



Mowogo Lodge ♦ Northeast Georgia Council

Boy Scouts of America

148 Boy Scout Trail, Pendergrass, Georgia 30549



Lodge Officer Expectations

As Lodge Advisers, we 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, tools, and advisers that they need to successfully fulfill their roles within the Lodge. However, the relationship between Lodge Advisers and officers is a two-way street. In order 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 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 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.



BOY SCOUTS OF AMERICA

Lodge & Chapter Officer Expectations

- **Use the Lodge Officer Intent to Run (in development) document to gain endorsements and approval**
- 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 Lodge Adviser responsible for the role you want to run for about the job
 - Make sure you understand the scope and time/cost commitment
 - I want to know that you have his/her endorsement
- **Attend the Mowogo Leadership Retreat (Date & location TBD – only for Lodge Officers, Lodge Officer-elects, Lodge Advisers, Chapter Chiefs, Chapter Chief-elects, and Chapter Advisers) This is will occur following elections and before the LLDC**
- ATTENDANCE IS MANDATORY.
 - If you cannot attend, then 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
- **Maintain constant communication 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!!
 - Don't 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 don't know everything (and do not pretend to), but we have seen a lot.

➤ **Maintain constant communications (continued)**

- If you send out an email or other correspondence for lodge business, copy your advisers in on that correspondence – this goes back to NO SURPRISES!
 - Adviser review of documents/official communications from the Lodge.
 - Newsletters,
 - LEC agendas
 - Training schedule
 - Etc.
- Carry your phone with you (if you have one); When your phone rings, ANSWER IT *OR* let the caller know when you can talk!!
- Return your telephone calls, texts and e-mail messages within a reasonable timeframe (24 hours AT THE LATEST, or by Sunday afternoon if on a weekend).
 - *Read your e-mail and check your telephone messages at least once daily.*
 - **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, email, etc.
- You are young adults elected by your fellow Arrowmen to represent the Order of the Arrow & Mowogo Lodge and your Chapter on a District and Council level.
 - DO NOT let them down.
 - Conduct yourself in a professional manner.
- If it's not clear, you need to COMMUNICATE!!

➤ **Maintain a calendar**

- If you don't own one, then GET ONE.
- Track all of your activities - DO NOT over-commit yourself.
- DO NOT commit to ANYTHING unless you are prepared to follow-through.
- COMMUNICATE what is going on in your life so your advisers understand your situation.

➤ **Maintain a Positive Attitude**

- A Scout is Cheerful.
- Take time to visit with your fellow Arrowmen, ESPECIALLY our youngest.

➤ **Conduct yourself in a professional, Scout-like manner at all times**

➤ **Wear the Scout Uniform properly at all times**

- Wear the proper shirt, socks, pants, and belt
- Wear the standard OA sash when representing the OA/Lodge either outside of the Lodge (NLS, COC, Council events and/or meetings, etc) OR when not on Lodge business (unit election, Chapter events, etc.)
- Wear tabs that are consistent with your registered position in Scouting (no special tabs, and no silver tabs)

- Eliminate all unauthorized patches from your sash and eliminate all unofficial patches from your uniform (i.e. unofficial interpreter strips, unofficial knots, joke patches)
 - **Maintain a unit affiliation**
 - Your primary registration in Scouting is NOT with the Lodge, but 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 in 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 both, then DO NOT RUN.
 - If, after you are elected, you begin to have problems, COMMUNICATE with your adviser. Let us help you with 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 to represent Mowogo Lodge.**
 - **COMMUNICATE!**
 - **IF ANYTHING THIS SAYS 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 might be elected to. In the event I am unable to fulfill the responsibilities of the position I might have the honor of serving in, I will contact the Lodge Chief, Lodge Adviser, and the Associate Lodge Adviser or Chapter Adviser responsible for the position I might be elected to (i.e. Membership, Indian Affairs, Communication, Administration, or Finance or as a Chapter Chief).

I understand that not fulfilling the responsibilities and expectations of a position I might 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 _____ **Date** _____
 (Signature)

Candidate's Parent or Guardian _____ **Date** _____
 (Signature)