

## Manual of Administration for Kuskitantee Lodge

### **Lodge Chief:**

1. Serves as the key youth in the lodge and presides over all lodge functions.
2. Serves as the chairman of the executive committee.
3. Along with the lodge staff adviser and the lay adviser, prepares an operating budget and lodge calendar.
4. Assists the staff adviser in obtaining renewal of the lodge charter.
5. Appoints, in consultation with the lodge adviser and the staff adviser, chairmen to all standing and special lodge committees.
6. Creates special committees or positions as may be required.
7. Coordinates the work of lodge vice-chiefs, district vice-chiefs and national events.
8. Serves as ex-officio member of all lodge committees.
9. Represents the lodge at council, area, regional and national events.
10. Maintains strict adherence to the council and BSA policies and is responsible to the Scout Executive and/or staff adviser and shall obtain advice from council for guidance, leadership skills and knowledge towards performance of duties.
11. Communicates with lodge advisers regularly.
12. Appoints lodge members to operating lodge committees in consultation with the lodge adviser and staff adviser and upon recommendation of the committee chairman.
13. Invites and secures attendance of lodge officers and committee chairmen at meetings of the lodge.
14. Plans and conducts all lodge operations through the lodge officers and committee chairmen.
15. Delegates assignments to fellow lodge officers and committee chairmen as needed to accomplish the lodge program and provides personal leadership as needed.
16. Promotes the correct wearing of a complete scout uniform as a personal example.
17. Serves on the council camping and outdoor promotion committees.
18. If appointed, serves as the youth representative to the council executive board.
19. Performs as a positive role model for all scouts and Arrowmen.

### **Lodge Executive vice-chief:**

1. Assists lodge chief with duties as needed.
2. In the absence of the lodge chief, assumes his duties on a temporary basis; and should the lodge chief position become vacant, assumes the duties of the office of lodge chief.
3. Appointed by the lodge chief from one of the lodge vice-chiefs.

### **Lodge Vice-Chief for Administration:**

1. Reports regularly to the lodge chief.
2. Responsible for the following committees: Publications, Web page and Trading Post. This includes calling the committee chairmen on a regular basis, meeting

with them before or during an event and reporting to the chief on a monthly basis what is being planned and performed.

3. Provides direct leadership for the execution of Lodge Weekends:
  - a. Is promotion in place @ -45 days before the event? (Follow Up with Communications)
  - b. Develop the weekend program at the EC Meeting prior to the event?
  - c. Is the menu prepared @ -30 days before the event? (Follow Up with Activities Committee)
  - d. Are faith-based services established and confirmed @ -30 days? (Follow Up with Activities Committee)
  - e. Is a Health Officer recruited and confirmed @ -14 days (Follow Up with the Activities Committee)
  - f. Is the Weekend Program established and in print? Do all participants know their roles? (Personal contact with each team involved.) @ -14 days
  - g. Registration set and communicated to secretary @ -7 days
  - h. Meal count to cook @ -7 days
  - i. Call & Confirm all plans with the Camp Ranger @ -7 days
  - j. Be present at registration area and be the “on-site” point person for the administration of the event weekend. Make sure to be able to direct the Lodge and participants in the administration of clan formation; Elangamat assignment; and Pre-Ordeal Ceremonies. You (and your Advisor) are the “go-to” people with all the answers and the ability to make sure that the weekend is off and running smoothly.
4. Any other duties assigned to him by the lodge chief.

#### **Lodge Vice-chief for Membership:**

1. Reports to the lodge chief.
2. Responsible for the following committees: Brotherhood, Elangomat, Big Brother, Membership and Inductions, District vice-chiefs, Vigil Honor.
3. Serves as chair of the membership committee; and along with the associate lodge adviser for membership and the lodge staff adviser, manage the membership and dues function of the lodge.
4. Provides lodge officers and committees with unit contact information needed for unit elections, camping promotions and other approved functions.
5. Maintains a history of the lodge.
6. Any other duties assigned to him by the lodge chief.

