

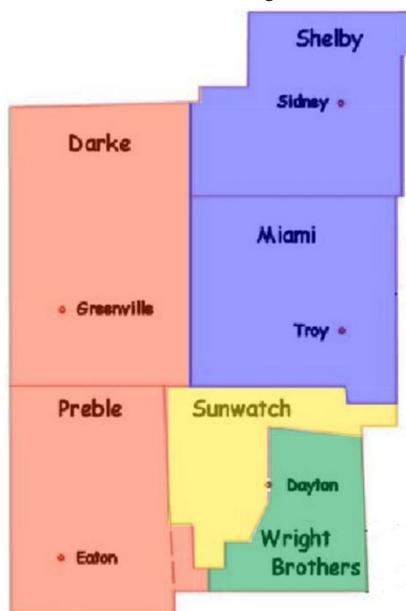
www.miami495.org

Miami Lodge #495

Rekindling the Flame

A New Direction

Chapter Development Plan



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Introduction

This plan was developed by a dedicated team consisting of members of Miami Lodge and the Miami Valley Council Staff. Our intention for this plan is that it be used as a guide for both Miami Lodge and the Districts of Miami Valley Council as we establish Chapters.

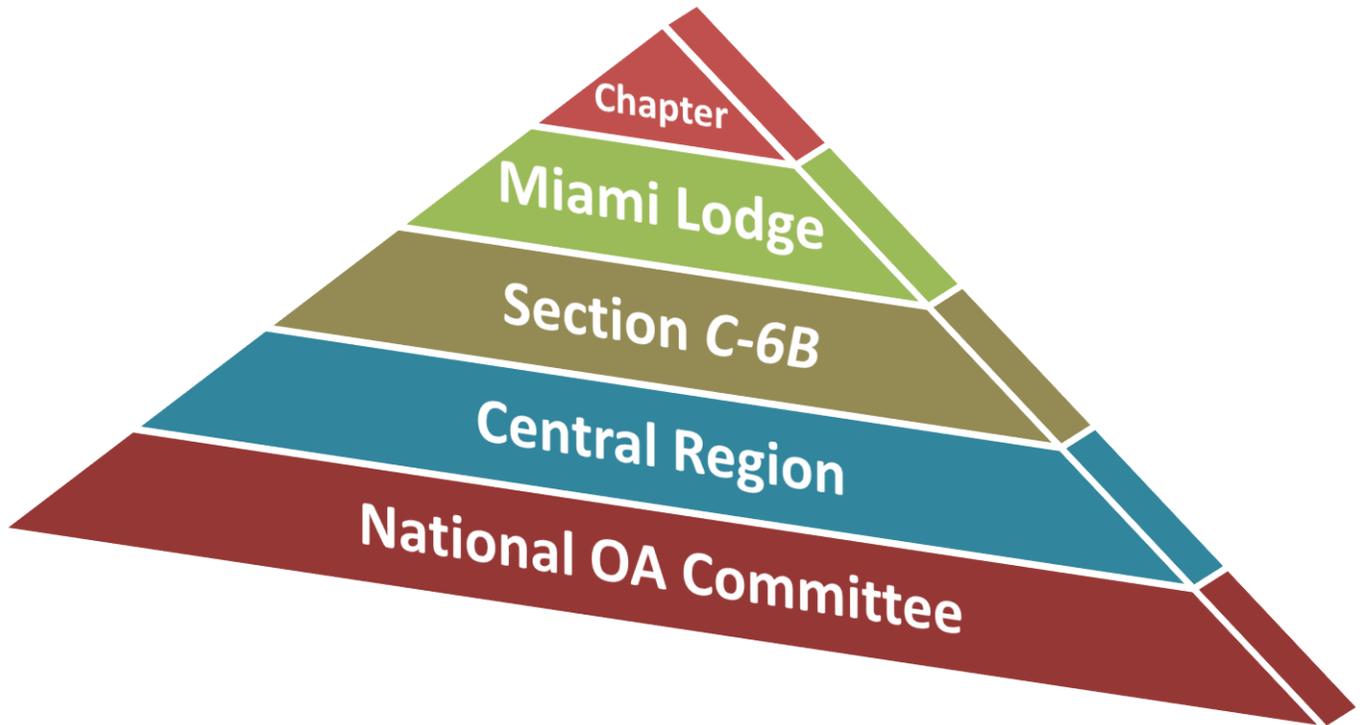
Goals

The goals for this initiative are simple.

