

Scout's Name \_\_\_\_\_ Troop # \_\_\_\_\_  
Phone/Email \_\_\_\_\_ (please print)

Please indicate your top choices for position in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## San Gabriel Chapter Job Descriptions

All Chapter Executive Committee members shall:

Be under 21 years of age from the time of election to time of next elections (usually on the 2<sup>nd</sup> Thurs of May of each year).

Be a dues-paid member of the lodge during the time of tenure.

Have a willingness to fulfill the duties of the position. No experience is necessary (although it is helpful) as training is provided on the job.

Be prepared to represent themselves, their unit, San Gabriel Chapter, Tonkawa Lodge and Capitol Area Council by acting appropriately at all times as an elected official of honored Scouts and by enthusiastically wearing a correct full field uniform.

"Seek to preserve a cheerful spirit, even in the midst of irksome tasks and weighty responsibilities."

\*\*Elected Positions will be Chapter Chief, Vice Chief of Inductions, Vice Chief of Program and Vice Chief of Communication/Publication. (these positions are Officers and can, if the Scoutmaster approves, be used for position of responsibility)

\*\*Appointed Positions will be Brotherhood Chairman, Ceremonies Chairman, and Service Chairman

### The Chapter Chief shall: elected

- ❖ Be responsible for the Chapter Program. He does not have to do everything, rather he delegates, supervises & guides those who serve under him.
- ❖ He serves on the Key 3, with the Chapter Advisor, and Staff Advisor.
- ❖ Preside over the Chapter Executive Board meetings, Chapter meetings including setting of the agenda and attends the Lodge Executive Council. \*If unable to attend an event or meeting, he shall secure a competent replacement.
- ❖ Serve as representative of the Order to all Chapter and Lodge functions.
- ❖ Actively work with the Officers to select chairmen and form functional committees. Appoint other ad hoc committees as necessary.
- ❖ Works with the CEC to develop goals for the year along with the Chapter Advisers.
- ❖ Makes Chapter resources available to the District
- ❖ Participate in Lodge Leadership Development, encourage all Chapter Officers to attend and insure that all Officers are trained.
- ❖ Promote National OA Events (training-NLS, NOAC...OA High Adventure)
- ❖ Submits reports, agendas and forms to appropriate people on time.
- ❖ Follows Journey to Excellence Program
- ❖ Reports to the Chapter Adviser

### The Vice Chief of Inductions shall: elected

- ❖ Be responsible for all activities related to the induction process (ceremonies, Ordeal and Brotherhood). He does not have to do everything, rather he delegates, supervises and guides those who serve under him.
- ❖ Ensure that all inductions activities are conducted in accordance with the 10 induction principles as listed in the Guide to Inductions.
- ❖ Supervises and takes reports from the chairmen of the Ceremony Committee, the Brotherhood Committee.
- ❖ Ensures the chapter provides maximum Brotherhood conversion of its members
- ❖ Recruit and train Elangomats and other support staff for Ordeal weekend.
- ❖ Ensure that Spirit of the Arrow Books are used properly for Call Out.
- ❖ Attend Executive Board meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- ❖ Report directly to the Chapter Chief and perform other duties as requested by the Chapter Chief. Reports to Associate Adviser and Chapter Adviser.

**The Vice Chief of Program shall: elected**

- ❖ Be responsible for non-inductions lodge activities and programs, mainly Fellowship activities, Service and Training. He does not have to do everything, rather he delegates, supervises and guides those who serve under him.
- ❖ Supervise and take reports from the chairmen of the Service committee and other appointed committees.
- ❖ Promote and develop a program for all Chapter Fellowships, Service and other Events (Brown Santa, T-1<sup>st</sup> Class, District events, etc)
- ❖ Plan and execute trail maintenance days for Twin Springs and other areas for OA Service (Eagle Projects, Lodge One Day of Service)
- ❖ Encourage Dance and Drum in the Chapter
- ❖ Work with Chapter Adviser to ensure that all events are budgeted and self-sustaining. Provide facilities, menus and cooks for events.
- ❖ Coordinate and develop the training activities/opportunities by providing competent trainers and all materials necessary. Promote training opportunities beyond the Chapter/Lodge level, i.e. section, region and national events (e.g. Conclave, NLS, NOAC)
- ❖ Ensure that camping promotions visits are made to all San Gabriel District units.
- ❖ Promote year-round camping within the District Promote National High Adventure Programs to older scouts in the council.
- ❖ Attend Executive Board meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- ❖ Report directly to the Chapter Chief and perform other duties as requested by the Chapter Chief. Reports to the Chapter Adviser and Associate Adviser