#### **Lodge Vice-chief for Program:**

1. Reports regularly to the lodge chief.
2. Responsible for the following committees: Activities, Dance Team, Service, Conclave, Camp Promotion and NOAC. This includes calling the committee chairmen on a regular basis, meeting with them before or during an event and reporting to the chief on a regular basis what is being planned and performed.

3. Along with the lodge chief, designs the lodge program for the year and ensures that the plan is carried out.
4. Any other duties assigned to him by the lodge chief.

#### **Lodge Treasurer:**

1. Assists in preparation of the annual budget (income and expenditures) for the lodge.
2. Works closely with the Finance Adviser.
3. Works with the Lodge Secretary and the Admin Vice-Chief to collect annual dues and manage registration associated with all lodge events.
4. Serves as recorder of purchases made in accordance with the lodge budget and approved by the lodge executive committee or the supreme chief of the fire.
5. Prepares financial statements for the lodge executive committee.
6. Keeps the lodge executive committee aware of the income and expenditures of the lodge and their adherence to the budget.

#### **Lodge Secretary:**

1. Takes minutes at all EC Meetings. Provides an electronic copy of each meeting's minutes to Lodge Chief and Publications chair so they can be published on the web page.
2. With the Lodge Treasurer and Admin Vice-Chief, manages the registration associated with all lodge events.
3. Keeps all lodge documents current.

#### **Immediate past Lodge Chief:**

1. Plans the annual lodge leadership development conference for the new lodge chief and officers.
2. Turns over lodge records and other lodge items to the new chief at the time of installation.
3. Holds an orientation session for the new lodge chief shortly after his election.
4. Serves on the lodge executive committee, if under age 21.

#### **District Vice-Chiefs:**

1. Reports regularly to the lodge chief.
2. Responsible for coordination of the troop representative program, unit elections and camp promotions in his district.
3. Creates teams to present camp promotion talks at pack meetings and at troop meetings.
4. Manage all unit elections in his district including performing unit elections as needed, contacting each scoutmaster in his district to schedule an election,

- performing elections by national procedures and coordinating election teams within his district.
5. Promotes the troop representative program and communicates regularly with troop representatives in his district; and also maintains a current list of all troops and the OA representative in for each unit.
  6. Attends district roundtable meetings or sends a designee.
  7. Represents the lodge to his district and his district to the lodge; and sees that there is active participation in lodge events by units in his district.
  8. Runs an OA cracker barrel at district events such as camporees.
  9. Any other duties assigned to him by the lodge chief.

**Activities Committee Chairman:**

1. Regularly reports to the lodge vice-chief for program.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Along with the vice-chief for program, plans the annual lodge recognition dinner.
4. Plans games and activities for the various lodge weekends.
5. Coordinates with the summer camp staff and plans for OA fellowship time during summer camp.
6. Any other duties assigned to him by the lodge chief.

**Brotherhood Committee Chairman:**

1. Regularly reports to the lodge vice-chief for membership.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Coordinates a brotherhood team to perform brotherhood testing at lodge events.
4. Contacts all eligible brotherhood candidates before an event.
5. Shall assist the inductions committee with carrying out the brotherhood ceremony.
6. Any other duties assigned to him by the lodge chief.

**Camp Promotions Committee Chair:**

1. Regularly reports to the lodge vice-chief for program.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Plans the annual lodge camp promotions dinner.
4. Designs and organizes a "Where to go Camping Guide".
5. Promotes the council's camping programs throughout the three districts. This includes attending roundtable meetings, unit meetings and district camporees.
6. Promotes High Adventure opportunities to all youth within the council.
7. Works with the District vice-chiefs to schedule camp promotions with the unit elections.
8. Any other duties assigned to him by the lodge chief.

### **Inductions/Ceremonies Committee chairman:**

1. Regularly reports to the lodge vice-chief for membership.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Coordinates a ceremonial team to conduct all ceremonies throughout the lodge, which include Ordeal and Brotherhood.
4. Coordinates all call-out ceremonies; and shall supervise any revisions to the currently published call-out ceremony and also seek approval of the summer camp director for the ceremonies at camp.
5. Plans the practices of the ceremonies team and contacts all ceremonies team members accordingly.
6. Coordinates the cleaning of the circle and the trails that are used by the lodge for ceremonial purposes.
7. Along with the Dance Team, searches for new equipment for the ceremonies team and shall purchase such equipment using lodge funds with approval of the lodge executive committee using money available in the lodge budget.
8. Any other duties assigned to him by the lodge chief.

