



Personal Information

Name _____

Address _____ Phone _____

City/State/Zip _____ E-mail _____

School & Year _____ Date of Birth _____

Chapter _____ Honor (circle one): O B V Number of Lodge Events Attended _____

NOACs Attended _____ Camp Staff Positions Held _____

OA Positions Held (Chapter, Area, Lodge) _____

Current Positions in Scouting (other than OA) _____

Current Unit and Position(s) _____

Current Unit Leader's Name/Contact _____ Approval ☐ Yes

Commitments in Scouting (NYLT, Venturing, Sea Scouts, Troop) _____

Commitments outside of Scouting (Band, Sports, NHS, Community Engagement, Job) _____

Candidate Intentions

I will be under the age of 21 during the entire term of office. I am an actively registered (paid) member of the Michigan Crossroads Council, BSA, and the Order of the Arrow. I am interested in running for a Lodge Office. I have read and understand the obligations and responsibilities of being a Mishigami Lodge Officer. I agree to take an active leadership role if elected, and fulfill my assigned responsibilities fully and in a timely manner.

- Attending the bi-weekly lodge board meetings to update progress on responsibilities and deliverables held by my elected position
- Attending the monthly Lodge Executive Committee meetings to present updates to the members of Mishigami Lodge on the actions which you have taken or will take to benefit the members of Mishigami Lodge
- Attending the Lodge Planning Summit in November to develop the next goals as a leader of Mishigami Lodge with your peers and advisers
- Attending Keystone lodge events with a large presence of the members of Mishigami Lodge known as Winter Banquet in January, Michigan State Seat Backs before and after the given football season, and Fall Fellowship

- I understand that my ability to attend events for a reduced or free cost is dependent on my attendance at lodge fundraising events known as Michigan State Seatbacks.
- Attending Lodge wide events hosted by the Areas of Mishigami Lodge at least twice in the spring and twice in the fall induction season to see a diverse set of camps in order to understand the challenges and successes which our Areas have
- Attending 1 area summit to represent the lodge board and listen to the ideas of members who attend the area summits
- I agree to contacting the lodge chief and lodge adviser should I not be able to make a LEC or a Keystone lodge event in advance of the event

I agree to the terms above: Candidate Signature _____ Date _____

As a lodge officer, I recognize the large commitment which this office of service will be and am ready to serve the arrowmen of Mishigami Lodge. The desired Positions (You may only run for the positions you check off, you may select more than one position and move down the list if not elected.) The following responsibilities apply to each office, if you agree to serve in this office(s) please check the box to be eligible to run for office.

As stated by the Lodge Standard Operating Procedures the duties of any lodge officer and by position are as follows.

All Lodge Officer Duties

- ☐ Lodge Officers serve as the guiding entity of the Lodge and as such have several common duties and responsibilities:
- ☐ Must be under 21 years of age for the entire duration of his term, and must be a registered member of Scouting America and dues paying member of the lodge.
- ☐ Serve as a part of the leadership team that sets goals and shapes policy for the Lodge.
- ☐ Attend all Lodge Executive Committee and Lodge Officer meetings to the best of your ability while informing of your absences.
- ☐ Attend all Lodge events and activities to the best of your ability while informing of your absences.
- ☐ Attend training to enrich the knowledge and ability to serve, including but not limited to Lodge Summit, Area Summit and National Leadership Seminar, and Polestar.
- ☐ Evaluate progress towards goals using Lodgemaster and the Performance Measurement Program.
- ☐ Communicate, meet, and work with other Lodge Officers, Committee Chairs, and their Advisers.
- ☐ Set an example by correctly wearing the Scout uniform with proper insignia.
- ☐ Encourage members to attend all Chapter, Area, Lodge, Section, and National events.
- ☐ Encourage youth to take on leadership roles.
- ☐ Attend the New Officer Orientation meeting held after elections as part of the Lodge Summit.
- ☐ Conduct themselves at all times according to the highest standards of the Scout Oath, Law, OA Obligation, and OA Admonition.
- ☐ Perform other duties as assigned by the Lodge Chief

