

Ti'ak Lodge #404

Lodge Officer Candidacy Petition

To be considered as a candidate for any Ti'ak Lodge Officer position, this form must be completed in its entirety and submitted to the Lodge Chief at least 24 hours prior to the scheduled election of Lodge Officers.

Name _____ Date of Birth _____ Unit Type & No. _____

Chapter _____ Lodge Leadership Development Training Completion Date: _____

Review the duties of each position and place a checkmark next to The Lodge office you seek. All duties are as defined in Article VI of the Ti'ak Lodge #404 Lodge Rules.

_____ **Lodge Chief:** The Lodge Chief is responsible for the proper function of The Lodge. The Lodge Chief shall preside over all meetings of The Lodge. The Lodge Chief shall attend all Lodge Key Three Meetings. The Lodge Chief shall serve as a member of all operating committees. The Lodge Chief shall coordinate the function of all other Lodge officers and may appoint a stand-in for an event or meeting in the absence of an officer. The Lodge Chief shall represent The Lodge at any meeting or gathering of the Order of the Arrow Southern Region Section of which The Lodge is a member.

_____ **Lodge First Vice-Chief:** The Lodge First Vice-Chief, in the absence of the Lodge Chief as approved by the Lodge Adviser, shall preside over any Lodge meeting or event. The Lodge First Vice-Chief shall oversee The Lodge Unit Elections Operating Committee and The Lodge Camping Promotion Operating Committee. The Lodge First Vice-Chief shall be responsible for the lodge "Where to go Camping Guide" and other Camp Promotional materials. The Lodge Second Vice-Chief shall ensure annual unit membership elections are held and that camp promotion visits are made to each unit in the Council as set forth in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers. The First Vice-Chief shall function as directed by the Lodge Chief.

_____ **Lodge Second Vice-Chief:** The Lodge Second Vice-Chief, in the absence of both the Lodge Chief and the Lodge First Vice-Chief as approved by the Lodge Adviser, shall preside over any Lodge meeting or event. The Lodge Second Vice-Chief shall oversee The Lodge Communications Operating Committee. The Lodge Second Vice-Chief shall ensure that *The Ti'ak Chief* newsletter is published four times a year. The Lodge Second Vice-Chief shall be responsible for communications sent from The Lodge and administer any social media presence The Lodge elects to maintain. The Second Vice-Chief shall function as directed by the Lodge Chief.

_____ **Lodge Secretary:** The Lodge Secretary shall oversee The Lodge membership Operating Committee. The Lodge Secretary shall keep an accurate permanent record of all business transacted at all meetings of the Lodge, the LEC, and Key 3 meetings. The Lodge Secretary shall carry on the Lodge correspondence, including distribution of the LEC agenda. The Lodge Secretary shall maintain a current inventory of all lodge assets and their condition. The Lodge Secretary shall function as directed by the Lodge Chief.

_____ **Lodge Treasurer:** The Lodge Treasurer shall oversee The Lodge Finance Committee. The Lodge Treasurer, under the supervision and with the assistance of the adviser to The Lodge Finance Operating Committee, shall collect all membership fees, assessments and money of the Lodge and keep an accurate and permanent record. The Lodge Treasurer shall keep an accurate written record of all payments made by each member and give a written receipt for such funds as requested. The Lodge Treasurer shall maintain a current inventory of all lodge trading post items. The Lodge Treasurer shall function as directed by the Lodge Chief.

Article VI, Section F of Ti'ak Lodge #404 Lodge Rules: All Lodge Officers must attend a minimum of 75% of all LEC meetings, Lodge meetings and Lodge activities. In the event a Lodge Officer is unable to attend an LEC scheduled meeting, event, or activity, they must notify the Lodge Chief and Lodge Adviser. Any Lodge Officer unable or unwilling to perform the duties of their respective office as identified above may be removed from said office.

I attest that the above member of Ti'ak Lodge is a good example of a youth leader and has my parental support to serve as a lodge officer of Ti'ak Lodge.

Parent/Guardian: _____ Date _____

I attest that the above member of Ti'ak Lodge is in good standing with our Scouting unit, is a good example of a youth leader, and has our unit's support to serve as a lodge officer of Ti'ak Lodge.

Unit Leader: _____ Date _____

I attest that the above member of Ti'ak Lodge is in good standing with our OA Chapter, is a good example of a youth leader, and has our Chapter's support to serve as a lodge officer of Ti'ak Lodge.

Chapter Adviser: _____ Date _____