- 1) Increase the quality and quantity of the Order of the Arrow program in the Districts of the Miami Valley Council by, creating a viable and sustainable Chapter System within Miami Lodge.
- 2) Reignite the passion for the Order of the Arrow in the Miami Valley Council, thereby strengthening Miami Lodge and greatly increasing our ability to serve both the youth of our Council and the Miami Valley Council as a whole.



Before we discuss Chapters we should define the various levels of the Order of the Arrow. Within the OA there are five levels of operation; National, Regional, Sectional, Council, and Chapters.



While each level exists to support the level above it, these levels are interdependent upon each other. Basically the strength of one level depends on the level above it.

A Chapter generally operates within a District. Just as a Lodge has a Chief and various other youth leadership positions so does a Chapter. Within a Chapter the youth leadership structure consists of a Chapter Chief, Vice Chief, and Secretary. Each of these youth officers are advised by an adult Adviser who is appointed by the Lodge Adviser in consultation with the District Camping Committee and Executive (Professional Staff Member).

Chapters have their own events and meetings, they support District events such as Camporees and Day Camps, and ultimately the Lodge. Chapters offer numerous benefits to their youth members including; the ability to be active in the OA at a local level, more leadership opportunities, and the ability to interact with youth from across their District. Districts can benefit immensely from a quality Chapter supporting it. Through assistance/staff at District events to running OA Unit Elections, and help with fundraising.

What Does a Chapter Officer Look Like



The **Chapter Chief** is the top elected officer in a Chapter. He sets the direction of the Chapter for the year. A Chapter Chief should be committed to the OA, his Lodge, and his Chapter, he should also be a strong leader who lives by the Scout Oath and Law. A Chapter Chief should be a good role model for the youth who serve with him. A Chapter Chief should be familiar with the workings of the Lodge and be able to be a spokesman for the Lodge and his Chapter.

Responsibilities:

Attend training

Attend Lodge & Chapter events

Delegate tasks

Attend his Troop meetings

Set the agenda and run Chapter meetings

Organize activities

Promote the Lodge

Communicate regularly with his Adviser

The **Chapter Vice Chief** is the “second in command” in a Chapter. In addition to all the Characteristics of the Lodge Chief, the Vice Chief should also be able to follow the direction of his Chapter Chief and be observant of what’s happening in his Chapter.

Responsibilities:

Liaison for the Chapter Committee Chairmen

Attend Lodge & Chapter events

Assist the Chief in his duties

Organize the Committees

Communicate regularly with his Adviser and the Chief



The **Chapter Secretary** is an important position in the Chapter. In addition to all the characteristics of the Chapter Chief and Vice Chief the Secretary should also be a good communicator, be media savvy, diligent in his duties, and be organized.

Responsibilities:

Take minutes at Chapter meetings

Organize Chapter publications

Supervise Unit Elections in the Chapter

Coordinate the Troop Rep program

Communicate regularly with his Adviser and Chief

Maintain Chapter records

In addition to these elected positions Chapters can also have various Committee Chairmen who head up the initiatives of the Chapter. These could include, Unit Elections, Ceremonies, Activities, and Brotherhood Conversions.



What Does a Chapter Adviser Look Like?



The Chapter Adviser is appointed for a one year term by the Lodge Adviser in consultation with the District Camping Chairman, District Executive, and Council Executive. The Chapter Adviser, with the approval of the Lodge Adviser can appoint Associate Chapter Advisers and Committee Advisers. OA Advisers should be youth oriented adults who understand the Scouting and OA program. The job of an OA adviser is not to do the job of the youth, yet to offer guidance and support for their youth counterpart.

How to Form a Chapter in Your District

There are several steps in forming a Chapter in your District. Don't let these steps overwhelm you. As you go through this process you will have assistance from our Chapter Development Committee. The members of this Committee are here to assist you every step of the way. Do not hesitate to ask them for help or guidance.

