

# **Order of the Arrow Takhonek Lodge**

## **Officer Nomination Form**

### **Buckskin Council**

Attached please find information for Arrowmen in the Buckskin Council that are interested in running for a lodge officer position.

This form has been developed to aid an Arrowman in the approval process to run for a lodge office, as well as provide a description of the duties and expectations. This form **MUST** be completed and received by the lodge adviser or his designee by lunch at the fall fellowship in order to run for a lodge office.

- All Officers must be under 21 years of age for the entire term of office.
- Those running for office must be a member of good standing in Takhonek Lodge, having their dues for the current year paid, as well as a current registration in a unit in the Boy Scouts of America.
- If an Arrowman runs for office, he/she must be prepared to fulfill the office. Several times in the past years there have been officers that have not fulfilled their duties because they were too busy with other activities, could not find transportation, went away to college, etc. The year is too short to allow this to happen. **PLEASE DO NOT COMPLETE THE FORM IF YOU HAVE QUESTIONS AND CONCERNS ABOUT FULLFILLING THE DUTIES WITHOUT TALKING TO THE CHAPTER ADVISER AND LODGE ADVISER.**
- If an Arrowman has not been an active part of the Lodge Executive Board (LEB), running for Lodge Chief is not helpful to the Lodge or to the Chapters. Lodge Secretary would be a better choice.
- Do not run for Lodge Chief, if you are interested in another position. While this may be the normal political wisdom, it is **NOT** helpful to the Lodge or to the young man/woman in the long run. Please discuss this with the Lodge Adviser.

Please remember that all candidates **MUST** have the signature of his scoutmaster, parent, lodge, and chapter adviser **ALL FORMS, WITH APPROPRIATE SIGNATURES, MUST BE RECEIVED BY THE LODGE ADVISER OR HIS DESIGNEE ON THE SATURDAY OF FALL FELLOWSHIP BY LUNCH. LATE FORMS WILL NOT BE ACCEPTED.**

# Takhonek Lodge OFFICER RESPONSIBILITIES

## **ATTENDANCE**

- Officers of the Lodge are required to attend all Lodge meetings, Lodge Executive Board meetings (when invited), the annual Lodge Fellowships/Gatherings, Vigil Weekend, the Lodge Leadership Development Conference, the Lodge Winter Banquet, Section Conclave, and Leadership Training Conferences (ACT) (FORUM)
- The Lodge Chief is expected to attend all of the Council of Chiefs meetings of Section E-13 or future section assignments as determined by the National Office.
- Officers are expected to remain active in their home troop and/or crew, however, by election, their responsibility is to the Lodge.
- Officers must be able to provide their own transportation, or arrange such, to all events.

## **UNIFORMING**

- Officers of the Lodge are required to be in proper, clean Scout uniform whenever representing the Section and/or Order of the Arrow, with current standard Lodge flap.
- Since the Order of the Arrow is a unit of the Boy Scout division, officers are expected to wear the tan Scout shirt and green pants or shorts of the Boy Scout Supply Group, regardless of their personal unit registration.
- Uniform patches must be placed correctly according to the Scout handbook and insignia guide.

## **DUTIES**

- Most duties are found in the Lodge bylaws, although specific duties may be assigned by either the Lodge Chief or the Lodge Executive Board throughout the year.
- All officers are expected to communicate with the Lodge Adviser or assigned Associate Lodge Adviser on a weekly basis throughout the program year.
- Certain expenses will be reimbursed; these situations are limited and must be pre-approved by the Lodge Adviser.

## **COMMITMENT**

- Being a Lodge officer is a huge commitment. It involves a significant amount of time, energy and travel to perform the duties of the job.
- *Scouting activities are secondary to family, church and school responsibilities.*
- Therefore, if your present responsibilities are time demanding (e.g.: sports teams at school, difficult school classes, heavy family responsibilities, etc.) then you need to re-think where the OA fits in to your life before deciding to run for lodge office.

- The Lodge Chief may not serve simultaneously as a Chapter or Section Chief. Therefore, if you have any intention of running for Chapter or Section Chief, please discuss this with your Lodge Adviser and decide whether you can best serve the OA at this time in the Chapter, Lodge, or Section.

# Order of the Arrow – Buckskin Council OFFICER NOMINATION FORM

Name: \_\_\_\_\_ Chapter and District: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

School & Year: \_\_\_\_\_ Birth Date \_\_\_\_\_

Scouting Rank \_\_\_\_\_ OA Honor (circle) Ordeal / Brotherhood / Vigil

Conclaves Attended \_\_\_\_\_ NOACs Attended \_\_\_\_\_

Lodge Office Seeking: \_\_\_\_\_

OA positions held (chapter, lodge, section) \_\_\_\_\_

\_\_\_\_\_

Current position in Scouting (other than OA) \_\_\_\_\_

Current Unit and Position \_\_\_\_\_

Reason for wanting to be a Takhonek Lodge Officer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand the obligations of being a Takhonek Lodge Officer. I agree to take an active leadership role if elected, and to fulfill my assigned responsibilities fully and in a timely manner.

Arrowman's Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

I have discussed the obligations with the candidate and believe he fully understands them and will be a positive influence upon the program and the youth of the Order of the Arrow and Scouting in general.

Lodge Adviser Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Chapter Adviser Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

I endorse the candidacy of this youth from my unit. I believe he will be a positive influence upon the Scouting program.

Scoutmaster Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

*This form must be submitted to the Lodge Adviser or his designee at or before Lunch on Saturday of the annual Fall Fellowship.*