Lodge Officer's Responsibilities

All leadership positions in the Lodge are elected positions. All officers are under 21 years of age. They are elected annually (Summer Fellowship-Summer Fellowship) so that the greatest number of members can get an opportunity to be a part of the leadership. Candidate nominations can be sent to the nominating committee and they will determine if the candidate is eligible to run or not.

The Lodge Chief

The Lodge Chief shall be responsible for the overall operation of the Lodge. He shall normally preside over all Lodge Business Meetings and all Executive Committee meetings. He shall provide a written agenda for all the Lodge Business Meetings, and all Executive Committee meetings. He shall appoint the Special and Temporary Committees and Committee Chairmen as provided for in the Lodge Rules and elsewhere in the Bylaws. He shall serve as an ex-officio member of all Lodge committees. He shall serve as Chairman of the Activities Committee. He shall represent the Lodge in official and public relations functions. He shall perform such other duties as may be necessary for the proper function of the Lodge.

The Lodge Administrative Vice-Chief

The Lodge Administrative Vice-Chief shall work closely with the Lodge Chief in seeing to the general administration of the Lodge. He shall preside if the Lodge Chief is unable to preside or deems it inappropriate to preside at a Lodge Business Meeting or Executive Committee meeting. He shall serve as or appoint a Chairman of the Camping Promotion & Unit Elections Committee. He shall be responsible for the formation and continuation of the Chapters. He shall represent the Lodge at such times the Lodge Chief is unable to attend. He shall promote the selection of Order of the Arrow Unit Representatives in all eligible units and maintain the phone list of these individuals. He shall perform such other duties as the Lodge Chief may assign.

The Lodge Ceremonial Vice-Chief

The Lodge Ceremonial Vice-Chief shall work closely with the Lodge Chief to see that all ceremonies are conducted in the impressive manner called for in the latest editions of the Order of the Arrow Handbook and the various ceremonial pamphlets. He shall serve as Chairman of the Ceremonial Committee, appoint chairs to the Elangomat Development Committee and Ordeal Administration Committee. He shall aid the Vigil Honor Committee when that committee requests. He shall be responsible for maintaining the Ceremonial Regalia of the Lodge in good condition. He shall be responsible for administering the Induction Sequence. He shall perform such other duties as the Lodge Chief may assign.

The Lodge Secretary

The Lodge Secretary shall maintain the permanent Lodge records in the Council Office and serve as Chairman of the Membership Committee. He shall keep a record of minutes of all Lodge Business Meetings and Executive Committee meetings. The official minutes are to be kept in a permanent file located in the Council Office. He shall handle the general correspondence of the Lodge as assigned by the Lodge Chief. He shall maintain the official copy of the Lodge Rules and Bylaws and be responsible for bringing this copy to all Lodge Business Meetings and Executive Committee meetings. He shall certify all candidates for Chapter and Lodge Office of their eligibility as provided for in the Lodge Rules. He shall assist the Ceremonial Committee and the Vigil Honor Committee by providing eligibility lists from Lodge records. He shall notify all Brothers whose dues have expired as of Summer Fellowship of that year. This notification is to be sent at least two weeks prior to Fall Fellowship. He shall perform such other duties as the Lodge Chief may assign.

The Lodge Treasurer

The Lodge Treasurer shall be responsible for all Lodge finances and shall be Chairman of the Finance Com-

mittee. He shall handle all money in accordance with the established procedures of the Pee Dee Area Council, National Order of the Arrow Committee, and the Boy Scouts of America He shall provide The Santee Arrowman with a general financial report to be published in the edition after the closing of the Lodge financial records for the year. He shall deliver a brief financial report at each Lodge Business meeting. He shall keep the Executive Committee informed in detail of all financial activity. He shall present a balanced budget to the Executive Committee as provided in the Lodge Rules. He shall maintain an inventory of the Lodge Collection and relevant records. He shall perform such other duties as the Lodge Chief may assign.

The Lodge Editor

The Lodge Editor shall be Chairman of the Publications Committee. He shall perform his duties as provided for in the Rules and By-Laws.

Assistant Treasurer

The Lodge Assistant Treasurer shall work with the Lodge Treasurer to complete the duties of that office.

