

## Roles and Responsibilities

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### **Lodge Chief**

- With LEC, sets annual lodge goals
- Runs monthly LEC meetings
- Plans and conducts the LEC retreat
- Plans the training portion of the LLD
- Delegates responsibilities
- Holds the rest of the LEC accountable
- Works with the Vice Chief of Program to plan annual events calendar
- Works with the Vice Chief of Records to maintain lodge budget
- Serves as member of Council Executive Board, Reports at least annually to the Council Board

### **Lodge Vice Chief of Program**

- Oversees planning and organizing of all aspects lodge events: fellowships, LLD's, and the annual banquet with the exception of trainings and ceremonies
- Coordinates activation and retention of arrowmen

### **Lodge Vice Chief of Inductions**

- Handles logistics for all aspects of induction weekends
- Sets ceremony teams for induction weekends and fellowships
- Recruits and trains elangomats for induction weekends and brotherhood nimats for fellowships
- Provides a meaningful induction process for new members

### **Lodge Vice Chief of Records**

- Records minutes at LEC meetings
- Keeps lodgemaster records and sends out membership cards
- Conducts check in and check out for events on both BlackPug and LodgeMaster
- Ensures that ordeal and brotherhood honors are recorded in LodgeMaster
- Keeps records and budget organized
- Sets a good example for the lodge

### **Lodge Vice Chief of Outreach**

- Maintains lodge social media accounts
- Plans community service projects
- Disseminates via various means all events, highlights, news stories, etc.

### **Lodge Vice Chief of Chapter Relations**

- Helps chapter chiefs resolve problems
- Provides election team and other trainings
- Follow up with chapter chiefs about monthly meetings
- Co-ordinates with the chapter chiefs to plan and hold community service events

### **Chapter Chief**

- Holds monthly chapter meetings
- Communicates with troops, scoutmasters, and OA unit reps
- Continually updates list of OA troop reps
- Holds troop visits and elections
- Plans and conducts community service events
- Assists with training of election teams
- Communicates with OA unit reps

### **All LEC Members**

- Attends all lodge events and monthly LEC meetings
- Sets a good example for the lodge