



Lodge Secretary Application

Thank you for wanting to serve as a lodge officer for the upcoming year. Serving as a lodge officer is a unique and exciting opportunity. The success of the lodge depends on each lodge officer, and their appointed adviser, to make a commitment of their time, talent, and energy. If you have any questions or are unsure about what will be asked of you as a lodge officer, please talk with one of the current lodge officers or advisers before completing this form.

To be considered eligible to run for any elected lodge office, you must be less than 21 years of age for the entire duration of the elected term; as a registered member of Scouts BSA, Venturing BSA, or Sea Scouts; a dues paying member of the lodge, and this form **MUST** be submitted to the Lodge Adviser on or before the Friday evening of the Spring Fellowship before Lodge Officer Elections take place.

Job Description:

To provide leadership to the members of Lenape Lodge through the adherence to the program and policies of the Lodge. They regularly report to the Lodge Chief on the progress of the committees they oversee. They work with the Lodge Secretary Adviser to ensure the proper implementation of all lodge operations by the youth leaders and members of Lenape Lodge. Oversee committees as defined by Lodge Standing Policy. Also oversees other events held at sectional, regional, or national levels as announced.

The Duties of the Lodge Secretary are:

- Be duly elected by the youth membership of the lodge. They must be under 21 years of age for the entire duration of their elected term, and must be a registered member of a Troop, Venturing Crew, or Sea Scout Ship and a dues paying member of the lodge.
- Oversees the following committees: Awards, Unit Representatives, Vigil, and any general Ad Hoc Committees.
- Performs duties as assigned by the Lodge Chief.
- Attend all appropriate meetings of council, section, region, and national OA functions and Section Council of Chief meetings in place of the Lodge Chief when unable to attend.
- Actively promote attendance by other OA members of lodge, council, section, region, and national events, whether through the OA or not.
- Work with the Secretary Adviser to seek advice and training.
- Provide leadership in the planning and execution of the coming year's lodge events.
- Assist the Lodge Chief with providing potential lodge operating committee chairmen.
- Assist in establishing annual goals and objectives of the Lodge, aiding in the attainment of Lodge PMP recognition.
- Provide the Lodge Chief with agenda items for the LEC Meetings in advance of the LEC Meetings.
- Work directly with Lodge Leadership to help them complete their assigned duties.
- Assist the VCA to publish Rules and Standing Policy annually.
- Keep accurate records of all lodge meetings. Minutes will be printed and sent to the LEC and Scout Executive within 10 business days of any lodge meeting.
- Maintain the LEC contact list, including address, home phone numbers and email addresses.
- Publish notice of all lodge meetings. Review the calendar to propose event dates for the following year.
- Maintain a skills inventory of all lodge members and update it yearly. Provide the list to the LEC.
- Conduct all lodge correspondence, such as guest invitations and thank-you notes.
- Attend trainings to enrich the knowledge and ability to serve as Lodge Secretary, including but not limited to Lodge Leadership Development, Section Leadership Conference, and National Leadership Seminar.
- Maintains and promotes the Unit Representative program.
- Follows all proper financial practices including budgeting within all areas of responsibility.
- Enthusiastically promotes the correct wearing of the Scout uniform by personal example.
- Conduct themselves to the highest standards of the Scout Oath, Law, and OA Obligation.



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Name:		Term Year:	
Mailing Address:			
City:	State:	Zip Code:	
Home Phone Number:	Cell Phone Number:	Birth Date (MM/DD/YYYY)	
Email Address:		<input type="checkbox"/> Ordeal <input type="checkbox"/> Brotherhood <input type="checkbox"/> Vigil	

_____(Candidate initials) I understand attendance of the Lodge Leadership Development is mandatory for all elected officers. To further enhance my leadership skills, I will make all efforts to attend the National Leadership Seminar (NLS). Lenape Lodge provides financial assistance (as approved by the LEC annually) to any Arrowman able to attend the National Leadership Seminar. The date and place that I attended or will attend NLS was/will be _____

This form is meant to make sure that each candidate has the support and understanding of their parents/guardians, unit leader and Lodge Adviser before making a commitment to serve as a lodge officer. This is a crucial part of ensuring the success of every officer. Each Lodge Officer is expected meet the objectives and responsibilities of his position as described in the Position Description for which he is running. The success of the OA Lodge is dependent on active, engaged officers. Each officer will have an experienced adult adviser assigned to him to work as a team with their officer. Advisers in the OA are experienced Scouters who enjoy volunteering their time to mentor motivated Arrowmen. Advisers train, coach, and guide their officers to complete assigned duties that exceed what is normally asked of young men in high school or college. Lodge officers are expected to diligently work with their adviser, their fellow officers and chairmen, and with other Arrowmen. Service as a lodge officer is not for everyone.

Lodge officers are expected to be able to budget their time between school, family, religious and other responsibilities with what is required of them as a lodge officer. A great many officers have served with distinction and managed their other responsibilities well. Since the effective operation of a Lodge with over 500 members depends on each lodge officer, any officer who finds that he cannot keep up with the duties above or balance these duties with other commitments and obligations will be expected to resign or will be removed from office.

I understand that this is an important position of responsibility within the Lodge and agree to perform the above responsibilities to the best of my ability. I agree and understand that if I fail to perform these duties that I may be removed from office in accordance with the Lodge Rules and Lodge Standing Policy.

 Arrowman Signature Date

I attest that the above Arrowman has my support to serve as a Lenape Lodge Officer and we have discussed the responsibilities of being a lodge officer.

 Parent/Guardian Signature Date

The unit leader signature certifies activity and leadership in a Troop/Crew/Ship: _____ (unit number)

 Unit Leader Signature Date

Lodge Adviser signature certifies understanding of leadership responsibilities within the lodge.

 Lodge Adviser Signature Date