### **Conclave/National Program Committee Chairman:**

1. Regularly reports to the lodge vice-chief for program.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Promotes the section conclave and encourages lodge members to attend the event.
4. Plans and coordinates all events the lodge is responsible for during a section conclave.
5. Attends all Council of Chiefs meetings with the lodge chief.
6. Remains in contact with the service lodge for any updates regarding conclave.
7. Will organize the lodge's involvement in National Programs, including conferences and national gatherings.
8. Any other duties assigned to him by the lodge chief.

### **Dance Team Committee Chairman:**

1. Regularly reports to the lodge vice-chief for program.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Plans and coordinates a dance team, which will perform Native American Dances at council events, summer camp and other events in which the team would perform.
4. Plans and schedules regular Dance Team practices.
5. Along with the Inductions Committee, searches for new equipment for the ceremonies team and shall purchase such equipment using lodge funds with

approval of the lodge executive committee using money available in the lodge budget.

6. Any other duties assigned to him by the lodge chief.

#### **Elangomat Committee Chairman:**

1. Regularly reports to the lodge vice-chief for membership.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Shall contact the Ordeal Candidates prior to their ordeal and provide them with the necessary information about the Ordeal (dates, equipment to bring, costs, etc.)
4. Recruits Elangomats for the Ordeal weekend and trains them accordingly, especially in regards to the induction principles of the Order of the Arrow.
5. Coordinates the team of Elangomats that shall lead the Ordeal Candidates throughout their Ordeal weekend.
6. Assigns work projects with the assistance of the service chairman to the Elangomats for their clans to carry out during the Ordeal.
7. Promotes communication between the Elangomats and their clan members until the new members achieve Brotherhood.
8. Any other duties assigned to him by the lodge chief.

#### **Publication Committee Chairman:**

1. Regularly reports to the lodge vice-chief for administration.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Collect articles describing past and upcoming events from every committee chairman and officer as needed.
4. Edits and publishes a lodge newsletter called Kuskita on a regular basis.
5. Any other duties assigned to him by the lodge chief.

#### **Service Committee Chairman:**

1. Regularly reports to the lodge vice-chief for program.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Coordinates with the camp ranger to select work projects to be done by the lodge for Camp Bucoco or Camp Agawam on any lodge weekend.
4. Organizes special workdays for the lodge with the approval of the Executive Committee and shall publish the dates in the Kuskita.
5. Promotes service opportunities available to Arrowmen and Boy Scout Troops.
6. Any other duties assigned to him by the lodge chief.

#### **Trading Post Committee Chairman:**

1. Regularly reports to the lodge vice-chief for administration.

2. Recruits members for the committee and chairs the committee meetings and functions.
3. Takes inventory of all lodge merchandise on a regular basis and submits it to the staff adviser.
4. Displays and sells lodge merchandise at all lodge events, and submits all money to the staff adviser at each event and keeps records as directed.
5. Plans for new lodge merchandise that will promote the lodge and the Order; and submits plans to the lodge chief as needed.
6. Assists with special fundraisers as needed.
7. Plans for summer camp and coordinates the transfer of inventory to the camp trading post when needed.
8. If desired, maintains a stock of items at the council Scout Shop.
9. Any other duties assigned to him by the lodge chief.

**Vigil Honor Selection Chairman:**

1. Regularly reports to the lodge vice-chief for membership.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Plans and coordinates the annual selection of Vigil Honor recipients at the Spring Ordeal.
4. With the lodge staff adviser, prepares all paperwork when needed for the selection and helps prepare the paperwork for National.
5. Performs all Vigil Honor ceremonies
6. Coordinates a recognition ceremony.
7. Any other duties assigned to him by the lodge chief.

