

Lodge Adviser

Lodge Staff Adviser

Lodge Executive Committee (LEC)

Lodge Administrative Committee (LAC)

“The Key Five”

Lodge Chief (Netami Sakima): The Lodge Chief is the top leader of the lodge. He acts as the chairman of the Lodge Executive Committee (LEC), appointing its committee chairmen (with the consultation of his advisers) and assisting in the selection of their respective advisers. He supervises the work of all other officers and of the committees. The Lodge Chief may serve as a youth member of the Council Camping Committee, acting as a liaison between the committee and the lodge membership. He may also serve as a youth member of the Council Executive Board, if approved.

Program Vice Chief (PVC) (Nischeneyit Sakima): The Program Vice Chief (PVC) directly oversees the program division and works in conjunction with its chairmen in forming budgetary requests. He (if elected) also succeeds the Lodge Chief in the event that he is unable to complete his term of office.

Administrative Vice-Chief (AVC) (Nechit Sakima): The Administrative Vice Chief (AVC) directly oversees the administrative division and works with its chairmen in forming budgetary requests. He also acts as the lodge parliamentarian and is in charge of taking an annual inventory of all lodge property and assets.

Lodge Secretary (Netami Lekhiket): The Lodge Secretary is in charge of recording minutes at all lodge meetings and issuing dues cards to all active lodge members. He also acts as the lodge historian by compiling a comprehensive history and report of all lodge events for the year.

Lodge Treasurer (Netami Mawachpo): The Lodge Treasurer oversees the creation/revision of a yearly lodge budget (with the guidance of his advisers) and deposits the funds at the Council Service Center. He accepts vouchers and arranges for the payment of bills through the Council Service Center. He also maintains an adequate financial record for the year.

NOTE: If an officer is unable to execute the responsibilities of his office, the Lodge Chief will designate a replacement with the approval of the Lodge Adviser and the Scout Executive, or his designee. The Program Vice Chief shall succeed the Chief if he is unable to serve. Only elected officers will be able to succeed the Lodge Chief. Appointed officers will not be allowed to succeed as Lodge Chief.

The order of succession of the lodge officers will be as follows: Lodge Chief, followed by elected Program Vice Chief (PVC), followed by elected Administrative Vice Chief (AVC), followed by elected Lodge Secretary, followed by elected Lodge Treasurer.

A. Lodge Chief

- a. Oversees and coordinates the Special Division.
- b. Responsible for the adherence of the lodge to the policies and procedures of the Order of the Arrow, as set forth by the National Order of the Arrow committee.
- c. Sets agendas and presides over all Lodge Executive Committee and lodge business meetings.
- d. Provides training and advice to all lodge officers and committee chairmen
- e. With the aid of his advisers, appoints all committee chairmen (the Lodge Chief has the authority to remove any committee chairman or officer and appoint a successor with the concurrence of his advisers. The Lodge Chief also may recommend to the Lodge Adviser the removal of other advisers.)
- f. Responsible for overseeing that each committee is properly functioning through the use of his officers. He should make every effort to channel his authority through the appropriate chairmen. (If a chairman in any division does not fulfill his duties, the officer in charge of that committee's division may temporarily take charge of that respective committee until a new chairman has been installed.)
- g. Oversees the performance of all lodge officers, delegating his authority through them, ideally providing them with maximum latitude in dealing directly with the committee chairmen and their respective divisions.
- h. Selects a theme for the lodge year, and oversees its implementation in all possible aspects of the year.
- i. Undertakes and oversees lodge service and special lodge projects, with the aid of his advisers.
- j. The Lodge Chief may, in consultation with his advisers, create ad-hoc committees as may be required from time to time.
- k. Represents the lodge at all Section Council of Chiefs meetings, Council Executive Board meetings (if serving on the Council Executive Board), and Council Camping Committee (if serving on the Council Camping Committee) meetings.
- l. Works with his division in formulating budgetary requests.
- m. Responsible for overseeing the maintenance of the *Manual of Administration* and proposing amendments to the lodge rules.
- n. Additional duties as outlined in the latest edition of the *Order of the Arrow Handbook*.

B. Program Vice Chief (PVC)

- a. Oversees and coordinates the Program Division.
- b. Shall work with his chairmen to develop program for service weekends and events.
- c. Responsible for overseeing that each committee in his division is properly functioning. (He should make every effort to channel his authority through his appropriate chairmen when possible.)
- d. Shall work directly with his division to plan and execute the Annual Lodge Fellowship Banquet.
- e. Secures a banquet site for the following year, attempting to keep in the tradition of alternating counties.

- f. Works with his division in formulating budgetary requests.
- g. Succeeds the Lodge Chief in the event that he is prevented from serving or if the Lodge Chief resigns, provided he was elected to his office. (If he was not then the next elected officer will assume the position.)

C. Administrative Vice Chief (AVC)

- a. Acts as the parliamentarian for the lodge.
- b. Oversees and coordinates the Administrative Division.
- c. Shall work with his chairmen to develop program for service weekends and events.
- d. Responsible for overseeing that each committee in his division is properly functioning. (He should make every effort to channel his authority through his appropriate chairmen when possible.)
- e. Oversees that an inventory of all lodge materials and assets is completed and submitted to the Lodge Key 3 and Council Service Center by the end of each lodge year.
- f. Works with his division in formulating budgetary requests.
- g. Handles the administration and use of the OA Training Center.
- h. Responsible for overseeing that the proper care and cleaning is being executed for all buildings in camp.
- i. Maintains the Manual of Administration with the assistance of the Lodge Chief.

