

OWASIPPE LODGE OFFICER RESPONSIBILITIES

Lodge Chief

- Presides at all meetings of the Lodge Executive Committee.
- Responsible for the proper functioning of the Order of the Arrow in the Chicago Area Council and seek to help all chapters maintain the principles of the Order.
- Coordinates the functions of the Lodge Officers and committees in the management of Owaspippe Lodge.
- Shall be the direct representative of Owaspippe Lodge at all Section, Area, Region and National meetings of the Order as well as meetings of the Chicago Area Council.
- Appoint such operating committees as may be required from time to time with the approval of the Lodge Executive Committee.
- Appoint all lodge operating committee chairmen, committee advisers, and approve each chairman's selection of members to their respective committees.
- Shall be an ex-officio member of all lodge committees.
- Appoint replacements for appointed Lodge officers and appoint other officers deemed necessary by the Lodge Executive Committee.
- Follow the responsibilities outlined in the Order of the Arrow Handbook and the Guide for Officers and Advisers for the lodge chief.
- Shall organize all awards and recognitions at lodge events.

Lodge Vice-Chief of Program

- Shall be the Chairman of the Lodge Activities Committee
- Shall recommend ad hoc Chairman for lodge events to the Lodge Chief.
- Give aid to the chapters in program planning
- Assume any additional duties assigned by the Lodge Chief

Lodge Vice-Chief of Inductions

- Shall be the Chairman of the Lodge Inductions Committee.
- Give aid to the chapters in their unit election program.
- Organize unit elections for districts without chapters.
- Oversee ceremonies at lodge functions.
- Assume any additional duties assigned by the Lodge Chief

Lodge Secretary

- Records the minutes of all lodge meetings and activities.
- Responsible for the maintenance and accuracy of all lodge records.
- Responsible for all correspondence with the chapters, Lodge Executive Committee members, other lodges, the Chicago Area Council, National Council, and general public.
- Shall be the Chairman of the Lodge Publications Committee.
- Responsible for the printing and mailing of the Lodge newsletter, for the minimum of four times per calendar year (one per quarter), and any other official publication of Owaspippe Lodge.
- Assume any additional duties assigned by the Lodge Chief.

Lodge Treasurer

- Responsible for keeping a complete record of all financial transactions of Owaspippe Lodge.
- Responsible for the payment of Lodge expenses as they occur.
- Keep a record of all monies received for registrations of membership as well as events and submit all names and records of event registrations to the Lodge Secretary.
- Responsible for issuing chapter account reports and statements.
- Issue a financial report to the Lodge Executive committee at its general meetings.
- Responsible for the registrations for all Lodge activities.
- Responsible for the sale of OA items and the recording of such transactions at Lodge activities.
- Responsible for lodge sponsored camperships.
- Assume any additional duties assigned by the Lodge Chief.