

HARFORD CHAPTER LEADERSHIP RESPONSIBILITIES

Chapter Chief

- A. Gives leadership to the Chapter in all facets of its program.
- B. Is responsible for adherence to the program and policies of the Order in all activities of the Chapter.
- C. Works closely with his Chapter Adviser, seeking advice and training.
- D. Attends and represents his Chapter at all Lodge Executive Committee Meetings.
- E. In consultation with his Adviser, appoints chairmen of the Chapter Committees.
- F. Attends or is represented at all functions of the Chapter.
- G. Presides at all meetings of the Chapter (Chapter business meetings and Chapter Executive Committee meetings).
- H. Is responsible for the management of all Chapter activities.
- I. Delegates duties to his fellow Chapter officers and Committee chairmen and sees that they carry them out.
- J. Sees that all Chapter activities and the annual Chapter program support the Lodge program.
- K. Maintains close communication with his Adviser, fellow officers, and the Lodge Chief.
- L. Promotes the principles of Scouting and the Order not only in Chapter activities but also in the Lodge.
- M. Maintains close contact with the district by serving as a member of its Camping Committee and District Committee.
- N. Serves as an ex-officio member of all Chapter Committees
- O. Is responsible for planning and coordinating all Officer Meetings.
- P. Is responsible for creating agendas for all Chapter Meetings

Chapter Vice Chief (General Responsibilities)

- A. Serves as acting Chapter Chief in the Chapter Chief's absence if appointed by the Chapter Chief.
- B. Performs duties as assigned by the Chapter Chief and reports on all accomplishments and problems to the Chapter Chief.
- C. Works with the Chapter Committee Chairmen and keeps the Chapter Chief informed of all committee activities.
- D. Works closely with his adviser, seeking advice and training.
- E. Sees that the principles of the Order are followed in his areas of responsibility.
- F. Attends or is represented at all functions of the Chapter.
- G. Performs duties as assigned by the Chapter Chief and reports to him on all accomplishments and problems.

Chapter Vice Chief of Program

- A. Oversees and executes all program activities for monthly Harford Chapter Meetings. (I.e. Jeopardy, Board Games, etc.)
- B. Is responsible for attending Bi-Monthly Lodge Program Meetings held by the Lodge Vice Chief of Program

HARFORD CHAPTER LEADERSHIP RESPONSIBILITIES

- C. Is responsible for every aspect of the planning and successful execution of the Chapter Fellowship Day/Weekend, Chapter Training Day, and Chapter Banquet. He must recruit the people necessary to plan and execute these events
- D. Is responsible for the various program activities held at Ordeal Weekend after candidates have completed their Ordeal. (I.e. movies, competitions, carnival activities, etc.)
- E. Is responsible for the organization of a skit or song that will be performed by the Chapter for each Lodge Event.

Chapter Vice Chief of Communications

- A. Receives and maintains files of all correspondence related to Chapter business.
- B. Sends letters and other communications as directed by the Chapter Chief with copies sent to other officers and advisers as needed.
- C. Keeps minutes of the general Chapter meetings and other official Chapter meetings.
- D. Serves on the Lodge Membership Committee, through which he maintains all Chapter membership records.
- E. Serves on the Lodge Publications Committee.
- F. Attends all Lodge Publications Meeting and prepares an article to contribute to the Arrow of Light Newsletter.
- G. Performs additional duties as assigned by the chapter chief.
- H. Maintains a positive relationship and communicates effectively with Committee Chairmen that fall under the Vice Chief of Communications:
 - Social Media Committee
 - History Committee

Chapter Vice Chief of Inductions

- A. Sees that the Principles and Purpose of the Order are followed in the areas of his charge.
- B. Coordinates the Chapter Journey to Excellence Program.
- C. Maintains a record of all Troop OA Unit Representatives in Harford District
- D. Promotes and maintains the Ten Induction Principles
- E. Trains Arrowman in Unit Election Procedures and how to properly conduct Unit Elections
- F. Organizes and manages election teams for Unit Elections.
- G. Plans and executes the Ordeal segment of the Chapter Ordeal Weekend
- H. Maintains a positive relationship and communicates effectively with Committee Chairmen that fall under the Vice Chief of Inductions:
 - Ceremonies Committee
 - Awards Committee