Steps

- 1) **Identify the stake holders.** In most Districts this will be the Chairman of your Camping Committee, your District Executive, members of Miami Lodge in your District (a list of your District's members will be provided to you), and your District Chairman. These will be the people who will form your Committee.
- 2) **Form your Committee.** After you've identified your stake holders approach them about joining your Committee. The members of your Committee should be positive and energetic people as they will be the champions of this idea and eventually the leaders of your Chapter.
- 3) **Hold your first meeting*.** This can take place at a Roundtable, District event, or whenever your Committee members are available. The goals of this initial meeting are simple:
 - a. **Identify your Committee Leaders.** Each Committee should consist of a youth Chairman, an adult Adviser, and various other youth and adult leaders from your District.
 - b. **Create a timeline.** For instance if you're starting this process in June and your goal is to have your first Chapter meeting in September then work backwards from September creating benchmarks to measure your progress. Benchmarks can be everything from holding an open house, creating Chapter Bylaws, to holding your Chapter elections. Assign a youth and an adult member of your Committee to be responsible for benchmarks in your timeline. A sample timeline is provided in the appendix.
 - c. **Complete the Petition.** Take a few minutes to complete the Petition to Form a Chapter (included in the Appendix).
 - d. **What's next.** Set a date and time for your next meeting. Make sure that everyone understands their roles and expectations and what needs to be accomplished by the next meeting.

* Members of the Lodge Chapter Development Committee are more than happy to attend this first meeting. Just let us know the time, place, and date of the meeting and we'll be there.



4) **Submit your Petition.** Submit your Petition to Form a Chapter to the Lodge Executive Committee. Once your petition has been approved by the Lodge Executive Committee you will have access to additional resources from the Lodge. This includes use of the Lodge’s various communication tools such as our website (www.miami495.org) our Facebook page (www.facebook.com/miami495), and email listservs. You will also have access to Lodge records and the ability to request Lodge funding for mailings, promotional materials, and programmatic materials.

5) **Participate in our Chapter Development Seminar.** This seminar will be conducted by the members of the Lodge Chapter Development Committee. During this seminar we will assist your Chapter in the following areas:

- a. Training for youth and adult leaders on the various aspects of Chapter management.
- b. Development of a Chapter Identity. This includes a Chapter name and totem.
- c. Conducting Chapter meetings.
- d. Establishing a relationship with your District.

And much, much more

The Seminar will take place on July 22nd, 23rd, and 24th at Cricket Holler.

Your Local Resources

This section left blank for your Chapter rosters and key contacts list

Your Lodge Resources

Email: chapters@miami495.org
Web: www.miami495.org/chapters.php
Facebook: www.facebook.com/miami495

Miami Lodge Chapter Operations Manual – available on Lodge website

Other Resources

National Website: www.oa-bsa.org – Go to “Resources” then “Unit, Chapter, and Lodge Resources”
Region Website: central.oa-bsa.org

Order of the Arrow – Miami Lodge #495 Petition to Form a Chapter

District(s): _____ Chapter Name: _____

Chapter Totem: _____ Meeting Location: _____

Meeting Day(s): _____ Meeting Time: _____

Chapter Development Committee

In order to form a Chapter you are required to have a Development Committee. The Committee must have at least 3 youth members and 2 adult members. One youth member must agree to serve as the Chairman of the Committee and one adult member must agree to serve as the Adviser for the Committee. The members of the Committee must be dues paid members of Miami Lodge and in good standing with the Lodge and the Miami Valley Council, BSA.

Youth Chairman's Name: _____ Troop: _____

Phone: _____ Email: _____

Adult Adviser's Name: _____ Troop: _____

Phone: _____ Email: _____

Youth Member's Names:	Adult Member's Names:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Youth Chairman's Signature _____	Date _____	Adult Adviser's Signature _____	Date _____
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District Camping Chair's Signature (if available) _____	Date _____	District Executive's Signature (if available) _____	Date _____
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For Lodge Use Only

Date Submitted: _____ LEC Decision: _____ Approved _____ Denied _____

Youth Chairman's Signature: _____

Adult Adviser's Signature: _____

Lodge Chief Signature: _____ Lodge Adviser Signature: _____