Assistant Secretary

The Lodge Assistant Secretary shall work with the Lodge Secretary to complete the duties of that office. They will also be in charge of creating a scrap book for the year.

Chapter Officers

The Chapter officers shall be Chapter Chief, Chapter Vice-Chief, and Chapter Secretary.

Larger Chapters may have more officers with the approval of the Executive Committee. Duties of Chapter officers shall be similar to those of the corresponding Lodge Officers. The Chapter Chief shall represent his Chapter at Executive Committee meetings. If he is unable to attend, he may appoint another brother, normally the Chapter Vice-Chief, to serve in his absence.

The Lodge is broken down into four chapters to aid the Lodge achieve its goals. The main purposes of the chapters are to: promote scout camping; provide elections for eligible units within their chapter; and serve as an arm of the OA Scoutreach mentoring program within their Chapter. Chapters have their own elected officers and they are responsible for carrying out the duties of the chapter. Chapters usually meet once a month and all chapter members are encouraged to attend. The four chapters are broken down by counties and are as followed:
Atakwa: Dillon, Florence, and Williamsburg
Black Creek: Chesterfield, Darlington, and Marlboro
Chicora: Horry and Marion
Iswa: Clarendon, Lee, and Sumter

Operating Committees and Responsibilities

The Lodge is broken down into committees that carry out the responsibilities of the Lodge. Each committee has a chair and advisor. Committee responsibilities are decided by the Lodge Chief. Each committee submits an annual budget and goals. Without goals, we would not accomplish much. The Executive Committee is the leadership of the lodge.

Executive Committee

Committee meetings shall normally be opened to the general membership of the Lodge. Everyone is allowed to show up, but only ECM members may vote on issues. An ECM usually meet once a month at the council service center unless we are having an event somewhere, in that case, the ECM meets at that event. The ECM carries out all business that needs to be done throughout the year. This may include planning for a fellowship, debating patch designs, or allocating funds for a new drum. The Committee shall bestow the Founder's Award annually in accordance with National Order of the Arrow guidelines. The Committee shall bestow the Red Arrow Award as it sees fit, keeping in mind the high standard of the Award. The Committee shall carefully check the membership and financial records of the Lodge at the close of each calendar year, prior to Lodge recharter. The Committee shall be authorized to approve any routine operating expenses. The Committee is further empowered to transact any and all business of the Lodge between Lodge Business Meetings. However, any action of the Committee is subject to review at the next regularly scheduled Lodge Business Meeting.

(Standing Committees)

Camping Promotion & Unit Elections Committee

The Administrative Vice-Chief shall act as Chairman of this committee. The committee shall prepare, in cooperation with the overall camping promotion program as developed by the Council Camping Committee, a Lodge promotion plan. The committee shall be responsible for seeing that Unit Elections are held in every eligible unit of the Council between February 1st and May 15th of each year. The committee shall be responsible for the training of Brothers in Unit Election procedures. The committee shall coordinate Camping Promotion and Unit Election visits through the Order of the Arrow Unit Representatives as much as possible. The committee shall be responsible for seeing that reports of Unit Elections reach the Lodge Secretary by June 1st.

Finance Committee

The Treasurer shall serve as Chairman of this committee. The committee shall assist the Treasurer in preparing the annual budget for submission. The committee will assist the Treasurer in operating the Lodge store. The committee will develop plans for any fund-raising efforts of the Lodge to be submitted to the Executive Committee for consideration. The committee will suggest changes to financial procedures to create a smoother operation.

Ceremonial Committee

The Ceremonial Vice-Chief shall serve as Chairman of this committee. The Ceremonial Vice-Chief shall appoint Brothers to chair subcommittees on Brotherhood, Elangomats, Ceremonies & Regalia, and Indian Dance and Native American Activities. Duties of subcommittees are as follows:

Brotherhood

The Brotherhood Committee shall seek to have members seal their membership by completing the Induction Sequence. In coordination with the Elangomats the committee will encourage Ordeal members to complete the challenges of Brotherhood. The committee will lead Brotherhood candidates in a review of the Ordeal by assisting in the preparation for an Ordeal. The committee will review candidates on their knowledge of the Signs of Arrow Membership. The committee will prepare a list of candidates completing the Challenges of Brotherhood

and submit it to the Ceremonial Vice-Chief.