Chapter Vice Chief of Brotherhood

HARFORD CHAPTER LEADERSHIP RESPONSIBILITIES

- A. Promotes and encourages eligible members to convert to Brotherhood.
- B. Coordinates Brotherhood Program at events designated by the Chapter Chief (Harford Ordeal, Harford Icicle, Service Days, etc.)
- C. Maintains materials relevant to Brotherhood Conversion (Booklets, Forms, Feather, etc)
- D. Makes sure that all brothers converting to Brotherhood have their status updated in Lodgemaster
- E. Abides by the Ten Induction Principles
- F. Oversees and coordinates campfire preparation relative to Brotherhood and the Ordeal Ceremonies
- G. Coordinates the Brotherhood Conversion Section of the Chapter Journey To Excellence Program

Chapter Vice Chief of Service

- A. Coordinates with Harford District and the Camp Rangers in order to plan and execute Harford Service Day
- B. Promote, recruit, and encourage scouting personnel to cheerfully provide service at Lodge Service Days, District Events, and Council Events
- C. Maintains a record of service hours for the Harford Chapter
- D. Promotes Camping and Broad Creek Memorial Scout Reservation to scouting personnel.
- E. Recruits Elangomats for the Harford Chapter Ordeal
- F. Coordinates and trains Elangomats for Ordeal Weekend
- G. Promotes the Nentico Camping Award, Elangomat Award, and Arrowman Service Award
- H. Coordinates the Service Hours Section of the Chapter Journey To Excellence Program
- I. Maintains a positive relationship and communicates effectively with Committee Chairman that fall under the Vice Chief of Service:
 - Camping Promotions Committee

Chapter Committee Responsibilities

I. All Chapter Committee Chairpersons

- A. Attend **all** Harford Chapter Roundtable Meetings and Harford Chapter functions. If for some reason, a chairman is unable to attend, he will see to it that there is a **responsible youth representative** (preferably a chosen vice-chairman) to take his place. The chairman will inform his respective Chapter Officer in advance of his absence and his alternate prior to the meeting.
- B. Submit a written report on committee activities for each Harford Chapter Roundtable Meeting.

HARFORD CHAPTER LEADERSHIP RESPONSIBILITIES

- C. Work closely with corresponding Chapter Committee Members (who compose the Chapter-Level Committee that the respective Chairman is in charge of).
- D. Has the authority to appoint individuals onto their respective committee.
- E. Keep their assigned Chapter Officer updated and aware of all problems.
- F. **Remember – Chapter Committees exist to serve Harford District Units!**

Ceremonies Committee Chairperson (Harford Chapter Vice Chief of Inductions)

- A. Sees that all Chapter Ceremonies Teams are properly trained and certified by the Lodge Ceremonies Committee Chairman or Lodge Ceremonies Committee Adviser prior to the Spring Fellowship Weekend.
- B. Recruits Ceremonies teams for the Harford District Units (Arrow of Light Ceremonies & Call-Out Ceremonies), Harford District Events, and the Lodge Ordeal hosted by the Harford Chapter.
- C. Coordinates all Chapter Ceremonies Team Practices
- D. Coordinates all Arrow of Light Ceremonies, Bridging Ceremonies, Harford Call-Out Ceremonies, Harford Pre-Ordeal Ceremonies, Harford Ordeal Ceremonies, Harford Brotherhood Ceremonies, and Harford Vigil Ceremonies.
- E. Sees that all Harford Ceremonies Teams uses the approved OA script for each respective ceremony
- F. Serves as a ceremonies resource for District Units and maintains a Chapter list of certified ceremonialists.
- G. Maintains all Chapter Ceremonial equipment that are used in the Arrow of Light, Bridging, Call-Out, Pre-Ordeal, Ordeal, Brotherhood, and Vigil Ceremonies. This includes purchasing new equipment, maintaining a current inventory, and submitting expenses to the Lodge Treasurer and Chapter Adviser. **All expenses must be approved by the Chapter Chief and Chapter Adviser before purchasing.**
- H. Assists Harford Chapter in obtaining adequate ceremonial equipment.
- I. Is knowledgeable of all ceremonies and familiarizes himself with the lines, motions, and deeper meanings off all ceremonies up to the Ceremonies Chairman's respective honor.
- J. Makes sure that the Harford Chapter meets the requirements relating to ceremonies in the Journey to Excellence Program.
- K. Assists Nentico Lodge when necessary with organizing and recruiting ceremonies teams for Lodge Events
- L. Reports to Lodge Ceremonies Committee Chairman and Harford Chapter Vice Chief of Inductions.

Camping Promotions Committee Chairperson (Harford Chapter Vice Chief of Service)

- A. Serves as a resource to Units in the Harford District in regards to Boy Scout Camping and Baltimore Area Council Camps
- B. Recruits and trains Camping Promotion Committee Members to effectively promote Scout camping in every unit in Harford District.

