

## OA Unit Representative Job Description

The Order of the Arrow Unit Representative is a youth liaison between the OA Lodge, Chapter, and their Troop/Crew. They are a youth Arrowman in the Unit under 18 years old and in good standing in the OA. The Unit Representative is appointed by the Senior Patrol Leader/Crew President with the Unit Leader's approval.

## OA Unit Representative Job Responsibilities

- Serves for a term from January 1<sup>st</sup> thru December 31<sup>st</sup> to correspond with the Lodge Executive Committee positions
- Serves as a communication link between the Lodge, Chapter, and their Unit
- Encourages year-round meetings and resident camping in the Unit
- Encourages older Scout participation in high adventure programs
- Encourages Scouts to actively participate in community service projects
- Assists with leadership skills training in the Unit
- Encourages Arrowmen to assume leadership positions in the Unit
- Encourages Arrowmen to be active participants in the Lodge and Chapter and to seal their membership in the Order by becoming Brotherhood members
- Sets a good example at all times
- Enthusiastically wears their uniform correctly
- Lives the Scout Oath, Scout Law, and OA Obligation
- Shows Scout Spirit

## OA Unit Representative Reports To:

Scouts BSA: Senior Patrol Leader, Assistant Senior Patrol Leader, and Scoutmaster

Venturing Crew: Crew President, Crew Vice-President, and Venturing Leader

## OA Unit Representative Registration

Unit Type  Troop  Crew - Number \_\_\_\_\_

District:  OCV  RC  TR

Unit Meeting Location: \_\_\_\_\_

## OA Unit Representative Contact Info

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## OA Assistant Leader Contact Info

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## Unit Leader Contact Info

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## Cho-Gun-Mun-A-Nock Lodge

Hawkeye Area Council, BSA

660 32<sup>nd</sup> Ave SW

Cedar Rapids, IA 52404



## Cho-Gun-Mun-A-Nock Lodge

Hawkeye Area Council, BSA

OA Unit Representative Program

## General Information

## **OA Unit Representative Program**

### **What is the OA Unit Representative?**

The Order of the Arrow Unit Representative is the official youth liaison serving between the OA Lodge, Chapter, and their Unit. In their Unit, they serve as a communication link between Arrowmen and the Lodge and Chapter program and service. They also serve Scout Leaders and Scouts who are not presently members of the Order of the Arrow.

### **Is the OA Unit Representative an official position?**

The OA Unit Representative is a nationally recognized youth leadership within the Unit, and Scouts can earn time toward their Unit leadership rank requirements, just like any of the other elected or appointed positions in the Unit.

### **What are the OA Unit Representative's responsibilities?**

The program is flexible enough to allow your local Lodge, Chapter, and the Unit to set the exact responsibilities. However, the most basic tasks of the OA Unit Representative will be to coordinate service opportunities within the Unit, coordinate Unit involvement with the Lodge and Chapter, including Unit Elections, Camp Promotions, Inductions, and to request Lodge and Chapter resources to help meet Unit needs.

### **Who can serve as an OA Unit Representative?**

Anyone in the Unit who is under the age of 18 can serve as the OA Representative for the Unit, provided they are a Dues-paid member of the Order of the Arrow Lodge. They should be appointed by the Senior Patrol Leader or Crew President and will be a member of the Patrol Leaders' Council or Venturing Officer Association and should attend Lodge and Chapter meetings.

### **Is there an OA Unit Representative Adviser?**

As with all positions in the Order of the Arrow, the OA Unit Representative should have an Adult Adviser in the Unit. The adult Adviser should be over the age of 21, be a Dues-paid member of the Order of the Arrow Lodge. They are appointed by the Scoutmaster/Crew Adviser.

### **Who implements the program in the Unit?**

The OA Unit Representative is a Troop or Crew position. It is therefore up to the Unit to adopt and use the program as part of the Unit's Organization. The Lodge and Chapter strongly encourage that all units utilize the program by pointing out its benefits to the Troop or Crew. It will help the Unit implement the program effectively and make resources available to the Unit Leaders, OA Unit Representative Advisers, and OA Unit Representatives.

### **How do we get the program started in our Unit?**

To get signed up for the OA Unit Representative Program, the Unit Leader, OA Unit Representative Adviser, and OA Unit Representative should complete the form on the reverse side of this flyer and return it to a Lodge or Chapter Officer or Adviser or return it to the Council Service Center.

### **What does the Lodge or Chapter provide?**

The Lodge or Chapter will annually appoint a youth Committee Chair who is in charge of coordinating with each OA Unit Representative. The Committee Chair will ensure that OA Unit Representatives receive the most current, up-to-date information on what they should be doing. OA Unit Representatives contact the Lodge Committee Chair with requests from the Unit for information and support for the Unit's program. This information exchange should take place regularly.

### **Who benefits from the program?**

The OA Unit Representative Program benefits Scouting, the Lodge, the Chapter and the Unit.

#### **Benefits to Scouting**

With the OA Unit Representative as a liaison between the Order of the Arrow and the Troop or Crew, the Camp Promotion process will be smoother, leading to a greater number of Scouts at Summer Camp.

Creates a vehicle to strengthen the ties between the Order of the Arrow, Troops and Crews. This will help with the retention of older Scouts.

With the organization of service projects, Troops and Crews will be seen actively helping others in their communities.

### **Benefits to Lodge and Chapter**

With an easier Camp Promotions process, the Lodge can increase the number of Units visited, increasing the effectiveness of this program in the Council.

Eases the Unit Election process by having a person in the Unity whose job is to ensure elections are held, and to encourage unit members to attend the election to ensure the necessary quorum is present.

With positive OA leadership on the Unit level, Lodges will experience greater membership retention and higher Brotherhood conversion rates.

A Unit's OA members will have someone to organize transportation to OA events, increasing attendance at Lodge and Chapter events.

#### **Benefits to Troop/Crew**

The coordination of the Lodge and Chapter calendars with that of the Unit will prevent OA members from having to choose between OA and Unit events.

With the organization of service projects, there will be greater opportunity for community service hours needed for rank advancement.

Experienced Arrowmen from other Units who may be able to share their knowledge can be sought out by the OA Unit Representative to augment the Unit's program.

Creates more opportunities for leadership in the Unit for both youth and adults, effectively increasing membership retention.

Encourages Ordeal Candidates to attend events where they can complete their Ordeal. Remind the candidates they were elected by their peers and have a responsibility to serve the other members of the Unit.

Encourages Brotherhood Candidates to attend events where they can seal their membership in the Lodge by completing their Brotherhood. Assist the Brotherhood Candidates to review the Brotherhood Questions and Answers on the back of the Brotherhood Application.

As requested by the SPL, participates in Unit Courts of Honor by recognizing: High Adventure participation of Unit members, induction of new OA members, changes in OA Honors of Unit members, leadership of Unit members, and other appropriate activities.