



JACCOS TOWNE LODGE LEC OFFICER RESPONSIBILITIES

Lodge Chief

The Lodge Chief shall preside at business meetings of the Lodge and of the Lodge Executive Committee. He shall counsel with the Council Scout Executive, or his appointed staff representative, and the volunteer Lodge Adviser (Lodge Key 4) concerning Lodge operation. He shall be an ex-officio member of all committees. He will work with the Camp Director(s) and Lodge Adviser to recommend to the Camp Director(s) an OA Camp Chief, and assign to him such duties as are necessary for the successful operation of the Lodge at summer camp(s). At the Council Scout Executive's discretion, the Lodge Chief may serve on the Council Board of Directors. The Lodge Executive Committee may assign him special duties.

Committee Responsibilities

1. Lodge Fall Ordeal
2. Lodge Fellowship
3. Lodge Leadership Development
4. Lodge Banquet
5. Winter Gathering

Lodge Vice Chief of Administration

The Lodge-Vice Chief of Administration reports regularly to the Lodge Chief. He shall appoint, with the advice of the Lodge Chief and the Lodge Adviser, such standing committees and committee chairmen as are called for in these policies and procedures or by special action. He shall be responsible for overseeing the Lodge's operating committees assigned to him. He shall correspond regularly with the committee chairmen. The Lodge Executive Committee may assign him special duties.

Committee Responsibilities

1. Vigil/Awards
2. NOAC
3. Section Conclave
4. Indian Events
 - a. Ceremonies
 - b. Dance Team
5. Service

Lodge Vice Chief of Chapters – East and Lodge Vice Chief of Chapters – West

The Lodge Vice Chiefs of Chapters shall assist the Chapter Chiefs in their areas with the structure of Chapter Meetings and Chapter organization, and present Chapter reports in the absence of the Chapter Chief. They shall communicate with all chapters on a monthly basis. They shall assist with all struggling chapters as described in this document. They shall assist chapters in implementing the Troop OA Representative Program. They shall appoint, with the advice of the Lodge Chief and the Lodge Adviser, such standing committees and committee chairmen as are called for in these policies and procedures or by special action. They shall be responsible for overseeing the Lodge's operating committees assigned to them. Other duties as assigned by the Lodge Chief.

Committee Responsibilities

1. OA Troop Representative
2. Membership/Brotherhood
3. Elections
4. Camp Promotion/Summer Camp Program

| VCC-East | VCC-West |
|----------|----------|
| KIK | KPO |
| LBH | LOA |
| MCQ | QUN |
| SKM | TAK |
| WAP | WUN |
| WPK | |

Lodge Vice Chief of Communications

The Lodge Vice Chief of Communications shall be responsible for communication at the Lodge level. He shall also oversee the Lodge Committees assigned to him. The Lodge Executive Committee may assign him special duties.

Committee Responsibilities

1. Website
2. Social Media (Facebook. Etc.)
3. Newsletter

Secretary

The Lodge Secretary shall be responsible for the detailed records such as:

1. The minutes, archives, and log books of the Lodge
2. Maintaining and updating record of the Lodge history
3. The policies and procedures of the Lodge
4. Keeping an attendance record of each Lodge Executive Committee Meeting
5. Return completed minutes to Lodge Key 4 within one week of the LEC. Must email out one week prior to next LEC.
6. He shall give due notice to delinquent members of the LEC.

Committee Responsibilities

1. Minutes
2. Historian

Chapter Chiefs

The Chapter Chief is the youth leader of the Chapter. He shall preside at meetings of his Chapter and represent the Chapter at in the Lodge and at meetings of the Lodge Executive Committee. He shall counsel with the District Scout Executive(s) and the volunteer Chapter Adviser concerning Chapter operation. He shall be an ex-officio member of all committees.

Lodge Executive Committee (LEC) Voting and Quorum Rules

(from Article V of Lodge Plan Book)

Quorums

- A. A quorum for any regular meeting of the Lodge Executive Committee shall be deemed to exist when fifty percent (50%) or more of the voting members of the elected Lodge Officers and Chapter Chiefs are present.
- B. Special meetings of the Lodge will operate on the same basis.
- C. The quorum rule may be suspended at any regularly scheduled Lodge Executive Committee meeting by majority vote of the elected Lodge Officers.
- D. A quorum for chapters shall consist of a majority of elected officers.

Voting

- A. A simple majority vote of any LEC members present at the meeting shall be necessary for the approval of any action except for the amendment of this document.
- B. Members of the Order of the Arrow twenty-one (21) years of age or over shall have no vote in any decision of the Lodge Executive Committee.