**The Vice Chief of Communication/Publications shall: elected**

- ❖ Take minutes at the executive board meetings and publish those minutes in a timely manner prior to the next CEC.
- ❖ Gather quality articles for the Newsletter in a timely fashion.
- ❖ Maintain a list of OA Troop Representatives.
- ❖ Assist chairmen and officers in writing appropriate and effective articles.
- ❖ Edit and prepare the newsletter for publication in a timely fashion.
- ❖ Update the Chapter Website to insure accurate information with the help of and information from the committee chairmen, officers and Advisers
- ❖ Maintain the integrity and accessibility of the membership database (in conjunction with the Advisers).
- ❖ Attend Executive Board meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- ❖ Report directly to the Chapter Chief and perform other duties as requested by the Chapter Chief. Reports to the Chapter Adviser

**The Ceremony Chairman shall: appointed**

- ❖ Recruit and train ceremony teams for Arrow of Light/Crossover, Call Out, Ordeal, Brotherhood and any other ceremonies.
- ❖ Be present at all ceremonies (or secure a competent replacement) to coordinate ceremonies.
- ❖ Be responsible for setting up and cleaning up of ceremonial grounds.
- ❖ Be responsible for maintaining all ceremonial dress and props.
- ❖ Be responsible for coordinating workdays for regalia
- ❖ Recruit, develop and train a committee of Arrowmen to assist with responsibilities.
- ❖ Attend Executive Board meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- ❖ Report to the Vice Chief of Inductions and perform other duties as requested by him or the Chapter Chief. Reports to Assoc Adviser

**The Brotherhood Chairman shall: appointed**

- ❖ Promote the Brotherhood to all eligible Arrowmen throughout the lodge year.
- ❖ Ensure that the Brotherhood is conducted in accordance with the NIMAT Program.
- ❖ Ensure that Spirit of the Arrow Books are used properly and all Brotherhood Candidates receive letters of invitation.
- ❖ Ensure that all questioning is done as requested at convenient times.
- ❖ Ensures the 10 Inductions Principles listed in the Guide to Inductions are followed in the Brotherhood Process.

- ❖ Be present at all Brotherhoods (or secure a competent replacement) to coordinate ceremonies, review and hike.
- ❖ Recruit, develop and train a committee of Arrowmen to be NIMATs under the Lodge NIMAT program.
- ❖ Attend Executive Board meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- ❖ Report to the Vice Chief of Inductions and perform other duties as requested by him or the Chapter Chief. Reports to Assoc Adviser

**The Service Chairman shall: --appointed**

- ❖ Develop Service Events with the Service Adult in Charge and his Program Chairman
- ❖ Promote Service Events to all Units in the District.
- ❖ Recruit, develop and train a committee of Arrowmen (youth and adults) to assist with responsibilities.
- ❖ Develop time line as needed for Service Events
- ❖ Attend Executive Board meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- ❖ Report to the Vice Chief of Program and perform other duties as requested by him or the Chapter Chief. Reports to Chapter Adviser with Adult in Charge of Service Events

**Scout's Agreement**

I have read the job descriptions for the position(s) I am applying for. I understand the duties and responsibilities and if selected will carry them out to the best of my ability. I promise that I will faithfully live according to the Scout Oath, Scout Law, and OA Obligation, that I will represent my Chapter with honor. I realize that officers and Committee Chairmen are expected to attend all Chapter meetings/events and as many Lodge meetings/events as possible and I agree to do so unless I am sick or a school grade depends on me being elsewhere. If I do not fulfill my obligations, I understand that I can be replaced with due warning.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Parent's Support Agreement**

I agree with the commitment my son is making. I promise to support him in attending training, Chapter meetings/events, and Lodge activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the Chapter and that frequent or repeated absence will result in removal from office. I realize that he will need to arrive at Chapter meetings early, to attend extra meetings (such as Chapter Executive and Lodge Executive meetings) from time to time, and to communicate by phone/email with other scouts outside of Chapter meetings.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

The Chapter Executive Committee is made up of four (4) officers, the Chapter Chief, Vice Chief of Inductions, Vice Chief of Program, and Vice Chief of Communication plus the appointed positions of Ceremony Chairman, Brotherhood Chairman, Service Chairman and the Troop Order of the Arrow Representatives. All of these positions have a vote on the committee, with the Chapter Chief voting in case of a tie.