LEC Position Description/Requirements

All members of the LEC must be under the age of 21 for their full time in the position.

Key 7

The Key 7 is elected by a majority vote of youth Arrowman at the Lodge Fall Fellowship.

Lodge Chief and Vice-Chiefs will be elected by all members under the age of 21 present during the General Lodge Meeting. Chapter Chiefs are elected from a majority vote of members of the Chapter that are under the age of 21. An individual must be present to be able to run for a Key 7 position.

As Lodge Officials, all members of the Key 7 are expected to attend LECMs, Lodge Events and act as Leadership within the Lodge.

**Lodge Chief**

Description: The Lodge Chief helps plan for Lodge goal achievement, progress within the Performance Measurement Program, and leads the Lodge Executive Committee. He/She serves as an example of Cheerfulness in Service and works to provide the Brotherhood of Scouting through the Lodge functions, committees, and events. Like all other Lodge officials, he/she is required to display the proper wear of the BSA Class A uniform and adhere to the Scout Oath and Law.

Requirements: The Lodge Chief is elected by the youth members of the Bob White Lodge during the Fall General Lodge Meeting each September. A candidate should be someone who has a comprehensive understanding of how the Lodge runs and should be able to attend the vast majority of Lodge events. As all elected officials, a Lodge Chief candidate should have a conference with the Lodge Adviser prior to the election to discuss the commitment and responsibilities that come with this position.

Duties:

Oversee all activities of the Lodge.

Provide leadership at all Lodge functions.

**Vice Chief of Administration**

Description: The duties of the Vice Chief of Administration primarily focus on the logistics and publications of Lodge business. Responsibilities of the Administration department include event registration, sales of Lodge merchandise, and distribution of publications. Like all Lodge officials, he/she is expected to represent the Scout Oath and Law in their everyday life as well as display proper wear of the BSA Class A uniform.

Requirements: The Vice-Chief of Administration is elected by the youth members of the Bob White Lodge during the Fall General Lodge Meeting each September. A candidate should be someone with a vast understanding of the administration aspects of the Lodge. A candidate should also be proficient in communication to stay in contact with their chairpersons. As all elected officials a Vice Chief of Administration candidate should have a conference with the Lodge Adviser prior to the election to discuss the commitment and responsibilities that come with this position. This person is expected to attend all possible Lodge events.

Duties:

Oversee all Lodge Admin activities.

Provide leadership at all Lodge Functions.

**Vice Chief of Inductions**

Description: The duties of the Vice Chief of Induction primarily focus on Induction’s procedures regarding elections, new member inductions, Ordeals, and Brotherhood membership procedures. Responsibilities of the Inductions department include all Lodge ceremonies, Ordeal planning and execution, Brotherhood conversions, new-member orientation, Vigil weekend and camp service project coordination supporting Inductions. Like all Lodge officials, he/she is expected to represent the Scout Oath and Law in their everyday life as well as display proper wear of the BSA Class A uniform.

Requirements: The Vice-Chief of Inductions is elected by the youth members of the Bob White Lodge during the Fall General Lodge Meeting each September. A candidate should be someone with a vast understanding of the Inductions system. A candidate should also be proficient in communication to stay in contact with their chairpersons. As all elected officials a Vice Chief of Inductions candidate should have a conference with the Lodge Adviser prior to the election to discuss the commitment and responsibilities that come with this position. This person is expected to attend all possible Lodge events.

Duties:

Oversee all Lodge Inductions activities.

Provide leadership at all Lodge functions.

**Vice Chief of Program**

Description: The duties of the Vice Chief of Program primarily focus on providing event logistics planning and Lodge committee programs during the year. Responsibilities of the Program department include planning for the Conclave Fellowship contingent, NOAC contingent details, AIA/Dance and Drum programs, fellowship events and training functions. Like all Lodge officials, he/she is expected to represent the Scout Oath and Law in their everyday life as well as display proper wear of the BSA Class A uniform.

