

LODGE OFFICER RESPONSIBILITIES

Lodge Chief:

- Adheres to the program and policies of the lodge.
- Works closely with the lodge adviser and lodge staff adviser.
- Attends all lodge executive committee meetings and activities.
- Appoints chairman of the lodge operating committees.
- Attends lodge Key 3 meetings.
- Communicates with lodge officers and committee chairmen.
- Chairs all meetings of the lodge executive committees.
- Is responsible for planning and conducting of lodge activities.
- Undertakes lodge service projects with concurrence of Key 3.
- Promotes the correct wearing of the scout uniform.
- Sets the example all of the time.
- Becomes a member of the Council Camping or Boy-Scout Committee and the Council Executive Board.
- Attends appropriate council, section, regional, and national OA functions.
- Delegates his duties to fellow officers and committee chairmen.

Lodge Vice-Chief:

- Assists with event promotion.
- Serves as the lodge chief when the chief is not present.
- Assists in planning meetings and lodge activities for the year.
- Attends all Lodge Executive Committee meetings and events.
- Serves as chair for the LLD Committee.
- Wears the Scout uniform correctly.
- Perform other duties as assigned by the lodge chief.

Lodge Secretary:

- Keeps a record of all the proceedings of the Lodge Executive Committee and general membership meetings.
- Keeps on files all committee reports.
- Keeps the lodge's official membership records.
- Writes articles for the council newsletter and serves as editor-in-chief for the lodge's newsletter.
- Makes the minutes and other records available to member upon reasonable request.
- Notifies officers, committee members, and other members of their election or appointment.
- Signs all certified copies of acts of the lodge, unless otherwise specified in the lodge rules.
- Maintains records of the lodge rules and minutes and has these available at every meeting.
- Sends out notice of the meeting to the membership.
- Administrates the lodge website.
- Serves as chair for the Communications Committee.
- Conducts the general correspondence of the lodge.

Lodge Treasurer:

- Chairs the Lodge Store Committee and supervises preparation of the annual lodge budget.
- Works closely with the Associate Lodge Adviser of Finance and members of the Lodge Finance Committee.
- Works with the lodge secretary and membership committee on collection of lodge dues.
- Sets up and maintains the lodge financial record book.
- Prepares financial statements for the lodge executive committee.
- Keeps the Lodge Executive Committee aware of their adherence to the lodge budget.
- Maintains the lodge store at all events.