



Chapter Officer Candidate Form

Cho-Gun-Mun-A-Nock Lodge #467 Hawkeye Area Council

All Candidate documentation must be submitted to the Chapter Adviser no later than 8:00 am Sunday of Fall Conclave.

Chapter Officer Candidacy Guidelines & Procedures

As per the constitution and by-laws of the Cho-Gun-Mun-A-Nock Lodge (Article II, Section G), an Arrowman must satisfactorily meet the following guidelines in order for their nomination to be officially recognized by the lodge.

1. A commitment to attend all Chapter Meetings or find an approved substitute.
2. If this is for Chapter Chief, a commitment to attend all Lodge Executive Committee (LEC) meetings or find an approved substitute.
3. A commitment to attend all major Lodge events during the year.
(Winter Banquet, Spring Fellowship, Spring Conclave, Fall Conclave)
4. Candidate must not turn 21 during the term for which the Arrowman is seeking election.
5. A letter of intent, including what office you are seeking.
6. A letter of recommendation from either an adult Adviser or a youth leader of the Lodge (preferably typed) that can relate to your ability to perform successfully in the office in which you are seeking.
7. This form must be submitted to the Chapter Adviser no later than 8:00 am Sunday morning of Fall Conclave.
 - a. Not meeting this deadline will jeopardize your eligibility.

All questions should be directed to the Chapter Adviser.

I hereby agree to the above statements of eligibility.

Signature of Candidate

Unit Number

____/____/_____
Date of Birth mm/dd/yyyy

Chapter Officer Position Descriptions

Duties of Chapter Officers are approximately the same as those of the Lodge officers. The Chapter Chief, in consultation with the Chapter Adviser, has the authority to make adjustments in the duties of the Officers who serve with them. Each Chapter has different needs and the Officers need to be able to adjust to fulfill these needs. Often the Chapter Chief and Chapter Adviser will serve on the District Camping Committee.

Chapter Chief

- Meet monthly with the Chapter Officers and Chapter Advisers to ensure well-planned and effective Chapter meetings and activities.
- Assist Vice-Chiefs as needed/requested.
- Keep in regular contact with Vice-Chiefs.
- Attend monthly District Roundtables to make OA announcements during general session.
- Represent Chapter at all Chapter meetings, Chapter events and Lodge events, including Lodge Executive Committee meetings.
- Attend training events as requested, including annual Lodge Leadership Development.
- Attend other requested meetings to represent the Chapter.
- Serve as a positive example of leadership and represent the OA well.
- Support the Lodge in promoting all OA events to Chapter members.
- In coordination with Chapter Secretary, is responsible for communication with Chapter members.
- Wear the Scout uniform correctly.
- Contribute to the Lodge newsletter and website.

Chapter Vice Chief of OA Affairs

- Assist the Chapter Chief in administering the program of the Chapter.
- Serve as the Chapter Chief when the Chief is not present.
- Assist in planning meetings and Chapter activities for the year.
- Is responsible to ensure all Chapter assignments are completed, including Conclave ceremonies.
- Attend all Chapter meetings, Chapter events, Lodge events and Conclaves, including training sessions.
- Obtain instructors, equipment, etc. necessary to complete monthly Chapter meeting activities.
 - Example: regalia making: Ask for sewing machines, seamstresses, fabric, trimming, etc.
 - Obtain kits to make chokers & moccasins. (Male basic regalia consists of apron, choker, moccasins and duty feather. Female basic regalia consists of dress/skirt & blouse, leggings, moccasins and duty feather.)
 - Obtain supplies to make other accessories.
 - Obtain instructors to teach dance steps or drum.
- Plan Chapter events and assist in event promotion.
 - Reserve location.
 - Obtain any required permits.
 - Purchase group tickets (if appropriate),
 - Determine classes and service projects.
 - Obtain instructors and necessary equipment.
- Work with Cub Scout Packs during Blue & Gold season if special demonstrations are requested.
- Wear the Scout uniform correctly.
- Perform other duties as assigned by the Chapter Chief.

Chapter Vice Chief of BSA Affairs

- Assist the Chapter Chief in administering the program of the Chapter.
- Serve as the Chapter Chief when the Chief and Vice Chief of OA Affairs are not present.
- Assist in planning meetings and Chapter activities for the year.
- Attend all Chapter meetings, Chapter events, Lodge events and Conclaves, including training sessions.
- Coordinate Election Teams to attend the various Unit Elections and Camping Promotion visits. Make sure no unit is missed!
 - Attend the District Roundtable meetings from January through April or May to schedule Unit Elections, Summer Camp Promotions and obtain the name of the unit's OA Rep.
- At a Chapter meeting in January, have the unit election paperwork and resources available to do a mock election to demonstrate the process to teams. Also do a mock Camp Promotion presentation.
- While at Roundtables, see if there are any other unit (Cub Packs, Scouts BSA Troops, Venturing Crews) needs that your OA Chapter can fill.
- Work to ensure each Troop and Crew has an OA Rep or someone else who relays information about Chapter and Lodge events at unit meetings.
- Wear the Scout uniform correctly.
- Perform other duties as assigned by the Chapter Chief.

Chapter Secretary

- Attend all Chapter meetings and events.
 - Assist in event registration as people check-in.
 - Report to the Chapter Chief on Chapter event attendance.
 - Collect sign-in sheets at the end of meetings and give to Chapter Adviser.
 - Work with Chapter Adviser or Associate Chapter Adviser to create Chapter event registration forms.
- Attend all Lodge events and Conclaves, including training sessions.
 - Arrive early to assist with check-in/registration at all Lodge events and Conclaves.
- Keep minutes at all Chapter meetings.
- Send out special announcements via email at the request of the Chapter Adviser or Associate Chapter Adviser.
 - Send meeting and event reminders to OA Reps and other Chapter members.
- Obtain from the Lodge Secretary an updated Chapter roster and membership statistics for reference.