Requirements: The Vice-Chief of Program is elected by the youth members of the Bob White Lodge during the Fall General Lodge Meeting each September. A candidate should be someone with a vast understanding of how to set up and run Lodge events. A candidate should also be proficient in communication to stay in contact with their chairpersons. As all elected officials a Vice Chief of Inductions candidate should have a conference with the Lodge Adviser prior to the election to discuss the commitment and responsibilities that come with this position. This person is expected to attend all possible Lodge events.

Duties:

Oversees all Lodge Program activities

Provide leadership at all Lodge functions.

**Chapter Chiefs**

Description: Chapter Chiefs overlook the operation of each Chapter by hosting monthly meetings, communicating with unit leaders and OA Representatives, and representing the Chapter on the Lodge Executive Committee.

Requirements: Each Chapter Chief is elected by the youth members of the Chapter during the Fall General Lodge Meeting each September. A candidate should be someone who understands how to run a unit election. A candidate should have reliable transportation to meetings and elections.

Duties:

Run monthly chapter meetings

Conduct unit Elections, Visitations (Camp and OA promotions) for all units within the Chapter.

Provide Chapter reports at LECMs.

Chairs

Chairpersons are appointed by the Lodge Chief with the assistance of the Vice-Chief the Chair falls under.

All Chairpersons are expected to attend LECMs and Lodge events.

Admin Chairs

**Media Chairman**

Description: The Media Chair is responsible for updating the website and social media platforms of the Lodge.

Requirements: This person should have reliable internet and be able to update the accounts regularly.

Duties:

Work with the Vice-Chief of Admin and Lodge Chief on:

The upkeep of the Lodge websites and social media accounts.

Providing media updates at the LECMs.

**Registrar Chairman**

Description: The Registrar Chair is responsible for organizing registration for Lodge events and providing information for online registration submissions and forms, and keeps a list of Arrowman present at all Lodge events.

Requirements: This person should be able to input attendance for events in Lodgemaster online.

Duties:

Work with the Vice-Chief of Admin and Lodge Chief on:

Checking in and out for Lodge events.

Logging attendance for LECMs and Lodge functions.

Providing attendance reports at LECMs.

**Trading Post Chair**

Description: The Trading Post Chair is responsible for the control of sales, purchasing and production of Lodge merchandise and providing store availability at Lodge and Council functions. The Chair is also responsible for giving reports of money earned and product sold at LECMs.

Requirements: This person should be able to provide access to the store at a majority of Lodge events.

Duties:

Work with the Vice-Chief of Admin and Lodge Chief on:

Providing the Lodge store at all Lodge Functions.

Providing reports at LECMs of all lodge sales.

**Publications Chairman**

Description: The Publications chair is responsible for organizing communication of Lodge information, including the Whistling Arrow newsletter produced quarterly, Lodge Planbook, the Where to Go Camping Guide, and Lodge Information Display.

Requirements: This person should have access to internet to be able to work on and send out Lodge documents.

Duties:

Work with the Vice-Chief of Admin and Lodge Chief on:

Producing Lodge newsletters Quarterly.

Producing the Lodge Planbook at the start of each year.

Providing updates of newsletter status at LECMs.

**Secretary**

Description: The Secretary is responsible for producing the minutes of Lodge Executive Committee and General Lodge meetings to be sent to Lodge members. He/she also keeps record of these minutes online via the Lodge website.

Requirements: This person should be able to attend and keep notes from the LECMs. This person should have access to the internet to be able to send out notes.

Duties:

Work with the Vice-Chief of Admin and Lodge Chief on:

Taking notes at all LECMs and GLMs.

Providing these notes at all Lodge meetings for reference.

**Awards Chairman**

Description: The Awards Chair is responsible for working with the Lodge Chief and Vice Chief of Administration to select a committee during the Fall Fellowship to select those who will receive Lodge awards at the next Winter Banquet. As well as working to purchase all needed materials to go with the awards.

