



Thank you for showing interest in running for an office as part of our Lodge leadership team. This form is to inform you of the committee leadership requirements and the positions available for election. This form is required to run for a lodge or chapter position.

To be eligible to run for a lodge or chapter position, an Arrowman must be active within the lodge and be current with dues. They must be a current member of a unit in the Boy Scouts of America in the Old North State Council. They must be youth under the age of 21 for the duration of the elected term. If elected for a position, the following are expected:

- Attend all lodge functions, including monthly Lodge Executive Committee meetings
- Fulfill your job to the best of your ability
- Be kind to all brothers in the Order
- Obey the Scout Oath and Law at all times

Again, thank you for your interest in becoming part of our Lodge leadership team. If you have any questions, please contact our Lodge Adviser, Rusty Gray, at rusty8005@hotmail.com.

Lodge Officer Application - General Information

Introduction

This information sheet has been developed to assist Arrowmen and their families in understanding the application and approval process to run for Lodge or Chapter office, as well as to describe the duties and expectations of Lodge and Chapter officers.

The success of Tsoiotsi Tsogalii Lodge depends on the initiative, follow-through, and commitment of our Lodge and Chapter leadership, working in partnership with their adult advisers. When a youth takes on a Lodge or Chapter leadership position, every member of the Lodge or respective Chapter counts on that youth to make the Order of the Arrow a priority and to do their job well.

Arrowmen interested in running for an elected Lodge or Chapter leadership position must complete and sign the Lodge & Chapter Officer Application Form and Lodge & Chapter Officer Responsibilities sheet, then get signatures/initials from a parent/guardian, their unit leader, and the Lodge Adviser. If applying for Chapter Chief, the Chapter Adviser's signature is needed instead of the Lodge Adviser's. Once all signatures are received, the form must be scanned and forwarded in PDF format to the Lodge Adviser via email to Rusty Gray, at rusty8005@hotmail.com.

- All application forms and responsibilities sheets must be received by the Lodge Adviser a minimum of 10 days before the Lodge officer election. For the 2024 officer elections, the Lodge & Chapter Officer Application Form submission deadline is **11:59 p.m. Tuesday, October 31, 2023**.
- When completing the application, reflect on your training, experience, participation, and reasons you want to be a Lodge or Chapter officer. It's okay if you haven't attended a lot of training, if you haven't served on camp staff, or if you haven't attended a Conclave or NOAC yet. These sections of the form help you and the Lodge Adviser jointly determine your readiness to hold an elected Lodge or Chapter office. They also give you points to mention in your campaign speech.
- The purpose of the Order is to support BSA units and the Scouting program. Therefore, if an Arrowman is needed by their unit, such as holding a critical position of responsibility, the first obligation is to serve the unit rather than the Order.
 - o For an elected Lodge or Chapter leadership position, however, the Lodge or Chapter duties

must come first.

o Before running for elected Lodge or Chapter leadership, candidates should consider their other responsibilities, transportation, or going away to college with the Lodge Adviser or Lodge Staff Adviser before submitting this form if they have any questions or concerns about fulfilling the duties of the office.

- All Lodge officers must be less than 21 years of age for the entire term of office. The term of office begins on January 1 and concludes on December 31.
- To serve successfully as an elected Lodge or Chapter leader, the candidate should have a detailed understanding of different operational aspects of the Lodge. Elected and non-elected positions at the chapter and committee level are a great way to gain experience and knowledge before running for a Lodge or Chapter leadership position.
- If you have an interest in more than one office, select your top three choices on the attached form. Mark the appropriate boxes with a 1, 2, or 3. If a different candidate is elected to your first-choice position, you may run for up to two additional elected positions with the approval of the Lodge Adviser or the Lodge Staff Adviser. Lodge Chief elections will be held first.

