

Chapter Officer Handbook

Congratulations on your election of Chapter Office. You have taken up an important role in our lodge and therefore you should be knowledgeable about all the programs in the lodge. This booklet was put together by past chapter officers as a resource to help guide you through your term. The booklet will list a variety of subjects with descriptions to help you understand your objectives in that area. The order in which the subjects are discussed does not mean that one is more important than the other. Your term in office lasts one full year and the first month is arguably the most important. Immediately following your election, you should begin choosing your chairmen. Within the first month you will want to set a chapter calendar, organize chapter events, and hold your first Chapter Executive Meeting (CEM), and write your chapter plan book.

Organization/ Planning Ahead

Good organizational skills and the ability to constantly be planning ahead are qualities of a great leader. Everyone has their own way of being organized with information and paperwork. Use whatever method is easiest for you. Planning ahead is easy to do and even easier to get behind in. As Chief you should be looking at notes or checking up on chairmen on a weekly basis. Stay on top of meetings and planned events. 'Proper prior preparation prevents poor pitiful performance' are words to remember. You do not always have to spend an hour each day working on Scouting, just take ten minutes to make a few phone calls on a regular basis. Call a few chairmen to ask how things are going. Call your Adviser to insure that you have everything under control. Maybe even call an Ordeal member and ask him how his Brotherhood is coming. All of these are small things you can be doing to stay on top of your game.

Chairman

The Chapter Chief appoints the chairmen in his chapter. It is important to take into consideration many things when choosing chairman. Good people put in the right chairmanships will let you have an easy and productive year, while putting people unwisely into positions could lead to headaches. When choosing specific chairmen you need to keep in mind specific skills each person possesses. Knowledge of the position, leadership, willingness to get the

job done, and other time restraints are a few of the factors that should be considered. There are many ways to do this. One suggestion is to list all possible prospective chairmen. Then like a manager for a baseball team, evaluate all your players' skills and break down your list into positions. Once your chairmen have accepted their duties for the chapter do not assume they know your expectations for them and their duties completely. Be sure to be straight with them when telling them your expectations - do not sugar coat their full duties. Get their respect for a Chief who is going to get things done from day one.

Chapter Executive Meeting (CEM)

Each chapter should hold one CEM a month. Meeting dates should be planned out on the chapter calendar. A way of organizing a meeting schedule could be meeting a set day of the month like the third Tuesday in every month. Another way that has been done before is using the Lodge Executive Committee Meeting (LEC) by holding a CEM before the LEC and then meeting on a set day on non-LEC months. The chapter chief is in charge of running the meeting. Preparation should be made for these meetings by creating an agenda to cover the appropriate topics. It is difficult for eight to twelve guys to get together for a meeting so be sure to use your time wisely and efficiently. At the meetings, things should be covered such as how programs are running, reviewing the calendar, making sure your officers and chairmen are keeping up with their responsibilities, and also throwing out new ideas.

Lodge Executive Committee Meeting (LEC)

The Lodge Executive Committee Meeting known as the LEC meets almost monthly on the fourth Tuesday of the month at 7:30 p.m. All chapter officers have a seat on the LEC and a vote. During LECs events, programs, and ideas are discussed. It is very important that all officers attend the LECs to learn what is being discussed and be able to bring it back to your chapter.

Chapter Plan Book

The chapter plan book is made to set the tone for the year. The plan book consists of the goals for the year of the chapter and the plans of how the

chapter will achieve those goals. The book also should have an officer roster and a chapter calendar.

Communication

Communication is the key in running a smooth chapter. 'Where there is a will there's a way' when communicating to individuals and the chapter as whole. Here is list of way of how to get information out to various parties.

Personal

Phone

Email

Snail Mail

Instant Messenger

Group

Lookout

Website

Postcard mailing

Duffle Bag (council adult leader newspaper)

Other

Give message at district roundtable meetings

District camporees

There are many ways to stay connected beyond the list, use as many as possible.

Having a Problem?

If you have a question, a problem, or just need someone to bounce ideas off of call the Lodge Chief. He will either answer your question or give guidance on whom to go to. There are no stupid questions, only stupid people who are too proud or ignorant to ask the simples.

Programs

Camp Promotion

The Order of the Arrow, as a society of honored campers, is responsible for visiting each troop and giving a presentation about summer camp and other camping opportunities within the council and nation wide. Therefore it is the responsibility for each chapter to visit the troops within its district.

This chairman should head the operation with a support staff of two or three others. The chapter will receive support materials from the Lodge including presentation packets and a list of current Scoutmasters. The chapter is then to get Arrowmen from their chapter to help, break them up into presentation teams, and give out troop responsibilities.

Induction and Enrichment

This program is also called the Elangomat program. There are two big goals in this program. The first is organizing and managing Elangomats and clans during Ordeal weekends. The second is to encourage Brotherhood conversions by supporting Elangomats to stay in contact with their clan until they complete Brotherhood honor.

Service

There are two parts to this program. Service projects during the Ordeal weekends and community service projects sponsored by the chapter. The chapter should sponsor at least two community service projects throughout the year. Projects must be approved at the LEC prior to the start of the project, so be prepared.

Ordeal and Brotherhood

These chairmen are responsible for ensuring ceremonial teams are prepared and ready for the Ordeal weekends. During the Ordeal weekends the chairman will pick up the sashes for your chapter and give them to the teams. He should make sure ceremonies start on time and ensure they are done correctly. Furthermore the chairman should promote Brotherhood conversion. They should be bringing up the conversation at all events and helping Arrowmen along there journey.

Program

Having programs during chapter meeting is a must for every chapter. The chairman helps to find ideas and lines up programs for meetings. A good program chairman should do the hard work in the beginning of the year by planning our all programs for the year. Programs can range in meaning; past programs have ranged from speakers to cookie eating contests to pool parties in August. A good program is fun and entertaining for everyone.

Chapter Meetings

Chapter meetings are one of the most important things the chapter will do. The chapter holds six meetings during the year. Four meetings are outside of the Ordeal weekends held in the months of November, February, May, and August. The meeting is to be held during the second week in the month. The other two meetings are on Saturday of the Ordeal weekends. Chapter meetings are the time to give out important information out to Arrowmen and also to have fun. Advance planning is the key when it comes to chapter meetings. There are many factors in planning a meeting such as a place to hold the meeting, an agenda, a program, and others are all crucial. The November meeting is the first meeting of the year and the most important. It is the first impression for new members. A good meeting will hook their interest in coming back. A bad, unprepared meeting will lose them for good. Keys to help you have a good meeting: have a good agenda and don't do all the talking; have a pre-meeting with your CEM to go over the agenda so it flows smoothly; keep things moving and don't make the meeting any longer than it has to be; and if possible provide cookies, food always makes people happy.