HARFORD CHAPTER LEADERSHIP RESPONSIBILITIES

- C. Supplies Harford District Units with camping promotion slide shows, videos, and other promotional materials and literature.
- D. Works with Lodge Camping Promotion Chairman to sets up new-unit camping programs which Units can implement.
- E. Works with Lodge Camping Promotion Chairman to update, arrange for printing, and distributes the “Where to Go Camping Guide” at Roundtable and Chapter Meetings.
- F. Promotes year-round camping, long-term camping (with emphasis on Baltimore Area Council summer camps), and high adventure camping by creating visitation teams and visiting each troop in Harford Chapter at least once annually for camping promotion.
- G. Works with Chapter Vice Chief of Inductions to coordinate Camping Promotion presentations for each Unit at each Unit Elections
- H. Promote the Nentico Lodge Camping Award and Unit Award of Excellence to Harford District Units.
- I. Collect all application forms for the Nentico Lodge Camping Award and Unit Award of Excellence. Forms should then be submitted to Lodge Leadership for processing.
- J. Works with Chapter Vice Chief of Service to promote Service Days within the Harford Chapter
- K. Works with Chapter Finance Chairman to plan, implement, and execute camp fundraising projects (i.e. Camperships, Friends of Scouting, etc.)

Chapter Social Media Chairperson (Chapter Vice Chief of Communications)

- A. Appoints, leads, and organizes the Social Media Committee
- B. Updates the Chapter Social Media accounts at least weekly
- C. Promotes Chapter Social Media Accounts to Chapter Members
- D. Promotes Chapter, Lodge, Section, and National Order of the Arrow Events through use of Social Media Accounts (i.e. Facebook, Twitter, Instagram, Snap Chat, and Youtube)
- E. Responsible for taking photos of Chapter Members at District, Chapter, Lodge, and Section Events.
- F. Actively captures Chapter Representation at Chapter, Lodge, and Section Events through photography, video, and social media posts.
- G. Researches new Social media outlets
- H. Assists Chapter Officers with communication throughout the Harford Chapter

Chapter History Committee Chairperson (Chapter Vice Chief of Communications)

- A. Develops and maintains a secure repository for storage and proper preservation
- B. Produces static exhibits and displays for Chapter and District events
- C. Develops opportunities to educate Scouts on the history of the local Lodge and Chapter
- D. Provides a historical minute at lodge executive committee meetings
- E. Prepares and maintains Chapter scrapbook
- F. Compiles and maintains listing of:

HARFORD CHAPTER LEADERSHIP RESPONSIBILITIES

- Chapter Chiefs
 - Chapter Advisers
 - Chapter Staff Advisers
 - Founder's Award recipients
 - Distinguished Service Award recipients
 - Centurion Award Recipients
 - Nolan L. Phillips Service Award Recipients
- G. The committee should strive to acquire and preserve:
- Important District and Chapter related documents
 - Historic and current photographs
 - Items of memorabilia
 - Oral histories/ living history interviews
 - The history of the local Chapter

Chapter Awards Committee Chairperson (Chapter Vice Chief of Inductions)

- Organizes and leads Nolan L. Phillips Service Award Selection
- Forms an ad-hoc committee (approved by the Chapter Chief and Chapter Adviser) for the selection of the Nolan Phillips Award recipients
- Advises the Lodge Secretary on sending notifications and letters to Vigil sponsors
- Notifies the Chapter Chief, Chapter Adviser of the Nolan L. Phillips Award selection results
- Responsible for promoting nominations for the Nolan L. Phillips Award, Vigil Honor, and Founders Awards at Chapter events.
- Plans and executes the formal recognition of Nolan L. Phillips Service Award Recipients at a District or Chapter Banquet
- Creates the Nolan L. Phillips Service Award Recognition pamphlet

Chapter Finance Chairperson (Chapter Vice Chief of Program)

- A. Appoints, leads, and organizes the Finance Committee
- B. Provides guidance and support for Chapter Financial Endeavors
- C. Works with Chapter Chief and Chapter Adviser on creation and management of the Chapter Budget
- D. Researches and coordinates financial bookings for Harford Chapter (i.e. Harford Banquet location, Chapter Leadership Development Conference location, Chapter Fellowship location, etc.)
- E. Coordinates all fundraisers for the Harford Chapter with consultation with the Chapter Chief and Chapter Adviser.
- F. Maintains records of all Chapter income and expenditures. Submits a written report of the Chapter's financial condition monthly to the Chapter Executive Committee, including the amount budgeted and amount spent to date in each category. Provides a copy of the monthly report for each member of the Executive Committee.

