

SECTION III
DUTIES OF THE OPERATING COMMITTEES

PROGRAM DIVISION

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ADMINISTRATIVE DIVISION

Unit Elections/OA Reps
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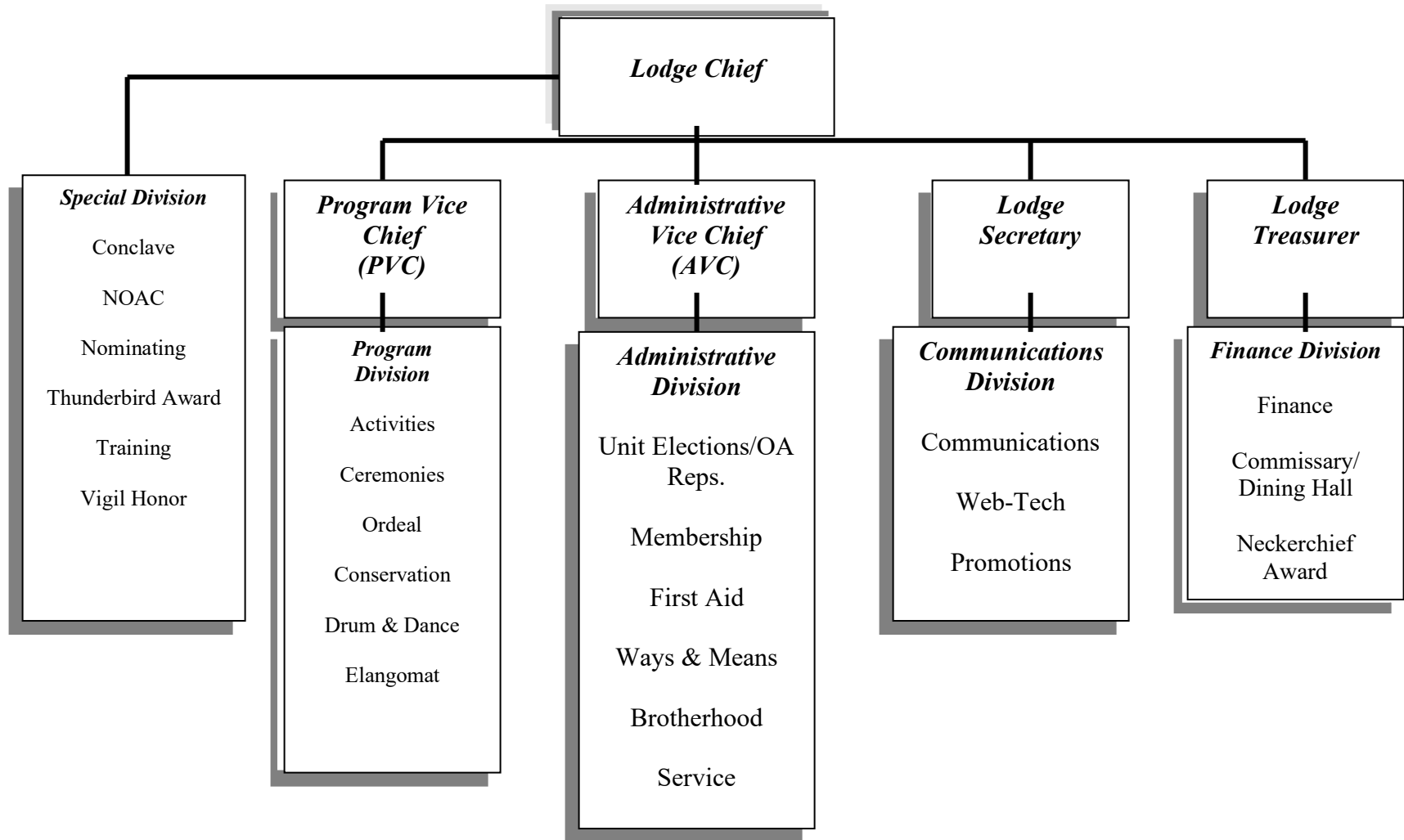
Communications
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FINANCE DIVISION

Finance
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The following section is a skeletal outline, approved by the Lodge Executive Committee (LEC), as to how the committees in the Program, Administrative, Communications, and Financial Divisions are to be run.

