SECTION III
DUTIES OF THE STANDING OPERATING COMMITTEES

PROGRAM DIVISION
Activities
American Indian Activities
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Cub Scout Relations
Brotherhood

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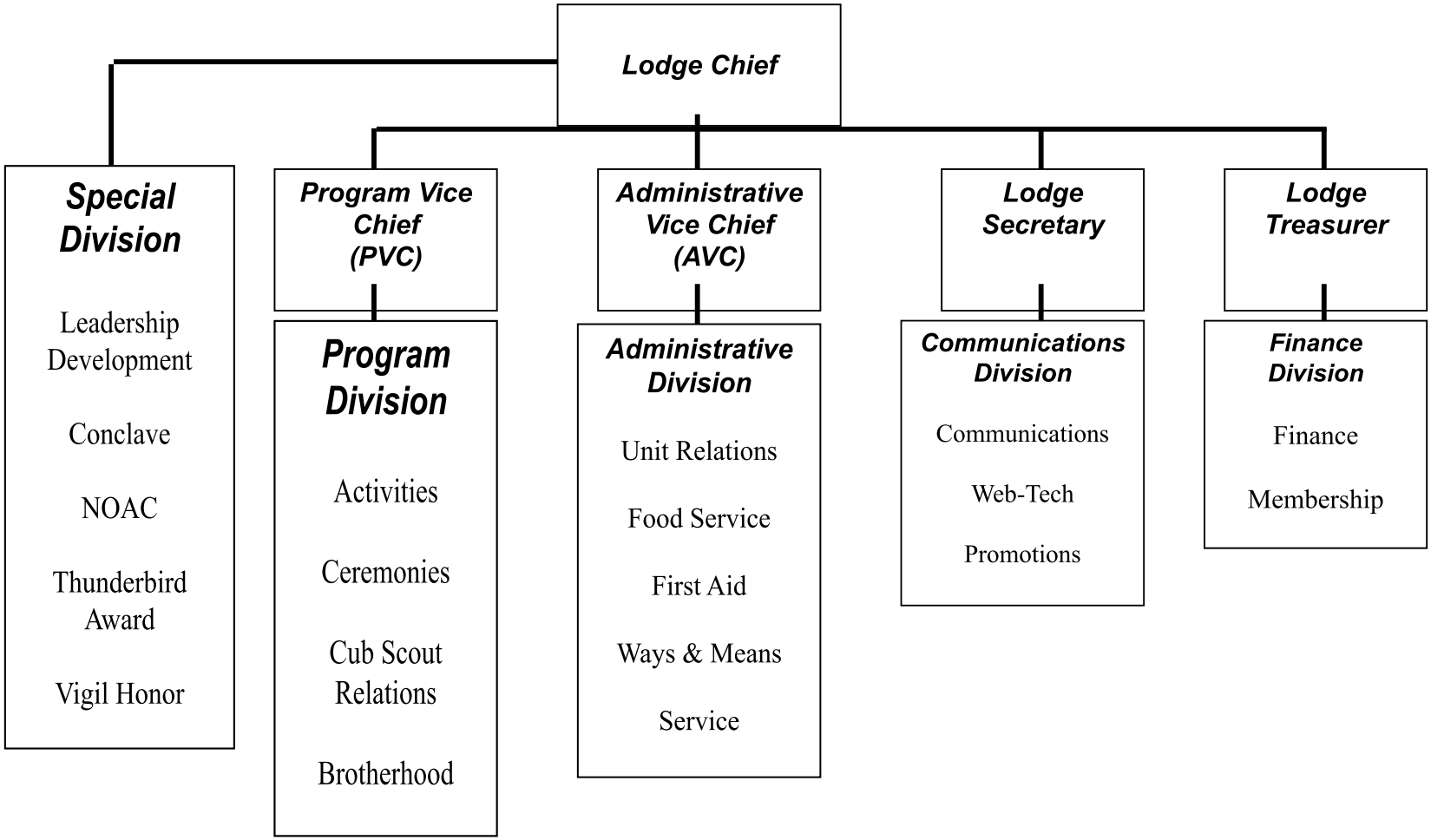
The following section is a skeletal outline, approved by the Lodge Executive Committee (LEC), as to how the committees in the Program, Administrative, Communications, and Financial Divisions are to be run.

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 June 2, 2023

PROGRAM DIVISION

1. ACTIVITIES COMMITTEE

1. Assists the PVC in planning and executing the Annual Lodge Fellowship Banquet. This includes the drafting and publishing of the schedule of events and other necessary documents and forms pertaining to the event.

2. 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.

3. Oversees the purchasing and/or transfer of assets needed to operate all activities at the weekends.

4. Coordinates with the Food Service committee the responsibilites of the food and activities at snack.

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. Maintains and stores ceremonial attire and other materials.

