

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: _____

Crew/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 E-2 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. 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 / her 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 / women 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 / she 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

Lodge Adviser's Signature

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

Lodge Adviser's Signature Date

Events that 2024 Lodge Officers Are Expected to Attend**

December 2023

10 Lodge Meeting (K Lodge) 3pm-5pm **

January 2024

07 Lodge Meeting (K Lodge) 3-5 pm **

12 Winter Banquet (K Lodge & Kitchen) 3-10 pm **

February 2024

TBD COC

TBA OA Winter Tubing Weekend

17 Lodge Officer Retreat K Lodge Sat 8am-7pm **

18 Lodge Meeting (K Lodge) 3-5 pm **

March 2024

10 Lodge Meeting (SLTC) 3-5pm **

April 2024

TBD COC

14 Lodge Meeting (K Lodge) 3-5pm **

May 2024

10-12 OA Conclave Camp Miakonda (Toledo, Oh) **

17-19 Spring Ordeal Cricket Friday 7pm-Sun 11:30am **

19 Lodge Meeting Cricket K-lodge 10am-11:30am *

June 2024

09 Lodge Meeting/Cricket Workday 2pm-5pm

July 2024

14 Lodge Meeting/Cricket Workday 2pm-5pm

July 29 - Aug 3 NOAC

August 2024

09-11 Summer Ordeal Cricket Fri 7pm - Sun 10am**

11 Lodge Meeting Cricket K-lodge 10am-11:30am *

17 Post Ordeal Fellowship K Lodge 2pm-9pm **

September 2024

14 Cub Quest Cricket Sat 8 am - 3:30 pm **

14 OA Family Picnic Sat 5pm - 10pm

27-29 Fall Ordeal Cricket Fri 6pm thru Sun 10am **

29 Lodge Meeting (K-Lodge) 3-5pm *

October 2024

11 Vigil Reunion/Dinner (K-Lodge) 5pm thru Sat 8am

12 Post Ordeal Fellowship Cricket 2pm-9pm**

13 Lodge Meeting (K-Lodge) 3pm -4:30pm *

November 2024

09-10 LLD/Winter Fellowship SLTC Sat 2pm-Sun 3pm **

10 Lodge Meeting 3pm-5pm *

December 2024

08 Lodge Meeting/Brotherhood KLodge 9am-4:30pm

** Dates and Times are subject to change **

Events that 2024 Lodge Officers Should Attend*

Council Recognition Dinner

TBA

**Dates and Times are subject to change due to weather and location availability **

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, Drew Turner at 937-802-3995 or drewturner.bsa@gmail.com

Duties of Miami Lodge Officers

The Lodge Chief shall

- Be responsible for the Lodge Program. He/ She must not do everything, rather he / she delegates, supervises and guides those who serve under them. He / She 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, they 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 them and their Adviser.

The Vice Chief of Operations shall

- Be responsible for the operations of the Lodge including finance and communications. He / She must not do everything, rather he / she delegates, supervises and guides those who serve under them.
- Supervise and take reports from the Chairmen they supervise.
- 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, they 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 their duties.
- Communicate on a regular basis with the youth members who serve under them and their Adviser.

The Vice Chief of Inductions shall

- Be responsible for all activities related to the induction process (ceremonies, Ordeal and Brotherhood). He / She must not do everything, rather he delegates, supervises and guides those who serve under them.
- 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 / she 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 them and their Adviser.

The Vice Chief of Program shall

- Be responsible for non-induction Lodge activities and programs, mainly Fellowship activities and Section/National events. He / She must not do everything, rather they delegate, supervise and guide those who serve under them.
- Supervise and take reports from the chairmen of each activity committee.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, they 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 them and their Adviser.

The Vice Chief of Unit Support shall

- Be responsible for Unit Elections and supervising each regional unit support team. He / She must not do everything, rather they delegate, supervise and guide those who serve under them.
- Supervises and takes reports from the chairmen of the Unit Election Committee and the Troop Rep Committee.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, he / she shall send a designated replacement to do the report.
- Provide support to the BSA and Venturing Units.
- 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 them and their Adviser.

The Vice Chief of Cub Relations shall

- Be responsible for all Cub Quest operations including development of Cub Quest chairman positions. He / She must not do everything, rather he delegates, supervises and guides those who serve under them.
- Supervise and take reports from the Committee Chairmen that serve under them 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.
- Attend meetings of the Council Membership Committee as necessary.
- Report directly to the Lodge Chief and perform other duties as assigned by the Lodge Chief.
- Communicate on a regular basis with the youth members who serve under them and Their Adviser.