

CHAPTER OFFICER RESPONSIBILITIES

Chapter Chief:

1. Meet monthly with the chapter officers and advisers.
2. Attend all chapter meetings and events.
3. Carries out well-planned and effective chapter meeting and activities.
4. Supervises unit elections in the chapter.
5. Attends requested meetings to represent the chapter.
6. Is responsible to ensure all chapter assignments are completed.
7. Organizes a unit election team, crossover ceremony team (s), and ceremony teams for chapter Ordeal inductions and Brotherhood inductions, if so delegated by the lodge.
8. Attend lodge events, including training sessions (e.g., LLD).
9. Represents chapter at all Lodge Executive Committee meetings.
10. Serves as a positive example of leadership and represents the OA well.
11. Supports the lodge in promoting all OA events to chapter members.
12. Is responsible for constant communication with chapter members.
13. Wears the Scout uniform correctly.
14. Serves as a youth representative on the District Committee.

Chapter Vice-Chief:

1. Assists the chapter chief in administering the program of the chapter.
2. Helps to supervise unit elections and camping promotion visits by the chapter.
3. Assists with event promotion and getting people to meetings.
4. Serves as the chapter chief when the chief is not present.
5. Assists in planning meetings and chapter activities for the year.
6. Attends all chapter meetings and events.
7. Attends lodge events, including training sessions.
8. Wears the Scout uniform correctly.
9. Perform other duties as assigned by the chapter chief.

Chapter Secretary:

1. Keeps minutes at all meetings.
2. Keeps track of attendance at chapter events.
3. Attends all chapter meetings and events.
4. Attends lodge events, including training sessions.
5. Maintains an updated version of the chapter roster and membership statistics for reference (working with the lodge secretary and lodge membership committee).
6. Sends meeting and event reminders to OA Troop Representatives and other chapter members.
7. Contributes to the lodge newsletter and website.
8. Wears the Scout uniform correctly.
9. Performs other duties as assigned by the chapter chief.