This section should be used primarily as a resource and in conjunction with Sections II, IV, and V.



**LODGE EXECUTIVE COMMITTEE (LEC)
ORGANIZATIONAL CHART
AS OF JANUARY 12, 2013**

PROGRAM DIVISION

1. ACTIVITIES COMMITTEE

1. Shall plan and execute all plans pertaining to the Annual Lodge Fellowship Banquet in correspondence with the PVC. This includes the drafting and publishing of the schedule of events and other necessary documents and forms pertaining to the event.
2. Shall be responsible for all non-service “program type” activities at lodge weekends. This includes the drafting and publishing of the schedule of events and other necessary documents and forms pertaining to the event. Oversees the purchasing and/or transfer of assets needed to operate all activities at the weekends.
3. Works to promote fellowship within the lodge and Order, through appropriate means.

2. CEREMONIES COMMITTEE

1. Selects, trains, and advises ceremonial teams for each of the following (the same ceremonial team may, but is not required to, handle multiple ceremonies):
 - a. Pre-Ordeal
 - b. Ordeal
 - c. Brotherhood
2. Ensures that all ceremonial team members memorizes and actively follows each respective script, as issued by the national Order of the Arrow committee.
3. Constructs, maintains, and stores its own regalia.
4. Coordinates with the Summer Camp Chief and/or Lodge Chief in preparing an Ordeal calling out ceremony.
5. Coordinates with the Vigil Honor Committee to stage the Vigil Honor Ceremony (the Wagon Lodge 6 version of the calling out ceremony will be used).

3. ORDEAL COMMITTEE

1. Coordinates with the Summer Camp Chief and/or Lodge Chief in hosting an informational meeting for all Ordeal candidates following their Ordeal Calling Out ceremony. Assists in the collection of their contact information.
2. Mails invitations to all Ordeal candidates upon their Ordeal Calling Out Ceremony. The invitations must include the time and place where they are to appear for their Ordeal, the cost of their Ordeal, any items they are required to bring to their Ordeal, and any other necessary items.
3. Shall register and collect fees for all Ordeal candidates at their Ordeal.
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 submit a transfer of assets for all Ordeal sashes needed at each weekend. Oversees the transport of and distribution of them to and at the Ordeal ceremony.
6. Coordinates with the LAC and LEC in hosting an “Ordeal Jumpstart” or informational meeting outlining an introduction of lodge systems and affairs.
7. Creates and distributes the Ordeal packets with the aid of the Membership, Finance, and Web Tech Committees.

4. CONSERVATION COMMITTEE

1. Shall be the environmental voice of the lodge.
2. Preserves Camp Conestoga/Buck Run and any other natural properties of the Westmoreland-Fayette Council, both ecologically and biologically.
3. Plans, staffs, and executes the lodge’s Spring Nature Walk (for Cub Scouts).
4. Oversees the planning and execution of all lodge-oriented community service projects.

5. DRUM & DANCE

1. Shall select, train, and advise a drum and dance team, conducting practice sessions as necessary.
2. Constructs, maintains, and stores its own regalia.
3. Shall schedule and coordinate performances, in correspondence with the Lodge Chief and lodge adviser.
4. Oversees the planning and execution of Native American/Indian lore programs for the lodge.
5. Shall deliver any and all honoraria that is received to the Lodge Treasurer for deposit.
6. Coordinates with the Summer Camp Chief (or Lodge Chief) in preparing an Ordeal Calling Out Ceremony.

6. ELANGOMAT COMMITTEE

1. Selects, trains, and advises Elangomats, assigning them to lead clans, as necessary.
2. Ensures that all Elangomats are effectively serving as a “Guide and Friend” to all Ordeals.
3. Oversees the execution of all Ordeals conducted by the lodge, following the procedures outlined in the most updated version of the *Guide for Inductions* and as set forth by the national Order of the Arrow committee.

ADMINISTRATIVE DIVISION

7. UNIT ELECTIONS/OA REPS

*Please Note: The responsibilities of the committee as a whole are outlined as “overseeing” the execution of necessary tasks. When possible, the committee should work primarily through the capable leadership of district sub-committee chairmen. If a sub-committee chairman is no longer able to serve, the committee must take over the responsibility of executing that division’s responsibilities until the Lodge Chief appoints a new sub-committee chairman with the input of the Unit Elections/OA Representatives Committee.