☐ Lodge Chief**Purpose**

- ✧ To give servant leadership, direction, and inspiration to all members of the lodge

Duties of the Lodge Chief

- ✧ Act as the principal representative and delegate of the Lodge
- ✧ Serve as a youth member of the Council Executive Board
- ✧ Serve as (or appoint) a member of the Council Camping Committee
- ✧ Attend all Section Council of Chiefs meetings or designate an alternate
- ✧ Plan and preside over **Lodge Executive Committee** and Lodge Officer meetings
- ✧ Ensure the Lodge Officer Election occurs
- ✧ Lead the New Officer Orientation meeting held after elections.
- ✧ Lead the Lodge Officer Summit meeting held after the elections
- ✧ Coordinate with the Camp Directors for the selection of the Summer Camp Chief
- ✧ Recruit, appoint, and remove Lodge Committee Chairs as needed.
- ✧ Define additional duties of Lodge Officers and Lodge Committee Chairs as needed.
- ✧ Manage and Oversee the **Lodge Vigil Selection Committee**
- ✧ Manage and Oversee the Induction of new Vigil members.
- ✧ Maintain the Lodge Organizational Chart.
- ✧ Assist the planning of the **Area Summits** with Lodge Vice Chief of Area Relations
- ✧ During the transition, have the new officer shadow the outgoing Lodge Chief while being guided through key resources.

☐ Lodge Vice Chief of Program**Purpose**

- ✧ To facilitate and oversee the programs and events of the Lodge.

DUTIES OF THE LODGE VICE-CHIEF OF PROGRAM

- ✧ Manage and oversee all committees assigned to the Vice Chief of Program.
- ✧ Coordinate, support, and execute the Lodge events.
- ✧ Manage and oversee the **Lodge Events Committee**, made up of the Area Vice Chiefs of Program and other interested individuals.
- ✧ Hold at least two Lodge activation events each year: Banquet and Fall Fellowship.
- ✧ Organize Lodge participation in Section Conclave and training.
- ✧ Organize Lodge participation at the National Order of the Arrow Conference (NOAC).
- ✧ Manage and oversee the **Lodge Induction Committee** and Induction process (Ordeal and Brotherhood) in each Area, made up of the Area Vice Chiefs of Program, Area Vice Chiefs of Induction, and Area Vice Chief of Service.

- ✧ Manage and oversee the **Lodge Ceremonies Committee**, made up of the Area Vice Chiefs of Program and Area Vice Chiefs of Induction.
- ✧ Manage and oversee the Lodge Elangomat Program by training the Area Vice Chiefs of Inductions.
- ✧ Manage and oversee the Lodge Nimat Program by training the Area Vice Chiefs of Inductions.
- ✧ Manage and oversee the **Lodge Service Committee**, made up of the Area Vice Chiefs of Program and Area Vice Chiefs of Service.
- ✧ Organize Lodge participation in Service Corps at the Michigan Crossroads Council key events, Mackinac Rendezvous, Rendezvous in the D, and Operation Rendezvous.
- ✧ Organize Lodge participation in Service Corps at the Michigan Crossroads Council Scouts Day at the Capitol.
- ✧ Organize Lodge participation in Service Corps at the Section Conclave when we host the event at a Michigan location.
- ✧ Coordinate Lodge programs while supporting Area and Chapter activities
- ✧ Draft and amend the Lodge Calendar in cooperation with the Area Vice of Program.
- ✧ During the transition, have the new officer shadow the outgoing Lodge Vice Chief of Program while being guided through key resources.

□ Lodge Vice Chief of Administration

Purpose

- ✧ To manage the Lodge Unit Elections and Membership Records of the Lodge.

