

# Miami Lodge #495 Officer Candidacy Agreement

Dear Lodge Officer Candidates and Parent/Guardian:

Thank you for wanting to serve as a lodge officer for the upcoming year. Serving as a lodge officer is a unique and exciting opportunity. The success of the lodge depends on each lodge officer, and their appointed adviser, to make a commitment of their time, talent, and energy. If you have any questions or are unsure about what will be asked of you as a lodge officer, please talk with one of the current officers or advisers before completing this form. This form **MUST** be received by the Lodge Adviser before the Miami Lodge Officer Election.

Yes, I desire to become a candidate for office in the Miami Lodge.

Name: \_\_\_\_\_ Position(s) You Are Running For: \_\_\_\_\_

Troop #: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

This form is meant to make sure that each candidate has the support and understanding of their parents/guardians before making a commitment to serve as a lodge officer. This is a crucial part of ensuring the success of every officer.

Each Lodge Officer is expected to do the following:

1. Attend **ALL** scheduled Lodge events and the Section C-6B Conclave. See Attached calendar.
2. Regularly communicate with their adviser, chairmen, and other officers throughout the year.
3. In consultation with your adviser, create goals, milestones, budget, and a backdated calendar for the position you were elected.
4. Meet the goals and milestones that you set.
5. Help recruit, train, and lead lodge members in carrying out the lodge's year round program.
6. Officers are expected to attend and participate in a limited number of other meetings, planning sessions, and special projects throughout the lodge year, these meetings are scheduled as needed.
7. Set the example by correctly wearing a full Class A uniform.
8. Fulfill the duties of the position you are elected to as described in the attached position description.
9. Conduct themselves at all times according to the highest standards of the Scout Oath, Law, and OA Obligation.

The success of the OA Lodge is dependent on active, engaged officers. Each officer will have an experienced adult adviser assigned to him to work as a team with their officer. Advisers in the OA are experienced Scouters who enjoy volunteering their time to mentor motivated Arrowmen. Advisers train, coach, and guide their officers to complete assigned duties that exceed what is normally asked of young men in high school or college. Lodge officers are expected to diligently work with their adviser, their fellow officers and chairmen, and with other Arrowmen. Service as a lodge officer is not for everyone. Lodge Officers are expected to be able to budget their time between school, family, religious and other responsibilities with what is required of them as a lodge officer. A great many officers have served with distinction and managed their other responsibilities as well. Since the effective operation of any Lodge depends on each Lodge Officer, any officer who finds that he cannot keep up with the duties above or balance these duties with other commitments and obligations will be expected to resign or will be removed from office.

I attest that the above Arrowman has my support to serve as a Miami Lodge Officer and that we have discussed the responsibilities of being a lodge officer.

Parent/ Guardian	Date	Candidate	Date
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### Lodge Adviser's Signature

The Lodge Adviser's signature will be the last signature on this form. His signature signifies that he has spoken with you about the responsibilities of the office you seek and has accepted your candidacy.

Lodge Adviser's Signature	Date
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## Events that 2015 Lodge Officers Are Required to Attend

Event	Start Date	End Date	Location
January Lodge Meeting	January 11, 2015	January 11, 2015	Schiewetz Center
Winter Banquet	January 16, 2015	January 16, 2015	Schiewetz Center
Officer's Retreat	February 7, 2015	February 8, 2015	Schiewetz Center
February Lodge Meeting	February 8, 2015	February 8, 2015	Schiewetz Center
March Lodge Meeting	March 8, 2015	March 8, 2015	Schiewetz Center
Conclave Shakedown	April 10, 2015	April 12, 2015	Woodland Trails
April Lodge Meeting	April 12, 2015	April 12, 2015	Woodland Trails
Spring Ordeal	May 1, 2015	May 3, 2015	Woodland Trails
May Lodge Meeting	May 10, 2015	May 10, 2015	Schiewetz Center
Section Conclave	May 15, 2015	May 18, 2015	Woodland Trails
June Lodge Meeting	June 14, 2015	June 14, 2015	Woodland Trails
July Lodge Meeting	July 12, 2015	July 12, 2015	Schiewetz Center
Summer Ordeal	August 21, 2015	August 23, 2015	Woodland Trails
September Lodge Meeting	September 6, 2015	September 6, 2015	Schiewetz Center
Fall Ordeal	September 18, 2015	September 20, 2015	Cricket Holler
October Lodge Meeting	October 4, 2015	October 4, 2015	Schiewetz Center
November Lodge Meeting	November 8, 2015	November 8, 2015	Schiewetz Center
December Lodge Meeting	December 13, 2015	December 13, 2015	Schiewetz Center

## Events that 2015 Lodge Officers Should Attend

Summer Call Out Ceremonies & Brotherhood Conversions	Boy Scout Weeks @ WTSR
Chapter meetings	As needed
Council Recognition Dinner	TBD
Officers' Meeting	As Needed

Please be prepared to identify at the Lodge Election any dates above that you know you will not be available.