1. Annually revises the lodge procedure for conducting unit elections, if necessary, and in accordance with all national Order of the Arrow publications and procedures.
 - a. Reviews this procedure with the Lodge Chief, Lodge Adviser, Lodge Staff Adviser, and Scout Executive or his designee.
 - b. Publicizes this procedure through necessary means to the lodge, which may include, but is not limited to publishing on the lodge website, publishing in the T-Bird Times, and announcing at lodge events, etc.
 - c. Submits this procedure (or the current procedure) to the council and districts for placement in the re-chartering packets for units for the following year.
 - d. Offers to assist the council and districts in assembling the re-chartering packets.

2. Maintains and distributes all necessary forms and references for conducting unit elections.
 - a. If necessary, revises and updates the lodge’s youth and adult nomination forms, in correspondence with those persons listed in responsibility 1a.
 - b. Keeps a necessary amount of copies of each publication on hand and on file at the Council Service Center.

3. Promotes and hosts at least one annual training in conducting unit elections, according to current national membership and induction requirements and procedures, as outlined in the *Guide for Inductions*, *Guide for Officers and Advisers*, and any and all other national Order of the Arrow publications.
 - a. Uses the current lodge procedure as outlined in part one.
 - b. Distributes all necessary forms and references for conducting unit elections
 - c. Takes a roll call of those currently trained to conduct unit elections, and maintains an active list of their contact information for at least one full lodge year.

4. Works with each district sub-committee chairman, appointed by the Lodge Chief, in overseeing the completion of a unit election for every requesting unit NO LATER THAN May 1st of the current lodge year.
 - a. Oversees the contacting of each unit in the council by writing, and other necessary means, which may include, but are not limited to formal letters, phone calls, e-mails, visitations, etc.
 - b. Ensures that the current procedure for conducting unit elections is being followed.

- c. Does not permit a unit election to be held after May 1st (including summer camp), except in extenuating circumstances.
5. Receives all youth and adult nomination forms and makes a copy of each one, keeping one copy on hand and another on file at the Council Service Center.
 - a. If there are any discrepancies, inaccurate completion, or missing information with the nomination forms, oversees the contacting of corresponding units in fulfilling the proper completion of each nomination form.
 - b. Takes full responsibility in safeguarding the information and respective contact information of those listed on the nomination forms.
 - c. Assists the Lodge Chief, Lodge Adviser, Lodge Staff Adviser, and Scout Executive, or his designee, in assembling an adult nomination committee that will review all adult nomination forms.
 - d. Compiles a list of all eligible Ordeal candidates to be called out at summer camp, sorted by the week their troop is scheduled to attend summer camp. Makes at least three copies of this list, maintaining one on record, keeping one on file at the Council Service Center, and distributing one to the Summer Camp Chief/Lodge Chief. May also make more copies, upon request, for the Lodge Chief, Lodge Adviser, and Scout Executive or his designee). The Summer Camp Chief must receive this list NO LATER THAN Sunday of the first week of summer camp. All parties with this list must take full responsibility in protecting the sanctity and security of those listed on the list and their respective contact information. This information must be safeguarded and not shared with others. If troops are not planning on attending summer camp at Camp Conestoga, oversees the contacting of given units asking if the unit requests a written letter from the Lodge Chief approving them to be called out at a different summer camp, if that summer camp's policy permits. If they do, oversees the contacting of the Lodge Chief requesting a written letter NO LATER THAN June 1st.
6. Maintains active communication with all Order of the Arrow Troop/Team Representatives in the council through appropriate means.
 - a. Maintains a list of all Order of the Arrow Representatives in the council with their respective contact information. Maintains one on record and another on file at the Council Service Center.
 - b. Hosts meetings, as necessary to discuss and inform the Order of the Arrow Representatives on current and relative topics.
 - c. Distributes all necessary materials and publications to the Order of the Arrow Representatives and their respective advisers.
 - d. Corresponds with the Lodge Chief in gathering updated and necessary information to share with the Order of the Arrow Representatives.
7. Oversees and maintains records for the requirements set forth by the Order of the Arrow Unit of Excellence Award.
 - a. Follows all procedures outlined by the award.
 - b. Corresponds with the Lodge Chief in presenting and bestowing the award as follows:
 - i. OA Unit of Excellence (National: Troop flag ribbon, per annum; Local: Lodge and council recognition)

