

2025 LODGE OFFICER ELECTIONS

Lodge elections will be held on **Saturday, January 11th** at the Annual Banquet. We will be electing FIVE officers to lead our Lodge. Those positions will be Lodge Chief, Lodge Vice Chief of Administration, Lodge Vice Chief of Finance, Lodge Vice Chief of Ceremonies, and Lodge Vice Chief of Communications. Anyone wanting to serve on the LEC for 2025 must complete this [interest form](#) before January 1st.

Those running for election must be registered in Scouting and be active members of the Lodge, under the age of 21. Officers are elected by the members of the Lodge and serve for one year from the date of election through the Annual Banquet in January 2026. The responsibilities of each position are listed below:

LODGE CHIEF

1. Responsible for the adherence of the Lodge to the policies of the Order of the Arrow as set forth by the National Committee.
2. Sets agendas and presides over all Lodge Executive Committee and general membership meetings, which includes the Winter Banquet, Wing Ding, Ordeal weekends, Rendezvous, Conclaves, OA Fun Days, council meetings, etc.
3. Provides training and advice to officers and committee chairmen.
4. With the help of the advisers, appoints committee chairmen for all committees. Is responsible to see that each committee is properly functioning.
5. Oversees the performance of the Vice Chiefs of Administration, Finance, Ceremonies, and Communications.
6. With the help of the Vice Chiefs, sets and works on Lodge goals and achievements. Monitors all committees throughout the year to make sure reports are kept on whether goals have been achieved or what issues may be.
7. Presents the lodge annual report to the Council by December 31 of each year.
8. Creates, oversees, and coordinates special committees as needed, with the aid of the advisers.
9. Represents the lodge at all Section Council of Chiefs meetings, Council Executive Board meetings and Council Camping Committee meetings.
10. Helps create and monitor camp promotions, troop elections, promotions, etc.
11. Responsible for overseeing and maintaining of the Lodge Operations Guide, Lodge handbook, and proposing of amendments to the lodge rules.
12. Additional duties as outlined in the latest edition of the ORDER OF THE ARROW HANDBOOK, or by the Gateway Area Council.
13. Sets the example by attending lodge events, chapter events, council events, and regional events in proper uniform.

VICE CHIEF OF ADMINISTRATION

1. In consultation with the Lodge Chief and the advisers shall be responsible for the program and promotion of the lodge and ideals of the Order.
2. Is responsible for helping to keep accurate and up to date memberships records, both active and inactive.
3. Will help with transfers, dues notices, drop notices, and Brotherhood and Vigil eligibility notices and records.

4. Will make membership reports at meetings and banquets.
5. Will help with Smoke Signal articles and publication of the Lodge handbook.
6. Will hand out and record distribution of registration cards and books to all candidates and members.
7. Is responsible for all duties delegated by the Lodge Chief, advisers, or Executive Committee.

VICE CHIEF OF FINANCE

1. In consultation with the Lodge Chief and the advisers shall be responsible for keeping accurate and itemized records for all lodge income and expenses.
2. Helps prepare the annual budget for the lodge.
3. Presents audits for all necessary records of monies received and spent throughout the year.
4. Responsible for records pertaining to all lodge items in stock, ordered, sold at the council office, lodge events, or camp.
5. Works with administration for records of active and in-active members.
6. Will help with Smoke Signal articles and publications.
7. Is responsible for all duties delegated by the Lodge Chief, advisers, or Executive Committee.

VICE CHIEF OF CEREMONIES

1. In consultation with the Lodge Chief and the advisers shall be responsible for the troop elections, Ordeal, Brotherhood, and Vigil ceremonies.
2. Will help form and with help of advisers to train ceremonies teams to conduct ceremonies throughout the year.
3. Help with units' elections, call out ceremonies, and Ordeal, Brotherhood, and Vigil inductions.
4. Helps with the annual budget for the lodge.
5. Will help with the Smoke Signal and other publications.
6. Plan, research, and organize purchase of new ceremony regalia which includes head dresses, costumes ceremony books, sand paintings, etc.
7. Is responsible for all duties delegated by the Lodge Chief, advisers, or Executive Committee.

VICE CHIEF OF COMMUNICATIONS

1. In consultation with the Lodge Chief and the advisers shall be responsible for the Smoke Signal, social media posts, and candidate letters for the lodge.
2. Helps create and administer social media sites, websites, and any communication going out to membership, council, or section people.
3. Responsible for records of comments and weekly updates to sites.
4. Helps with the annual budget for the lodge.
5. Will make an annual report to the lodge and the council.
6. Will help with the Smoke Signal and other publications.
7. Is responsible for all duties delegated by the Lodge Chief, advisers, or Executive Committee.