DUTIES OF THE LODGE VICE-CHIEF OF ADMINISTRATION

- ✧ Manage and oversee all committees assigned to the Vice Chief of Administration.
- ✧ Manage and Oversee the **Lodge Unit Election Committee**, made up of Area Vice Chief of Chapter Relations
- ✧ Create an Lodge Wide Training on Unit Elections
- ✧ Work with the Lodge Vice Chief of Area Relations to create a plan for 100% Unit Election Contact
- ✧ Manage and Oversee the **Lodge Camping Promotions**
- ✧ Manage and Oversee the **Lodge Where To Go Camping** website resource
- ✧ Manage and Oversee the Registration of Events, including training of the Area Vice Chief of Program
- ✧ See that membership information is correctly updated in the Lodgemaster database.
- ✧ Grant appropriate Lodgemaster access to Lodge, Area, Chapter Officers and Advisers as a part of the Officer Onboarding
- ✧ Monitor Lodgemaster database upgrades for potential utility. Share the information with the users
- ✧ Manage and Oversee the **Lodge Honors Committee**, to include evaluation of awards and recognitions and annual selection of award recipients
- ✧ Oversee the Chapter Excellence Program
- ✧ Oversee and Manage the updates to the **Lodge Bylaws and Standard Operating Procedures**
- ✧ Serve as the Lodge Parliamentarian at all Lodge Executive Meetings

- ✧ During the transition, have the new officer shadow the outgoing Lodge Vice Chief of Administration while being guided through key resources.

□ Lodge Vice Chief of Area Relations

Purpose

- ✧ To support, mentor, and assist the Areas as they support the Chapters in their Area.

DUTIES OF THE LODGE VICE-CHIEF OF AREA RELATIONS

- ✧ Manage and oversee all committees assigned to the Vice Chief of Area Relations.
- ✧ Work with the Lodge Vice Chief of Administration to create a plan to achieve 100% Unit Election Contact
- ✧ Ensure the success and oversee the operations of all the Chapters in the Lodge Area.
- ✧ Maintain constant contact with Area Vice Chief of Chapters Relations, by hosting monthly meetings to assist and mentor
- ✧ Work with the Area Vice Chief of Chapter Relations and Area Chiefs to encourage that each Chapter Chief sets goals and objectives that align with those of the Lodge Chief.
- ✧ Promote and review the Monthly Chapter Report Form as collected from the Area Vice Chief of Chapter Relations
- ✧ Coordinate to attend one Area Vice Chief of Chapter Relations meeting for each area to offer Lodge support and mentorship
- ✧ Work with the Lodge Vice Chief of Program to encourage Area fellowship events at the Area and/or Chapter level
- ✧ Assist the Area Vice Chief of Chapters to prepare a monthly Chapter report for each Lodge Executive Committee
- ✧ Promote the Unit of Excellence (OAUX) program through the Area Vice Chief of Chapter Relations
- ✧ Assist the Area Vice Chief of Chapters to offer ILST programs at the Chapter level
- ✧ Create and assist the Area Vice Chief of Chapters with an annual OA Unit Representative Training program
- ✧ Assist in the planning of the **Area Summits**
- ✧ During the transition, have the new officer shadow the outgoing Lodge Vice Chief of Area Relations while being guided through key resources.

□ Lodge Vice Chief of Communications

Purpose - To facilitate timely, accurate, and efficient communication by the Lodge

Duties of the Lodge Vice Chief of Communications

- ✧ Manage and oversee all committees assigned to the Lodge Vice Chief of Communications
- ✧ Work with each Officer, Area, Chapter, and Committee to develop a comprehensive communications plan
- ✧ Assist lodge members to transmit timely communications through a variety of methods, email, website, newsletter, and social media

- ✧ Send notices to Lodge Executive Committee members, notifying them of meetings
- ✧ Ensure that a lodge newsletter is produced and distributed quarterly
- ✧ Set up event registration web pages
- ✧ Assist in the Web development of the Lodge “Where to Go Camping Guide”
- ✧ Promote Order of the Arrow High Adventure participation by sharing information
- ✧ Record minutes of Lodge Executive Committee meetings and distribute them to all Lodge Executive Committee members promptly after each meeting
- ✧ Collect and file the “Brotherhood Letters”
- ✧ Ensure that the Lodge Calendar is updated and added to the Lodge Website
- ✧ Ensure that the Lodge app, “Mishigami Mobile” is updated and using the notification feature
- ✧ Manage and oversee the Lodge Website
- ✧ Manage and oversee the creation of multi-media elements for the website and social media