HARFORD CHAPTER LEADERSHIP RESPONSIBILITIES

- G. Maintains budget approval and records for all events of the Chapter which involve the receipt and/or expenditure of Chapter funds with consultation and approval of the Chapter Chief and Chapter Adviser.
- H. Manages the Chapter supplies by:
 - ordering all approved supplies for resale at Chapter events
 - maintaining an inventory of all supplies
 - supervising the sale and preparing a report of sales at the end of each event
- I. Is responsible for registration at all Chapter events and trains Chapter personnel who handle registration at chapter events.
- J. **All financial decisions must be approved by the Chapter Chief and Chapter Adviser**

Chapter Advisory Operating Codes

Chapter Adviser

- A. Is a member of the District Camping Committee, attending and representing the Chapter at all of its meetings.
- B. Sees that all Chapter funds are handled through the Lodge treasury.
- C. Attends or is represented at all Chapter meetings and functions.
- D. Attends or is represented at all functions of the Lodge
- E. Sees that all responsibilities of the Chapter are fulfilled by providing adequate training to the youth leadership and supporting their efforts to carry them out.
- F. Accompanies his Chapter Chief to all Lodge Executive Committee meetings, assisting with transportation as needed.
- G. Keeps the Lodge Adviser, Staff Adviser, and other Chapter Advisers informed about Chapter events and business by maintaining close communication with them.
- H. Understands the adult role in the Order, and trains all other Chapter adults accordingly.
- I. Appoints an adult Scouter to serve as adviser to each Chapter Committee and officer after consultation with the Chapter Chief and Chapter Staff Adviser, and submits a list of his/her appointments to the Lodge Adviser.
- J. Encourages Chapter Committee Advisers to attend the meetings of their committees.
- K. Trains the Chapter Chief so that he can produce effective agendas for all Chapter meetings.
- L. Sees that the full OA program is being followed in the Chapter he advises.
- M. Assists the Chapter Officers with their planning for Chapter events.
- N. Is responsible to the Lodge Adviser, and works with other Lodge Advisers.
- O. Provides for the development and training of new Chapter Officers and for a smooth transition from one administration to the next.

HARFORD CHAPTER LEADERSHIP RESPONSIBILITIES

- P. Keeps Chapter affairs in accordance with the principles of Scouting and the National policies of the Order of the Arrow

Chapter Associate Adviser(s)

- A. Supports and assists the chapter adviser to carry out the operations of the chapter.
- B. Assumes other duties and responsibilities as assigned.
- C. Encourages participation in chapter and lodge events.
- D. Attends all Chapter meetings and functions
- E. Attends or is represented at all functions of the Lodge
- F. Wears the Scout uniform correctly.
- G. Is responsible to the Chapter Adviser, and works with other Chapter Associate Advisers
- H. Trains their respective officer so that he/she can effectively carry out their role and responsibilities
- I. Communicates with respective officer regularly in order to carry out Chapter goals and Journey to excellence Program.
- J. Maintains a positive relationship and communicates effectively with Committee Chairman that fall under their respective Vice Chief

Chapter Staff Adviser

- A. Works closely with Chapter Adviser and officers, maintaining a close relationship to benefit the chapter and the district.
- B. Monitors Chapter finances by coordinating with the Lodge Staff Adviser.
- C. Coordinates Chapter activities with the District and adds them to the Council and District calendar.
- D. Supports the Chapter's camping promotion efforts, including Summer Camp.
- E. Serves as liaison with Council and District staff; coordinates use of council office facilities.
- F. Advises adults on their role in the Order.
- G. Encourages participation in section and national Order of the Arrow events.

Chapter Committee Adviser(s)

- A. Attend **all** Harford Chapter Roundtable Meetings and Harford Chapter functions..
- B. Work closely with corresponding Chapter Committee Members (who compose the Chapter-Level Committee that the respective Chairman is in charge of).
- C. Has the authority to appoint adults onto their respective committee.
- D. Keep their assigned Associate Adviser updated and aware of all problems.
- E. Is responsible to the Chapter Adviser, and works with assigned Chapter Associate Advisers
- F. Trains their respective chairperson so that he/she can effectively carry out their role and responsibilities
- G. Communicates with respective chairperson regularly in order to carry out Chapter goals and Journey to excellence Program.

HARFORD CHAPTER LEADERSHIP RESPONSIBILITIES