4. Ensures all ceremonial attire and other materials are in accordance to national Order of the Arrow guidelines.

5. Coordinates with the Summer Camp Chief and/or Lodge Chief in preparing an Ordeal calling out ceremony.

6. Coordinates with the Vigil Honor Committee to stage the Vigil Honor Ceremony (the Wagion Lodge 6 version of the calling out ceremony will be used).

7. Upon request selects, trains, and advises a ceremonial team for a Broken Arrow Ceremony.

3. INDUCTIONS

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; before every event prior to completion. 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. Registers and collects fees for all Ordeal candidates at their Ordeal.

4. Submits a transfer of assets for all Ordeal sashes needed at each weekend. Oversees the transport and distribution of these sashes to and at the Ordeal ceremony.

5. Coordinates with the LAC and LEC in hosting an "Ordeal Jumpstart" or informational meeting outlining an introduction of lodge systems and affairs.

6. Creates and distributes the Ordeal packets.

7. Selects, trains, and advises Elangomats, assigning them to lead crews, as necessary. Ensures that all Elangomats are effectively serving as a "Guide and Friend" to all Ordeals.

8. Oversees all Ordeals conducted by the lodge, following the procedures outlined in the most updated version of the appropriate national Order of the Arrow publications.

4. CUB SCOUT RELATIONS

1. Plans, staffs, and executes the lodge's Spring Nature Walk (for Cub Scouts).

2. Works to include Cub Scouts in lodge activities, with the approval of the Lodge Chief and the Scout Executive or their designee, overseeing the contacting/inviting, planning, scheduling, and running of these activities.

5. BROTHERHOOD COMMITTEE

1. Maintains a list of all members eligible to complete their Brotherhood, in correspondence with the membership committee.

2. Drafts and distributes letters to all members eligible to complete their Brotherhood, informing them of their eligibility, and the requirements needed to become a Brotherhood member of the lodge.

3. Conducts 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 candidate, 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.

ADMINISTRATIVE DIVISION

6. UNIT RELATIONS

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 their 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.

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 appropriate 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

4. Works with their committee in overseeing the completion of a unit election for every unit.
    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.

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 their 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 their 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 on the list and their respective contact information. 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. FOOD SERVICE COMMITTEE

1. Handles the food preparation at all lodge events, except the Annual Lodge Fellowship Banquet. Coordinates with the Activities committee the responsibilites of the food and activities at snack.

2. Handles the purchasing and transportation to camp of all necessary Commissary items.

3. Responsible for the food service areas as outlined in the Camp *Maintenance and Development Manual*.

4. Submits all invoices to the appropriate authority prior to the end of an event.

5. Responsible for washing/sanitizing all dishes and utensils used during the meals on lodge weekends.
6.

7. Responsible for leading the lodge in a prayer before each meal.

8. Responsible for "setting up" and "taking down" the dining hall for each lodge weekend.

8. 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 liaisons to the health officer for all lodge functions.

3. Assists the health officer in ensuring that all lodge members health forms are current.

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.

9. WAYS AND MEANS COMMITTEE

1. 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

In the event of inclement weather prepares an alternate location for ceremonies.

10. SERVICE COMMITTEE

1. Coordinates with the council camping and properties committees 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. Responsible for the service and maintenance of camp at lodge weekends (including the closing of camp after the completion of weekends), in reference to the *Camp Maintenance and Development Manual*.

COMMUNICATIONS DIVISION

11. 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 transmitted 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. Coordinates and assists with the mailing of the T-Bird Times..

4. Develops a staff to aid in the production of the T-Bird Times.

12. 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. The committee will maintain and organize all electronic property of the lodge.

3. The committee will maintain and update the lodge website.

4. Assists the Secretary in the creation of a year-end lodge presentation.

13. PROMOTIONS

1. Utilize innovative methods and social media to promote all necessary aspects of the Lodge. This may include, but is not limited to lodge, council, section, regional, and national functions.

2. Assists chairs in creating promotional material for their committees.

3. Develops a camping promotion presentation for all units, packs and crews in the council, revising and updating it as necessary.

4. Attends council wide events in an effort to promote the Order of the Arrow and Wagion Lodge #6

5. Maintains and updates the "Where to Go Camping" guide.
    a. The "Where to go Camping" guide shall contain a detailed list of campgrounds and areas for unit events. It will provide details such as costs, location, suggestions, etc.
    b. The "Where to go Camping" guide shall be provided to every unit within the Council, including the option to access a virtual version.

6. Promotions must follow the national OA Branding guide, including requirements established for specific events. Further details should be found on the national Order of the Arrow's website (https://oa-bsa.org/resources/branding). Promotions can be, but aren't limited to:
    a. Fliers
    b. Videos
    c. Social Media Posts

d. Appropriate Images/Memes
e. Presentations

FINANCE DIVISION

14. FINANCE COMMITTEE

1. 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.

2. Coordinates the sales of lodge merchandise at the Council Service Center.

15. MEMEBERSHIP 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 to individuals who have been authorized.

3. Updates membership information in Lodge Master as necessary.