□ Lodge Vice Chief of Finance

Purpose - To manage the financial assets of the Lodge and maintain the history of the Lodge

Duties of the Lodge Vice Chief of Finance

- ✧ Manage and oversee all committees assigned to the Lodge Vice Chief of Finance
- ✧ Oversee the creation of an annual budget for the Lodge with the Lodge Key 3 and their Associate Advisers under Finance
- ✧ Report on the Lodge financial position (income, expenditures, current balances, and budget) to the Lodge Executive Committee
- ✧ Ensure that the Lodge Trading Post is in operation at Lodge events
- ✧ Ensure that the Lodge Trading Post has new and exciting merchandise by overseeing the Design Committee
- ✧ Work with the Lodge Adviser to maintain an adequate inventory of Lodge supplies, like sashes and books
- ✧ Work with the Chapters to keep track of all Lodge assets
- ✧ Help Chapters and Lodge Event Committees to prepare budgets
- ✧ Review all Annual Chapter and Chapter Event budgets and closeouts
- ✧ Review and approve all Lodge Event budgets and closeouts
- ✧ Oversee the committee for Lodge Fundraising
- ✧ Document Lodge history and events. Update the lodge history section of the Lodge Website annually

All positions shall be responsible for any other duties deemed necessary by the Lodge Chief. All positions shall serve as the office above them in this list in their Absence.

Approvals

Parent Approval (For Candidates Under 18)

I understand the commitment involved in the Lodge Office which may include travel, and I will support my

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son/daughter to the best of my ability in order to help them succeed in carrying out their duties if they are elected.

Parent Signature _____ Date _____

Candidate Questions

Please provide a thoughtful answer to the following:

- What does Mishigami Lodge mean to you?
- What initiatives will you accomplish in your desired office?
- Why have you chosen to run for a lodge office in Mishigami Lodge?
- As a leader, what is your greatest strength and weakness? How will you develop these as an officer?
- How will you support Brotherhood, Cheerfulness and Service in Mishigami Lodge?

Lodge Adviser Conference

☐ I have spoken with the Lodge Adviser to discuss the duties and obligations of the office. Kevin Babb (269) 823-4622 I have discussed the obligations with the candidate and believe they fully understand them and will be a positive influence upon the program and the youth of the Order of the Arrow and scouting in general.

Lodge Adviser Signature _____ Date _____

Lodge Officer General Responsibilities

ATTENDANCE

- Officers of Mishigami Lodge are expected to attend all Lodge Executive Committee meetings, the Lodge Fall Fellowship, Lodge Summit, Lodge Fundraising (MSU Seatbacks) and the Lodge Banquet, and national events like NOAC.
- The Lodge Chief is expected to attend monthly Key 3 meetings with the Lodge Adviser and Staff Adviser.
- The Lodge Chief is expected to attend the Section Council of Chiefs as a representative of the Mishigami Lodge.
- Officers are encouraged to attend as many functions of Mishigami Lodge as possible during the year. These are opportunities to strengthen bonds between the Lodge members and the Area/Chapters of the Lodge.
- Officers are expected to remain active members of their home chapter and home unit

UNIFORMING

- Officers of Mishigami Lodge are expected to be in proper, clean Uniform whenever representing the Lodge and/or the Order of the Arrow. Patches should be correctly placed according to the Uniform Guidebook.

COMMUNICATION

- All officers are expected to communicate with the Lodge Chief, their respective Associate Lodge Adviser, and the Lodge Adviser on a monthly/weekly basis throughout the program year.

COMMITMENT

- Being a Lodge Officer is a **large** commitment. It involves a significant amount of **time**, energy, and **travel** to do the job correctly.
- Scouting activities are secondary to family, church, and school responsibilities.
- Therefore, if your present responsibilities are time demanding, then you need to re-think where the OA fits into your life **before deciding to run for Lodge office.**

**THIS FORM MUST BE SUBMITTED TO THE LODGE ADVISER 1 WEEK PRIOR
TO THE ELECTION Mail to: adviser@mishigami.org**