Completed and signed Lodge & Chapter Officer Application Forms and Lodge & Chapter Officer Responsibilities sheets must be scanned and forwarded in PDF format to the Lodge Adviser at rusty8005@hotmail.com. They must be received no later than ***11:59 p.m. Tuesday, October 31, 2023.***

Areas of Service

Administration

Responsible for the logistics of Lodge events. They handle check-in, food services, and medical services. In addition to handling the logistics at events, Administration works to ensure that attendance and records are kept up-to-date. They oversee the unit election process and follow up with candidates regarding their eligibility for membership or Brotherhood conversion.

American Indian Affairs (AIA)

American Indian Affairs is responsible for the Native American aspect of our lodge, Full of tradition, AIA is responsible for drumming/singing and dancing. Our AIA teams have gone on to compete in section and national competitions, some of which we have placed in.

Communications

works behind the scenes before and after events to keep Arrowmen informed of upcoming events through email, social media, and our lodge website. In addition to handling the lodge's communications, they also work to keep our lodge's history up to date and accessible.

Inductions Ceremonies Elections (ICE)

Responsible for the ceremonies led by our lodge. Full of tradition and importance, Inductions is responsible for the Ordeal and Brotherhood ceremonies held during induction weekends, fellowships, and summer camp and call-out ceremonies during summer camp. In addition, our ceremony teams have gone on to compete and win at the section and national competitions.

Program

The program team is responsible for the program aspects of our lodge. That means that the program team is responsible for the setup, running, and cleanup of almost every activity at every event. No matter the time of day, members of the program team cheerfully do their jobs to make lodge events run smoothly.

Service

The service team is responsible for the service aspect of our lodge. From Inductions weekends to our Lodge Day of Service, the service team organizes and runs service events for the Lodge throughout the year.

Chapter Leadership

Chapter leadership is responsible for running each Chapter. Every Chapter runs a little differently, with its traditions and programs, so what you might do depends on the Chapter.

Tsoiotsi Tsogalii Calendar**2023**

Lodge Officer Training: Dec 8-10

2024

Lodge Executive Committee (LEC) Meetings occur once a month in Jan, Feb, Mar, Apr, May, Jun, Aug, Sep, Oct & Nov

Spring Fellowship: Mar 8-10

Section E8 Conclave: Apr 19-21

Spring induction: May 3-5

Fall induction: Oct 4-6

Fall Fellowship: Nov 8-10

Name: _____ Unit Type / No.: _____ Rank: _____

Mailing Address: _____ Ordeal Brotherhood Vigil Honor

City / State / Zip: _____ School & Grade: _____

Email Address: _____ Date of Birth: _____ Phone: _____

Chapter: Alamance Dahlonga Tawodi Keyauwee Saura Tutelo

Training Attended: NLS NYLT NAYLE NOACs Attended (if any): _____

Current & Past Unit Positions: _____ Conclaves Attended (if any): _____

Current & Past OA Positions (Chapter, Lodge, Section): _____

Camp Staff Experience: _____

Offices Sought (Rank up to your top three choices)

- | | |
|---|---|
| _____ Lodge Chief | _____ Chapter Chief (select your Chapter) |
| _____ Vice Chief of Administration | <input type="checkbox"/> Alamance |
| _____ Vice Chief of American Indian Affairs | <input type="checkbox"/> Dahonega Tawodi |
| _____ Vice Chief of Communication | <input type="checkbox"/> Keyauwee |
| _____ Vice Chief of Inductions Ceremonies Elections | <input type="checkbox"/> Saura |
| _____ Vice Chief of Program | <input type="checkbox"/> Tutelo |
| _____ Vice Chief of Service | |

I understand the duties and obligations of being a Lodge or Chapter Officer. I will conduct myself according to the Scout Oath, Scout Law, and Order of the Arrow Obligation at all times. I agree to take an active leadership role if elected and to fulfill my assigned responsibilities fully and on time.

Arrowman's Signature Date Parent's/Guardian's Signature Date

I have discussed the duties and obligations with the candidate and believe they understand them fully. I believe they are capable of fulfilling their duties to our unit and the Order of the Arrow.