Requirements: This person should be able to attend the Fall Fellowship and have a comprehensive understanding of Lodge awards.

Duties:

Work with the Vice-Chief of Admin and Lodge Chief on:

Running the awards selection meeting at the Fall Fellowship.

Ensuring that all needed award materials are purchased for the Winter Banquet.

Providing awards updates at the LECMs.

Inductions Chairs

**Ordeal Chairman**

Description: The Ordeal Chair is responsible for organizing candidates and clans during Induction weekends including Elangomat guides and project stations.

Requirements: This person should be able to attend the Spring and Fall Fellowships as well as have a understanding of all of the Ordeal Procedures.

Duties:

Work with the Vice-Chief of Inductions and Lodge Chief on:

Finding Elangomats for both Fellowships.

Supervising all Ordeal procedures during the Fellowship.

Providing Ordeal updates at the LECMs.

**Brotherhood Chairman**

Description: The Brotherhood Chair is responsible for organizing the Brotherhood candidates during the Induction weekends including Nimat guides, projects, and Brotherhood questioning materials and training sessions.

Requirements: This person should be able to attend the Spring and Fall Fellowships as well as have an understanding of all of the Brotherhood procedures.

Duties.

Work with the Vice-Chief of Inductions and Lodge Chief on:

Finding Nimats for both Fellowships.

Supervising all Brotherhood procedures during the Fellowship.

Providing brotherhood updates at the LECMs.

**Vigil Chairman**

Description: The Vigil Chair is responsible for heading the Vigil selection committee and Vigil weekend.

Requirements: This person must be a Vigil member of the Lodge with an understanding of all of the Vigil procedures.

Duties:

Work with the Vice-Chief of Inductions and Lodge Chief on:

Running the Vigil selection meeting.

Running the Vigil retreat weekend.

Providing Vigil updates at the LECMs.

**Ceremonies Chairman**

Description: The Ceremonies Chair is responsible for coordinating members and practices of the Pre-Ordeal, Brotherhood, and Ordeal ceremony groups.

Requirements: This person should have an understanding of all ceremonies and how many people are needed for each.

Duties:

Work with the Vice-Chief of Inductions and Lodge Chief on:

Ensuring all ceremonies teams are ready for Conclave and Fellowships.

Providing ceremonies updates at the LECMs.

Program Chairs

**Training Chairman**

Description: The Training Chair is responsible for working with the Lodge Chief and Vice-Chief of Program in preparing the Lodge training session for Conclave, and Arrowman 101 at the Spring and Fall Fellowships as well as plan and host Lodge Leadership Seminar events throughout the year. The Training Chair also promotes attendance at the yearly National Leadership Seminar and Developing Youth Leadership Course programs.

Description: This person should be able to attend the Lodge LLD in October as well as be able to communicate with the Lodge Chief and Vice-Chief of program for all training within the Lodge.

Duties:

Work with the Vice-Chief of Program and Lodge Chief on:

Ensuring that the training docs are ready for Arrowman 101, and LLD

Providing training updates at the LECMs.

**Cook Crew Chairman**

Description: The Cook Crew Chair is responsible for coordinating food services at all Lodge events and functions.

Requirements: This person should have an understanding of how to prepare food and be able to work with the Vice-Chief of Program to have a menu and cook crew at all events.

Duties:

Work with the Vice-Chief of Program and Lodge Chief on:

Ensuring there is a menu and Cook Crew at all Lodge functions.

Providing Cook Crew updates at the LECMs.

**AIA Chairman**

Description: The AIA Chair is responsible for providing AIA demonstrations and activities at Lodge and Council functions. Prepares and assists members to compete in Conclave competitions.

Requirements: This person should understand AIA and be able to coordinate AIA presentations and practices.

Duties:

Work with the Vice-Chief of Program and Lodge Chief on:

Ensuring that Drum and Dance teams are ready for Conclave.

Providing AIA presentations at Lodge Functions.

Providing AIA updates at the LECMs.