**Web Page/Tech Committee chairman:**

1. Regularly reports to the lodge vice-chief for administration.
2. Recruits members for the committee and chairs the committee meetings and functions.
3. Maintains a current lodge webpage within the standards of the Boy Scouts of America and approved by the staff adviser and council webmaster.
4. Assists the Trading Post Chair with online sales if they are so desired.
5. Assists the publications chair and publishes the Kuskita, at least in part, on the internet.
6. Any other duties assigned to him by the lodge chief.

**Troop Representative:**

1. Promote communication between the lodge and the troop representative's unit by attending lodge activities reporting what happened to the unit.
2. Attend District meetings with the District Vice-Chief (held at Roundtable) to plan upcoming elections.

3. Promote camping within the unit.
4. Promotes the correct wearing of the Scout Uniform by personal example.

### **Adult Advisers:**

#### **Lodge Adviser:**

1. Reports regularly to the lodge staff adviser/Scout Executive.
2. Serves as key adult adviser and the principal adviser to the lodge chief.
3. Appoints, with the approval of the staff adviser, three associate lodge advisers for program, administration and membership.
4. Appoints, with the approval of the staff adviser, one adviser for each of the district vice-chiefs.
5. Along with the staff adviser and the lodge chief, prepares an operating budget and lodge calendar for the year.
6. Assists the staff adviser in obtaining renewal of the lodge charter.
7. Coordinates the work of the associate lodge advisers and other adult advisers.
8. Serves as ex-officio adult member of all lodge committees.
9. Represents the lodge at council, area, regional and national events.
10. Maintains strict adherence to the council and BSA policies and is responsible to the Scout Executive and/or staff adviser and shall obtain advice and council from them for guidance, leadership skill and knowledge towards performance of duties.
11. Communicates with the lodge chief regularly.
12. Invites and secures attendance of adult advisers at meetings of the lodge.
13. With the immediate past lodge chief, coordinates the annual lodge leadership development conference.
14. Promotes the correct wearing of the Scout uniform by personal example.
15. Serves on the council Camping committee and outdoor promotion committee.
16. Serves as a positive role model for all Scouts and Arrowmen.

#### **Associate Lodge Adviser for Membership:**

1. Reports regularly to the lodge adviser.
2. Serves as principal adviser for the lodge vice-chief for membership.
3. Serves as adviser for the various committees under the vice-chief for membership: brotherhood, elangomat, big brother, inductions and membership.
4. With the lodge adviser, may appoint committee advisers as needed. The inductions committee is required to have an adult adviser.
5. Advise and coordinates membership and dues records.
6. Promote the correct wearing of the Scout uniform by personal example.
7. Ensures that the lodge membership is kept up-to-date and regularly revises and backs up the data.
8. Performs other duties as assigned by the lodge adviser.

#### **Associate Lodge Adviser for Program:**



1. Reports regularly to the lodge adviser.
2. Serves as principal adviser for the lodge vice-chief for program.
3. Serves as adviser for the various committees under the vice-chief for program: activities, dance team, service, camp promotions and conclave/NOAC.
4. With the lodge adviser, may appoint committee advisers as needed. The Dance Team is required to have an adult adviser.
5. Promote the correct wearing of the Scout uniform by personal example.
6. Performs other duties as assigned by the lodge adviser.

**Associate Lodge Adviser for Administration:**

1. Reports regularly to the lodge adviser.
2. Serves as principal adviser for the lodge vice-chief for administration.
3. Serves as adviser for the various committees under the vice-chief for administration: publications, web page and trading post.
4. With the lodge adviser, may appoint committee advisers as needed. The Trading Post committee is required to have an adult adviser.
5. Advise and coordinates purchase of food for events.
6. Advise and coordinate event registration along with the vice-chief for administration.
7. Promote the correct wearing of the Scout uniform by personal example.
8. Performs other duties as assigned by the lodge adviser.

**District Vice-Chief Adviser:**

1. Reports regularly to the lodge adviser.
2. Serves as principal adviser for the District vice-chief.
3. Advise and assist with the unit election process.
4. Help promote the OA Troop Representative program.
5. Promote the Order of the Arrow within the district.
6. Promote the correct wearing of the Scout uniform by personal example.
7. Performs other duties as assigned by the lodge adviser.