Elangomat Development and Ordeal Administration Committee

The Elangomat Chairman shall serve as the Ordeal Master. The committee is responsible for the recruitment and training of Elangomats. The committee shall use resources provided and recommended by the National Order of the Arrow. The committee shall be responsible for encouraging all candidates to complete the Induction Sequence.

Ceremonies & Regalia

The committee shall aid the Ceremonial Vice-Chief in the building and preservation of ceremonial regalia. The committee shall aid the Ceremonial Vice-Chief in presenting effective ceremonies. The committee shall recruit and train Brothers to serve as principals and support persons in ceremonies.

Indian Dance and Native American Activities Committee

The committee shall organize and maintain the Kittan Dance and Sing teams. The committee shall aid in the promotion and instruction of Brothers in Indian Lore.

Activities & Service Committee

The Lodge Chief shall serve as Chairman or appoint another Brother as Chairman of the committee. The committee shall aid the Lodge Chief in planning and carrying out functions of the Lodge. The committee shall plan and encourage involvement in service projects to benefit the Camp, Council, and Communities.

Nominating Committee

Each Chapter will submit the names of two Brothers to the Lodge Chief to be considered for membership on the Nominating Committee. The Nominating Committee must contain two brothers from each chapter. The membership of the Committee shall be made known to the Brothers of the Lodge at Fall Fellowship. The Lodge Chief will appoint replacements from the respective chapters, be it through resignation, failure to perform his duties or as needed. The Lodge Chief shall select a chair whose purpose it is to conduct meetings according to the Rules and Bylaws. The Committee is charged with the ongoing process of reviewing the skills, abilities and leadership qualities of the Brothers of the Lodge and shall make recommendations to the Lodge Chief for the appointment of Brothers to chair and serve on the various Lodge committees. The Nominating Committee shall make its report known to the Lodge Chief at the beginning of Summer Fellowship. All nominations from the floor must be of those that meet the eligibility requirements, which include the Nominating Committees and Advisers recommendations. Individuals not selected by the Nominating Committee that wish to run for office may request a meeting with the Chairman and the Lodge Adviser for explanation and further consideration by the Committee.

Publications Committee

The Lodge Editor shall be the Chairman of the Publications committee. The committee shall be responsible for publishing editions of The Santee Arrowman to all active Brothers at least three weeks before Fall Fellowship, Winter Banquet, Spring Fellowship, and Summer Fellowship. The committee shall see that The Santee Arrowman contains news of upcoming Lodge events, stories of recent Lodge activities, the formation of Lodge Committees, reports from the Committees, news of various Chapters, a copy of the annual financial statement from the Lodge Treasurer, editorials pertinent to the Lodge, messages from the Lodge Chief, the Scout Executive, the Lodge Adviser and others, and any other Lodge information. The committee shall compile, publish, and distribute a Lodge Planbook by Fall Fellowship. The committee shall compile, publish, and distribute a Where To Go Camping guide by Spring Fellowship of each year. This may be an update of a previous edition. Assistance of the Administrative Vice-Chief and the Camping Promotions & Unit Elections Committee should be sought. The committee shall coordinate Internet services, as the Lodge desires. The committee shall assemble all publication items needed for submission for judging at Section, Regional, and National events. The committee shall publish such other Lodge publications (i.e. promotional letters to Brothers) as the Lodge Chief may assign.

(Special Committees)

Vigil Honor Committee

The Lodge Chief shall appoint an older, more experienced Brother to serve as Chairman of the committee. The Chairman of the committee shall be publicly made known by Winter Banquet. The Lodge Chief shall appoint mature Brothers, normally from Vigil Honor members of the Lodge, so serve on the committee. The committee shall provide for the conferring of the Vigil Honor on deserving Brothers. The committee shall encourage all Brothers to submit recommendations for consideration. The committee shall submit a budget to the Executive Committee for approval prior to any expenditure. The committee may call on the Ceremonial Vice-Chief for assistance if needed.