**Service Coordinator**

Description: The Service Coordinator is responsible for working with the Camp Ranger to put together service projects for Induction weekends, camp service days, and other events. They are responsible for the upkeep and editing of the Lodge Service Projects Book.

Requirements: This person should be able to communicate via email with the Camp Ranger and Vice-Chief of Program and Inductions for all service projects.

Duties:

Work with the Vice-Chief of Program and Lodge Chief on:

Ensuring the Lodge has service projects for all functions.

The upkeep of the service project book.

Providing service project updates at the LECMs.

**Quartermaster**

Description: The Quartermaster is responsible for coordinating with the VC Programs on new equipment requirements, and disposal of old, outdated or damaged equipment. Will coordinate with the VC Programs for the materials, equipment and set-up requirements for Lodge events and programs.

Requirements: This person should be able to keep inventory and inspections of all Lodge assets.

Duties:

Work with the Vice-Chief of Program and Lodge Chief on:

Keeping inventory of all Lodge assets.

Notifying the LEC when a purchase must be made, or equipment becomes unusable.

Providing equipment repots at the LECMs as necessary.

Special Event Chairs.

These positions are related to specific large Lodge events and will act as the lead for such.

These positions do not follow the same Jan 1st till Dec 31st term as the other Chairs.

**Conclave Chairman**

Description: The Conclave Chair is responsible for planning the Lodge logistics and participation for the upcoming Conclave including contingent travel details, contingent size, event fees, patches and other event merchandise, and event spirit procedures. This Chair is selected after a Conclave and will serve until after the following Conclave to allow a year to plan.

Requirements: This person needs to have attended a Conclave within the past 2 years and have an understanding of what it takes to plan one.

Duties:

Work with the Vice-Chief of Program and Lodge Chief on:

Providing theme suggestions for Conclave.

Creating/designing all Conclave shirts, patches, and any other items the Lodge will bring to Conclave.

Providing Conclave updates at LECMs.

Acting as a mentor for the next Conclave Chair.

**NOAC Chairman.**

Description: The NOAC Chair is responsible for planning the Lodge logistics for the upcoming NOAC including contingent travel details, contingent size, event fees, patches and other event merchandise, and event spirit procedures. This Chair is appointed at least a year prior to the next NOAC to give one year for planning.

Requirements: This person needs to have attended a NOAC and have an understanding of what it takes to plan one.

Duties:

Work with the Vice-Chief of Program and Lodge Chief on:

Providing theme suggestions for NOAC.

Creating/designing all NOAC shirts, patches, and any other items the Lodge will bring to NOAC.

Providing NOAC updates at LECMs.

Acting as a mentor for the next NOAC Chair.

**Camporee Chairman**

Description: The Camporee Chair is responsible for planning the Lodge logistics for the upcoming Quest for the Golden Quail Every Spring. This Chair is selected after the completion of the Camporee and will serve until after the following Camporee to give one year for planning.

Requirements: This person needs to have attended a Golden Quail and have an understanding of what it takes to plan one.

Duties:

Work with the Vice-Chief of Program and Lodge Chief on:

Creating all Golden Quail shirts, patches, and any other items the Lodge will use/require.

Providing Golden Quail updates at LECMs.

Acting as a mentor for the next Camporee Chair.

**Event Leads**

Description: An Event Lead is responsible for planning the Lodge logistics for an upcoming Lodge event. This person, while not a full-time member of the LEC, is invited to attend all meetings relevant to their event. An individual who has a seat on the LEC may also be an Event Lead for an Event.

Requirements: This person needs to have attended the event they wish to lead in the past and have an understanding of what it takes to plan one.

Duties:

Work with the Vice-Chief of Program and Lodge Chief on:

Creating/designing of all event shirts, patches, and any other items the Lodge will use.

Providing Event updates at LECMs.

**Committees**

All Chair positions also act as the head of the respective committee and are responsible for working with the corresponding Vice Chief to build a committee to support them.