

Marnoc Lodge Job Descriptions

All Lodge Executive Committee members shall:

- Be under 21 years of age from the time of election to time of next elections (usually on Saturday of the Summer Fellowship 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, Marnoc Lodge and Great Trail 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.”

The Lodge Chief shall:

- Be responsible for the Lodge Program. He must not have to do everything, rather he delegates, supervises and guides those who serve under him. He serves on the Key 3, with the Lodge Advisor, and Staff Advisor.
- Preside over the Lodge Executive Board meetings, including setting of the agenda. If unable to attend, he shall secure a competent replacement.
- Attend Key Three meetings.
- Develop and coordinate the Lodge Leadership Development Training.
- Serve as representative of the Order to all council functions.
- Actively work with the Officers to select chairmen and form functional committees, including training of those members through the LLD and other means.
- Guide and take reports from the Vigil Committee.
- Appoint other ad hoc committees as necessary and in accordance with Lodge Bylaws (e.g. NOAC, etc.)

The Vice Chief of Inductions shall:

- Be responsible for all activities related to the induction process (ceremonies, Ordeal and Brotherhood). He must 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, and the Ordeal Committee.
- Work with the Camp Director, the Ordeal Master and Council Staff to plan induction events during summer camp.
- 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 Lodge Chief and perform other duties as requested by the Lodge Chief.

The Vice Chief of Program shall:

- Be responsible for non-inductions lodge activities and programs, mainly Fellowship activities, Service and Training. He must 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 Activities Committee, The Service Committee and the Training committee.
- 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 Lodge Chief and perform other duties as requested by the Lodge Chief.

The Lodge Secretary shall:

- Take minutes at the executive board meetings and publish those minutes in a timely manner prior to the next LEC.
- Be responsible for maintaining the lodge bylaws.
- Supervise and take reports from the chairmen of the Communications Committee, the Membership Committee, and the Unit Elections Committee.
- Along with the membership Chairman, maintain the integrity and accessibility of the membership database (in conjunction with the Scout Office).
- 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 Lodge Chief and perform other duties as requested by the Lodge Chief.

The Lodge Treasurer shall:

- Submit a finance report at every executive board meeting, maintain financial reports and make them available to members upon request.
- Compile budget estimates from all committees and use them to create a lodge budget for submission to the executive board.
- Approve appropriate expenditures in accordance with the lodge budget, bylaws and actions of the LEC and submit bills to be paid to the council comptroller.
- Supervise and take reports from the chairmen of the Merchandise Committee, Trail Committee and Camping Promotions Committee.
- Request and submit purchase orders needed for lodge programs.
- Assure that all dues/fees at all lodge events are properly collected.
- Work with the Secretary and Membership Chairman to reconcile dues payments and the membership database.
- Attends 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 Lodge Chief and perform other duties as requested by the Lodge Chief.

The Ceremony Chairman shall:

- Recruit and train ceremony teams for 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.
- 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 Lodge Chief.

The Ordeal Chairman shall:

- Recruit and train Elangomats and other support staff.
- Coordinate all committee functions dealing with Ordeal induction from Call Out through the Ordeal Ceremony prior to the Feast.
- Ensure the 10 Induction Principles listed in the Guide to Inductions are followed in the Ordeal process.
- Be present at all Ordeals (or secure a competent replacement) to coordinate ceremonies, service and meals.
- Ensure that Spirit of the Arrow Books are used properly and all new members receive a sash, lodge flap, pocket rocket, OA Handbook, bead and leather thong, membership card, certificate and new member book.
- 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 Lodge Chief.

The Brotherhood Chairman shall:

- Promote the Brotherhood to all eligible Arrowmen throughout the lodge year.
- Ensure that the Brotherhood is conducted in accordance with the Journey to Brotherhood Program.
- Ensure that Spirit of the Arrow Books are used properly and all new Brotherhood members receive a sash, pocket rocket, bead, membership card and certificate.
- 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 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 Lodge Chief.

The Unit Elections Chairman shall:

- Conduct training sessions for election teams to provide unit elections for all troops who wish to have the lodge run their election.
- Assure that troops that wish to run their own elections do so properly.
- Assure proper filing of documentation of elections.

- Assure election information is given to Membership Committee.
- Modify paperwork and directives for conducting Unit Elections in a timely fashion.
- Schedule the election season.
- Engage the OA Troop Representative as appropriate during the election.
- 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 Lodge Secretary and perform other duties as requested by him or the Lodge Chief.

The Activities Chairman shall:

- Promote and develop a program for all Lodge Fellowships, Ice Cream Socials, Inductions Dinners and the Winter Banquet.
- Work with Treasurer to ensure that all events are budgeted and self-sustaining.
- Provide facilities, menus and cooks for events.
- Work with the Service and Training Chairmen to assure those opportunities for members at Fellowships.
- 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 will 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 Lodge Chief.

The Service Chairman shall:

- Develop Service Projects with the Camp Superintendent for the Lodge Fellowships, Ordeals, Service Corps and Service Days.
- Run all designated Service Days through out the year, including budgeting any meals.
- Coordinate community service as required by National Quality Lodge Petition.
- 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 Program and perform other duties as requested by him or the Lodge Chief.

The Training Chairman shall:

- Develop training opportunities at all Fellowships and the Summer Camp Program.
- Coordinate the training activities by providing competent trainers and all materials necessary.
- Promote training opportunities beyond the lodge level, i.e. section, region and national events (e.g. Conclave, ALTC, NLS, NOAC)
- 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 Program and perform other duties as requested by him or the Lodge Chief.

The Trail Chairman shall:

- Update and distribute Trail promotion materials.
- Assure that the Trading Post has trail materials available for purchase.
- Maintain the OA Trail in conjunction with the National Park Service and Camp Manatoc.
- Plan and execute trail maintenance days.
- 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 Lodge Chief.

The Membership Chairman shall:

- Maintain the integrity and accessibility of the membership database (in conjunction with the Scout Office).
- Provide competent workers to update membership records at all lodge functions.
- Generate and record audits for all troops at recharter time.
- Compile and tabulate Adult Resource Surveys.
- Recruit, develop and train a committee of Arrowmen to assist with responsibilities.
- Attends 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 Lodge Secretary and perform other duties as requested by him or the Lodge Chief.

The Communications Chairman shall:

- Gather quality articles for the “*Sachem*” & the Scouter’s News in a timely fashion.
- Maintain a list of OA Troop Representatives.
- Assist chairmen and officers in writing appropriate and effective *Sachem* articles.
- Edit and prepare the newsletter for publication in a timely fashion.
- Update the Lodge Website to insure accurate information with the help of and information from the committee chairmen and officers.
- 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 Lodge Secretary and perform other duties as requested by him or the Lodge Chief

The Camping Promotions Chairman shall:

- Updates the Lodge’s “Where to go Camping Book”.
- Promote year-round camping within the council.
- Ensure that camping promotions visits are made to all Great Trail Council units.
- Promote National High Adventure Programs to older scouts in the council.
- 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 Lodge Treasurer and perform other duties as requested by him or the Lodge Chief

The Merchandise Chairman shall:

- Design, develop and ordering all new lodge merchandise as needed, including supplies need for induction and program events (including NOAC, Fellowships, Winter Banquet).
- Organize and maintain the trading post inventory.
- Reorder supplies when inventory runs low.
- Provides workers to run Lodge Trading Post at all lodge events.
- Coordinate with the Council Scout Shop and camp Manatoc Trading Post to keep items in stock.
- Ensure invoices are paid in a timely manner.
- 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 Lodge Treasurer and perform other duties as requested by him or the Lodge Chief.