



Mowogo Lodge – Northeast Georgia Council
Boys Scouts of America
148 Boy Scout Trail – Pendergrass, GA 30549



Lodge & Chapter Officer Expectations

As Lodge Adviser, I have many responsibilities. In my role as an adviser to the youth Officers, my primary objective is to provide each of the Officers with the information and the tools that they need to successfully fulfill their roles within the Lodge. However, the relationship between Lodge Advisers and Officers is a two-way street. For this relationship to work and in order for us to fulfill our obligations to each of the Officers, there are certain expectations of you as Officers. But before we go into these, I want you to ask yourself the following questions:

- **Do you want to do the job?**
 - Do you have the personal desire to fulfill the duties of a Lodge Officer?
 - Why do you want to be a Lodge Officer?
 - Is this something that you want, or is it something that others want you to do?
 - If all you want to do is hold the position, then DO NOT RUN!
- **Can you do the job?**
 - Do you have the skills necessary to successfully fulfill your role as a Lodge Officer?
 - Will your schedule outside of the Order of the Arrow allow you with adequate time to fulfill your role as a Lodge Officer?
 - Do you have parental support?
 - Do you have the organizational skills necessary to fulfill the role of a Lodge Officer?
- **Will you do the job?**
 - Will you make your office a priority in your life?
 - Will you allocate the time necessary to conduct the business of the Lodge in a manner that is worthy of the Scouts that elected you?

Please give serious consideration and thought to these questions and be honest with yourself...for the Lodge and, more importantly, for yourself.



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**** Use the Lodge Officer Intent to Run document to gain endorsements and approval****

○ **Educate yourself**

- Talk with your parent(s)/guardian(s) about the job
 - Make sure they understand the scope and time/cost commitment
 - I want to know that you have their endorsement
- Talk with your Lodge Adviser and the Adviser responsible for the role you want to run for to understand the job
 - Make sure you understand the scope and the time/cost commitment
 - I want to know that you have his/her endorsement

○ **Attend the Mowogo Leadership Retreat**

- Only for Lodge Officers, elects, Advisers, Chapter Chiefs, elects, and Chapter Advisers. This meeting will occur before the Lodge Leadership Development Conference (LLDC).
- Attendance is MANDATORY
 - If you cannot attend, DO NOT RUN
- Officers will:
 - Learn official duties and current Lodge bylaws
 - Get to know fellow Officers and Advisers
 - Set goals
 - Establish deadlines
 - Identify Committee Chair candidates

○ **Communication**

- Maintain **constant communications** with your fellow Officers and your Advisers
- Contact your specific Adviser on a **regular basis**
 - Keep your Adviser in the loop on everything that you are doing – NO SURPRISES!
 - Do not wait for your Adviser to call you; if your Adviser has to call you then you are not maintaining enough contact
- ***Listen To Your Adviser*** – Your Advisers are experienced Arrowmen with in-depth backgrounds working on a Lodge level; they were not randomly selected out of a hat! We do not know everything (and do not pretend to) but we have seen a lot.



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- If you send out an email or other correspondence for Lodge business, copy your Adviser(s) on that correspondence. – Remember **NO SURPRISES!**
 - Advisers review of documents/official communications from the Lodge prior to releasing:
 - Newsletters
 - LEC agendas
 - Training schedules
 - Etc.
- Return your telephone calls, texts, and emails within a reasonable time frame
 - ***Within 24 hours or by Sunday afternoon (1700) if on a weekend***
 - Failing to do so demonstrates a terrible lack of organization and is simply rude behavior
- Be aware of the Guide to Safe Scouting rules concerning no one-on-one contact – If you are under 18 or the person you are contacting is, ensure that there is more than the recipient involved in the communication (text, emails, etc.)
- If something is not clear, then you need to **COMMUNICATE!**
- **Maintain a calendar**
 - If you do not have one, then get one
 - Track all of your activities – Avoid over-committing yourself
 - Do No Commit to ANYTHING unless you are prepared to follow through
 - Did I mention **COMMUNICATE!**
- **Conduct yourself in a professional, Scout-like manner at all times**
 - By wearing the uniform properly
 - Proper shirt, socks, pants, belt
 - OA sash when representing the OA/Lodge inside and outside of Lodge events
 - Chapter, Lodge, Section, or National events
 - The OA sash should only be worn with the official field activity uniform (class “A”)
 - Eliminate all unauthorized patches from your sash and your uniform
 - You are young adults elected by your fellow Arrowmen to represent the Order of the Arrow, Mowogo Lodge, and/or your Chapter on a District and Council level
 - Do not let them down
 - Conduct yourself in a professional manner
 - Maintain a positive attitude
 - An Arrowman obligates himself/herself to love other people at all times
 - Visit with your fellow Arrowmen, **ESPECIALLY** our youngest!



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- **Maintain a unit affiliation**
 - Your primary registration is NOT with the Lodge rather with your unit
 - Remain active but remember that by accepting a Lodge position you are agreeing to place your Lodge obligations first
- **Maintain good grades and academic standing with your school**
 - Your primary job in life, at the moment, is to go to school and make good grades
 - Do not allow your grades to suffer as a result of your Scouting activities; you must maintain a healthy balance
 - If you cannot handle your grades and this Lodge position – Do Not Run!
 - If you are elected and then begin to have problems, then you need to **COMMUNICATE** with your Adviser. Do not tough it out. We can help you in your Lodge responsibilities.
- **For the Arrowman elected Lodge Chief**
 - You are expected to do your best to be at the Section Council of Chiefs meetings throughout the year as a representative of Mowogo Lodge.
 - Remember the time and cost commitment
- Did I mention **COMMUNICATE**?

***** If anything above gives you pause, then Do Not Run! *****

I have read and understand these position performance expectations. I understand that, if elected, I am expected to stay in regular contact with the Adult Adviser that works with the Lodge office (Chapter Chief is a Lodge office) I may be elected to. In the event I am unable to fulfill the responsibilities of the position I might have the honor serving in, I will contact the Lodge Chief, Lodge Adviser, and the Associate Lodge Adviser or Chapter Adviser responsible for the position I may be elected to (Membership, India Affairs, Administration, Finance, or Chapter Chief).

I understand that not fulfilling the responsibilities and expectations of a position I may be elected to may result in my removal from office because these responsibilities to our Lodge and our membership need to be fulfilled.

Lodge Officer Candidate Signature

Date

Candidate's Parent/Guardian Signature

Date