Certain lodge officers will be expected to attend specific events. For example; the Lodge Chief is expected to attend the Section Council of Chiefs meetings (4 per year). There will be other events and meetings for lodge officers that will be scheduled and announced as the need arises.

If parents/guardians have any questions about the expectations of Lodge Officers they may contact our Lodge Adviser, Brendan at 937-604-4653 or [adviser@miami495.org](mailto:adviser@miami495.org).

## **Duties of Miami Lodge Officers**

### **The Lodge Chief shall**

- Be responsible for the Lodge Program. He must not do everything, rather he delegates, supervises and guides those who serve under him. He serves on the Key 3, with the Lodge Adviser, and Staff Adviser.
- Preside over the Lodge Executive Committee meetings, including setting of the agenda. If unable to attend, he shall secure a competent replacement.
- Attend Key Three meetings.
- Develop and coordinate the Lodge Leadership Development Training.
- Serve as representative of the Order to all council functions.
- Actively work with the Officers to select chairmen and form functional committees, including training of those members through the LLD and other means.
- Guide and take reports from the Lodge Committees & Officers.
- Appoint other ad hoc committees as necessary and in accordance with Lodge Bylaws
- Ensure the Lodge acts in accordance with the Bylaws
- Communicate on a regular basis with the youth members who serve under him and his Adviser.

### **The Vice Chief of Operations shall**

- Be responsible for the operations of the Lodge including; finance and communications. He must not do everything, rather he delegates, supervises and guides those who serve under him.
- Supervise and take reports from the Chairmen he supervises.
- Submit a finance report at every Lodge meeting, maintain financial reports and make them available to members upon request.
- Compile budget estimates from all committees and use them to create a Lodge budget for submission to the Lodge.
- Approve appropriate expenditures in accordance with the Lodge budget, bylaws and actions of the LEC and submit bills to be paid to the council accountant.
- Request and submit purchase orders needed for Lodge programs.
- Assure that all dues/fees at all Lodge events are properly collected.
- Work with the Lodge Registrar to reconcile dues payments and the membership database.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report directly to the Lodge Chief and perform other duties as requested by the Lodge Chief.
- Serve in place of the Lodge Chief in the event of the Chief's absence or in the event the Chief resigns or is otherwise unable to fulfill his duties
- Communicate on a regular basis with the youth members who serve under him and his Adviser.
- Other duties as assigned by the Lodge Chief

### **The Vice Chief of Inductions shall**

- Be responsible for all activities related to the induction process (ceremonies, Ordeal and Brotherhood). He must not do everything, rather he delegates, supervises and guides those who serve under him.
- Ensure that all inductions activities are conducted in accordance with the 10 induction principles as listed in the Guide to Inductions.
- Supervises and takes reports from the chairmen of the Ceremony Committee, the Brotherhood Committee, and the Ordeal Committee.
- Create and supervise the evening activity at the Ordeal.
- Supervise the implementation of the Jumpstart program at the Ordeal.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report directly to the Lodge Chief and perform other duties as requested by the Lodge Chief.
- Communicate on a regular basis with the youth members who serve under him and his Adviser.
- Other duties as assigned by the Lodge Chief.

### **The Vice Chief of Program shall**

- Be responsible for non-induction Lodge activities and programs, mainly Fellowship activities and Section/National events. He must not do everything, rather he delegates, supervises and guides those who serve under him.
- Supervise and take reports from the chairmen of each activity committee.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report directly to the Lodge Chief and perform other duties as requested by the Lodge Chief.
- Communicate on a regular basis with the youth members who serve under him and his Adviser.
- Other duties as assigned by the Lodge Chief.

### **The Vice Chief of Chapter Support shall**

- Be responsible for Unit Elections and supervising each of the Chapter Chiefs. He must not do everything, rather he delegates, supervises and guides those who serve under him.
- Supervise and take reports from each of the Chapter Chiefs for report at the LEC.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Provide support to the Chapters
- Report directly to the Lodge Chief and perform other duties as requested by the Lodge Chief.
- Communicate on a regular basis with the youth members who serve under him and his Adviser.
- Other duties as assigned by the Lodge Chief.