D. Lodge Secretary

- a. Acts as a Public Relations Officer for the lodge, handling correspondence with other groups/associations and with other lodges (Ex. Writing letters)
- b. Oversees and coordinates the Communications Division.
- c. Shall work with his chairmen to develop program for service weekends and events.
- d. Responsible for overseeing that each committee in his division is properly functioning. (He should make every effort to channel his authority through his appropriate chairmen when possible.)
- e. Records the minutes of all lodge executive committee and lodge business meetings. These minutes shall be submitted to the Council Service Center archive of minutes and Order of the Arrow publications.
- f. Works with his division in formulating budgetary requests.
- g. Compiles a year-end lodge history and report. Submits this report for review to the Lodge Key 3 and then submits the reviewed version to the Council Service Center.
- h. Handles reminders of meeting times, places, and the topics to be discussed at lodge executive committee and lodge business meetings.

E. Lodge Treasurer

- a. Oversees and coordinates the Financial Division.
- b. Shall work with his chairmen to develop program for service weekends and events.

- c. Responsible for overseeing that each committee in his division is properly functioning. (He should make every effort to channel his authority through his appropriate chairmen when possible.)
- d. Develops an annual lodge budget, with the aid of his advisers to be passed at the first lodge executive committee meeting of each new lodge year.
- e. Works with his division in formulating budgetary requests.
- f. Maintains accurate financial records for the lodge and reports them at least quarterly to the LEC.
- g. Acts as a purchasing agent for all lodge supplies, with the exception of commissary items.
- h. Arranges for the transfer of assets, as necessary.
- i. Collects and records all receipts and request for payment vouchers. He will also turn a copy of all records over to the Lodge Staff Adviser and the Council Service Center.
- j. Oversees the counting and recording of money at all lodge events. He will also ensure that all money is placed in proper accounts and is adequately logged for reference.
- k. Works with the Lodge Staff Adviser in preparing change requests and petty cash for lodge events. He also assists in its collecting and recording at and following lodge events.

F. Summer Camp Chief

- a. Is appointed by the Lodge Chief only when the Lodge Chief is not a member of the summer camp staff. The Summer Camp Chief coordinates all Order of the Arrow events during summer camp, with the consultation of the Lodge Chief.
- b. Shall hold a meeting, if necessary, with representatives of each troop staying in camp during each week to review the procedures for the Ordeal Calling Out Ceremony.
- c. Selects and trains the “calling out ceremony team”.
- d. Shall hold a meeting following the Ordeal Calling Out Ceremony to greet the new candidates and record their names, addresses and other necessary information. He shall safeguard this information and then turn it over to the proper committee(s) for future mailings and recording.
- e. Shall coordinate the Wagion Award presentation at summer camp to qualified units. (The Wagion Award shall be given to those units who support the goals and vision of the Order of the Arrow by encouraging Scouts and Scouters to be a part of long-term camping experience).

G. Immediate Past Lodge Chief

- a. Volunteers his service to the new or incumbent Lodge Chief and Lodge Adviser to chair the Training Committee, if age restrictions permit. If he is over the age of 21, he may serve on the Training Committee.
- b. Serves as the Lodge Chief’s “troubleshooter.”
- c. Other duties as assigned by the Lodge Chief.

H. Lodge Adviser

- a. Is annually appointed by the Scout Executive, (not serving longer than a three-year term).
- b. Appoints all advisers (with the exception of the Lodge Staff Adviser), in consultation with the Lodge Chief and the approval of Scout Executive, or his designee.
- c. Understands the current policies and principles of the Order of the Arrow and ensures that they are being followed.
- d. Aids the Lodge Chief in planning all meetings and agendas.
- e. Provides all lodge officers and chairmen with adequate and effective adult assistance.
- f. Serves as a member of the Adult Nominating Committee.
- g. Additional duties as outlined in the latest edition of the *Order of the Arrow Handbook*.

I. Lodge Staff Adviser

- a. Represents the council at all lodge functions.
- b. Provides a channel between the lodge and the Scout Executive, council and its professional staff.
- c. Works with the Lodge Treasurer in overseeing change and petty cash assignments and recording at and after lodge events.
- d. Oversees the transfers of assets and requests for payments.
- e. Additional duties as outlined in the latest edition of the *Order of the Arrow Handbook*.

J. Lodge Executive Committee (LEC)

- a. The Lodge Executive Committee (LEC) shall consist of the five lodge officers, the Immediate Past Lodge Chief, all standing and special committee chairmen and their respective advisers, the Lodge Adviser, the Lodge Staff Adviser, and the Scout Executive, or his designee. Only active, youth members retain voting rights. Each committee, officer, and the immediate past lodge chief will receive one vote. The LEC does, however, recognize proxy committee chairmen provided that proper notification is given to one of the five lodge officers prior to a meeting.
- b. They shall retain the right to suspend the rules and policies of Wagon Lodge 6 to handle emergency or compelling situations in order to ensure the affairs of Wagon are handled in a sound and fiscally responsible way.

K. Lodge Administrative Committee (LAC)

- a. The Lodge Administrative Committee (LAC) shall be comprised of all lodge officers and their respective advisers
- b. They shall act as an advisory group to aid the Lodge Chief in making decisions, including those that are necessary, in extenuating and emergency situations.

- c. In the event that there is no one eligible to succeed the Lodge Chief, will coordinate with the Nominating Committee Chairman in holding an emergency election.
- d. In the event that the LEC is unable to do so, they shall retain the right to suspend the rules and policies of Wagion Lodge 6 to handle emergency or compelling situations in order to ensure the affairs of Wagion are handled in a sound and fiscally responsible way.