Unit Leader's Signature Date Lodge/Chapter Adviser's Signature Date

Interest questionnaire

What are your reasons for wanting to be a Lodge Officer? (Use additional paper if necessary):

What are your goals if you are elected for a leadership position? (Use additional paper if necessary):

Explain what leadership means to you (Use additional paper if necessary):

Lodge Officer Responsibilities

Attendance Arrowman Initials: _____

Parent/Guardian Initials: _____

- Officers of Tsoiotsi Tsogalii Lodge are required to attend all Lodge Executive Committee (LEC) meetings, the annual banquet, and the Lodge Leadership Development (LLD) training.
- All officers are encouraged and expected to attend all Lodge functions and activities, Section Conclave, and Section or Area leadership training events.
- All elected officers are expected to attend the Lodge Officer Training on December 8-10, 2023. The Lodge Chief is required to attend all Lodge functions and activities, Section Conclave, Section or Area leadership training events, the Council Executive Board Meetings, and the Council Camping Committee Meetings.
- Officers are expected to remain active in their troop, crew, post, or ship.
- Officers must be able to arrange their transportation to all events in compliance with the Guide to Safe Scouting (driving rules) and Youth Protection guidelines.

Duties Arrowman Initials: _____

Parent/Guardian Initials: _____

- Most duties are found in the Guide for Officers and Advisers and Chapter Operations Guide. Copies of the guides are found on the National Order of the Arrow website, <https://oa-bsa.org>. Additional duties may be assigned by the Lodge Chief or LEC throughout the year.
- Every officer is expected to work in concert with an assigned Adviser to accomplish the objectives of the position. **The youth/adult partnership is critical to the success of the Officer, the Adviser, and the Lodge or Chapter.**
- Every officer is expected to communicate with the assigned Adviser a minimum of once every week throughout the program year (meeting, phone, or other agreed-upon method).
- Every officer is expected to assist in conducting unit elections (more if they are available) during election season.
- Officers must document their work in a manner that may be passed along to their successors.

Commitment Arrowman Initials: _____

Parent/Guardian Initials: _____

- Being a Lodge officer is a commitment. It involves a significant amount of time, energy, and travel to perform the duties of the job.
- Scouting activities are secondary to family and academic responsibilities.
- Other than rank advancement, Lodge officer duties, responsibilities, and attendance should take a higher priority over other Scouting-related activities.
- If your present responsibilities are time demanding (e.g., sports teams, difficult school classes, heavy family responsibilities, college, or other leadership roles in Scouting), you need to decide where the Order of the Arrow fits into your life and priorities before you decide to run for Lodge or Chapter office.
- No officer shall serve in more than one elected position simultaneously. If you have any intention of running for more than one position, discuss this with the Lodge Adviser and decide where you can best serve the Lodge.

Code of Conduct Arrowman Initials: _____

Parent/Guardian Initials: _____

- As senior representatives of Tsoiotsi Tsogalii Lodge and the Old North State Council, all officers agree to conduct themselves in accordances with the values represented by the Scout Oath, Scout Law, and Order of the Arrow Obligation. Failure to abide by these principles is subject to disciplinary action, including removal from office.

BSA Uniform Arrowman Initials: _____

Parent/Guardian Initials: _____

- Tsoiotsi Tsogalii Lodge officers are required to wear a proper, full, and clean Scout uniform, including Order of the Arrow sash, Old North State Council shoulder patch, and Tsoiotsi Tsogalii Lodge flap, whenever representing the Lodge and/or the Order of the Arrow.
- Officers shall wear the approved field uniform of their program (Scouts BSA, Venturing, Sea Scouts, or Exploring), which consists of a uniform shirt, uniform pants or shorts, socks, and BSA-approved belt, regardless of their individual unit's policies. All uniform parts must comply with the BSA Insignia Guide.