- ii. OA Scoutmaster of Excellence (National: Certificate; Local: Lodge and council recognition)
- iii. OA Troop/Team Representative of Excellence (National: Gold-bordered Troop/Team Representative patch; Local: Lodge recognition)
- iv. OA Troop/Team Representative Adviser of Excellence (National: Gold-bordered)
- v. Troop/Team Representative Adviser patch; Local: Lodge recognition)

8. MEMBERSHIP COMMITTEE

1. Collects and records all membership information for each lodge member, including the following:
 - a. Dues payments for the current lodge year
 - b. Ordeal, Brotherhood, and Vigil Honor membership
 - c. Contact information
2. Provides access to records, when needed.
3. Ensures that all personal information collected is safeguarded.

9. FIRST AID COMMITTEE

1. Ensures that the Health Lodge is adequately staffed and supplied at all lodge functions at camp.
2. Selects, trains, and advises members of the committee to serve as “health officers” for all lodge functions.
3. Ensures that medical insurance is current and covers all lodge members at all lodge functions.
4. Completes and records all accident reports at all lodge functions, submitting these to the Council Service Center and Scout Executive.
5. Completes and submits the First Aid Log to the Council Service Center and Scout Executive.
6. Supervises all “safety checks” made during all lodge functions.

10. WAYS AND MEANS COMMITTEE

1. Assists the Administrative Vice Chief (AVC) in compiling the annual lodge inventory, recording all materials and assets possessed by the lodge.
2. Responsible for the preparation and maintenance of the Order of the Arrow (OA) and Pre-Ordeal circles. This may include, but is not limited to the following:
 - a. Landscaping
 - b. Firebuilding
 - c. Serving as the “gatekeeper” at ceremonies
 - d. Cleaning up after the completion of ceremonies

11. BROTHERHOOD COMMITTEE

1. Shall maintain a list of all eligible Brotherhood members, in correspondence with the membership committee.
2. Drafts and distributes letters to all eligible Brotherhood members, informing them of their eligibility, and the requirements needed to become a Brotherhood member of the lodge.
3. Shall conduct a session prior to the Brotherhood Ceremony discussing and reflecting upon the meaning of the Pre-Ordeal ceremony, facets of the Ordeal Ceremony, and the nature of the obligation of the Order of the Arrow before and after the Brotherhood Ceremony.
4. Interviews each eligible candidates, using the most updated version of the Brotherhood Questionnaire, approving the readiness and willingness to become a Brotherhood member of the lodge.
5. Instructs all eligible candidates to complete a letter outlining what the Order of the Arrow (OA) obligation means to them, how they have been fulfilling the obligation in their home unit (if/applicable) and daily life, how the traditions of the Order of the Arrow has influenced their daily services, and their specific plans for rendering service to the lodge in the fulfillment of the new pledge of service in which they are about to undertake.
6. Collects all sash fees and submits all funds collected to the Lodge Treasurer and Lodge Staff Adviser for deposit and recording.
7. Provides a list of all new Brotherhood members to the Membership Committee for recording.

12. SERVICE COMMITTEE

1. Coordinates with the council camping and properties committees and Scout Executive to develop all maintenance and service projects for the lodge. Drafts a list of these projects and publishes it in the T-Bird Times. Oversees the assignment of suitable projects (in order of priority) to all lodge members and Ordeal candidates.
2. Submits a report of all maintenance and service projects completed and the number of service hours completed to the Council Service Center and Scout Executive.
3. Shall be responsible for the service and maintenance of camp at lodge weekend (including the closing of camp after the completion of weekends), in reference to the *Camp Maintenance and Development Manual*.

COMMUNICATIONS DIVISION

13. COMMUNICATIONS COMMITTEE

1. 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 all active lodge members at least two weeks prior to the next upcoming full lodge event.
2. When necessary, publishes lodge news bulletins and special lodge notices.
3. Assists the Lodge Secretary in compiling the annual lodge history, and may appoint a lodge photographer to aid in this process.
4. Secures mailing labels and mailing lists from the Membership Committee for all publications that are mailed.
5. Coordinates and assists with all mailings conducted by the lodge.
6. Develops a staff to aid in the production of the T-Bird Times.

