

Chapter Officer / Committee Chair Expectations & Responsibilities

1. Agree to attend every Chapter function throughout their term of office
2. Will wear the complete Official BSA Uniform in accordance to their register program (Scouts BSA, Venturing or Sea Scouting) to all Chapter and Lodge events. This includes:
 - i. Scout shirt with correct insignia, Scout pants or Scout shorts with Scout belt and Scout socks
 - ii. *Jeans and camouflage clothing are not allowed.*
 - iii. Remember that as an officer you must set the example.
3. Agree to attend all Chapter and Lodge events, including Lodge Leadership Development Conference, Lodge Banquet, Spring Fellowship, Conclave, Ordeal and Fall Fellowship.
4. Agree to consult with their Lodge counterpart at least monthly.
5. Agree to consult with their Adviser at least monthly or more depending on the position.
6. Will promote the Chapter, the Lodge, the Order of the Arrow, and the Council Camping Program.

Chapter Chief

1. Gives leadership to the Chapter in all facets of its program.
2. Works closely with the Chapter Adviser and District Executive so that the Chapter functions smoothly.
3. Is present or represented at all Chapter and Lodge functions.
4. Attends all LEC meetings and disseminates information as appropriate.
5. Develops agendas for all Chapter meetings with other officers and with advice from the Chapter Adviser.
6. Chairs monthly Chapter meetings and Chapter Business Meetings including Officer Planning Meetings.
7. Works closely with the Vice Chiefs to keep Chapters functioning smoothly. Gives advice as needed.
8. Utilizes the Vice-Chiefs to develop good communication between the Officers, OA Reps and Units in order to keep Arrowmen informed about all Chapter and Lodge activities.
9. Appoints Chapter Committee Chairmen with the advice and approval of the Chapter Adviser and serves as an ex-officio member of all committees.
10. Assigns responsibilities to the Chapter Officers and Committee Chairmen as necessary and sees that they follow up on those responsibilities.
11. Ensures that the Chapter officers work with the Chapter Committees and Units and provides assistance as needed.
12. Utilizes the Vice Chiefs to keep informed on all Chapter activities and to ensure that the responsibilities of the Officers are carried out.
13. Promotes the Principles and Purpose of the Order to the Chapter Leadership and the Chapter membership and ensures that all policies and programs are fulfilled as stated in the Mission Statement of the Order of the Arrow.
14. With approval of the Chapter Adviser responds to all communications addressed to Chapter email.
15. Ensures that the yearly calendar is prepared and approved by the Chapter Leadership.
16. Conducts New Member Orientation at Chapter hosted Ordeal Weekend.
17. Submits names of proposed Chapter Service Bead recipients.
18. Communicates with Associate Adviser and Chapter Adviser in timely manner before a meeting, event or event weekend.