14. WEB-TECH

1. Develops new ways to effectively communicate relevant lodge news and information to its member, researching new technologies to augment the lodge's technological capabilities
2. Works to promote the Order of the Arrow, Wagon Lodge 6, and Westmoreland-Fayette Council by distributing relevant and accessible information to lodge members.
3. The committee will maintain and organize all electronic property of the lodge.
4. The committee will maintain and update the lodge website and any other technology media and will offer to assist in the maintenance and updating of the council website.

15. PROMOTIONS

1. Develop and utilize innovative and effective methods to promote all necessary aspects which may include, but should not be limited to:
 - a. Lodge
 - i. Events (lodge weekends, Fellowship Banquet, Spring Nature Walk, etc.)
 - ii. Taking your Brotherhood/sealing your membership in the lodge
 - iii. Completing a unit election
 - iv. Joining a committee
 - v. Getting involved
 - vi. Paying your dues
 - vii. Becoming a member of the lodge
 - b. Section
 - i. Attending the Section Conclave
 - ii. When the service lodge; participating on staff
 - c. Region
 - i. Attending NLS/NLATS

- ii. Order of the Arrow
 - iii. Attending national events (NOAC, Project 2013, Summit Corps, Indian Summer, etc.)
 - iv. Participating in OA High Adventure Treks
 - v. OA concepts and traditions
 - d. Council/local Scouting program
 - i. Attending summer camp/camping
 - ii. Getting involved
 - iii. Joining Scouting
 - iv. Council/local Scouting events/programs
 - v. Friends of Scouting (FOS) campaign
- 2. Uses necessary technology to create promotional material for the previously listed groups.
 - a. Shares and exports promotional materials
 - b. Make its promotional materials accessible for all necessary individuals, while safeguarding the values and prestigious concepts of the Order of the Arrow.
- 3. Develops a camping promotion presentation for all units, packs and crews in the council, revising and updating it as necessary.
- 4. Annually contacts ALL council units, packs, and crews in writing AND through other appropriate means.
 - a. Asks to visit all units/packs/crews to do camping promotional presentations.
- 5. Upkeeps/revises/updates the lodge's "Where to Go Camping" book.
 - a. The "Where to Go Camping" book should include a detailed list outlining optimal locations to go camping in the area, and may include necessary items such as photos, descriptions, pricing (if applicable), site requirements and restrictions, etc.
 - b. The "Where to Go Camping" book should be equally suited to be used by packs, troops, and crews, and may include different sections, each specifically intended for a different group or type of camping
 - c. Publishes it AT LEAST annually and promotes and distributes it as necessary; this may include, but should not be limited to:
 - i. Printing hard copies and distributing them to units, packs, and crews in the council, and having extra copies at the Council Service Center (keeping at least one copy on hand and one on file at the Council Service Center at all times)
 - ii. Publishing it on the lodge's website and linking it to the council's website
- 6. Works to include Cub Scouts in lodge activities, with the approval of the Lodge Chief and the Scout Executive or his designee, overseeing the contacting/inviting, planning, scheduling, and running of these activities.

FINANCE DIVISION

16. FINANCE COMMITTEE

1. Assists the Lodge Treasurer in registering all members at lodge events and collecting the appropriate registration fees.
2. Coordinates and executes the purchasing and sale of lodge paraphernalia. Researches and obtains quotes from alternate manufacturers and suppliers to obtain the best quality merchandise at the best price.
3. Coordinates the sales of lodge merchandise at the Council Service Center.
4. Assists the Lodge Treasurer in developing a sound investment plan for all lodge fiscal assets, including its distribution and annual budgeting.

17. COMMISSARY/DINING HALL COMMITTEE

Commissary:

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

Dining Hall:

1. Responsible for washing/sanitizing 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.

18. NECKERCHIEF AWARD COMMITTEE

1. Shall set the criteria for the lodge's neckerchief award program.
2. Shall keep record for each active lodge member participating in the program.
3. Shall promote and inform all lodge members of all aspects concerning the program.
4. Oversees the selling and providing of awards to all active lodge members who qualify for them.