TA TSU HWA LODGE
ORDER OF THE ARROW

Ta Tsu Hwa Lodge Officer Candidate Agreement

The following information is provided for all Ta Tsu Hwa Arrowmen, interested in running for Lodge Office in Indian Nations Council – Ta Tsu Hwa Lodge.

This form has been developed as an aid in the approval process for youth members to run for Ta Tsu Hwa Lodge Office, as well as to provide information on the duties and expectations of Ta Tsu Hwa Lodge Officers.

This form MUST be completed and received by the Ta Tsu Hwa Lodge Adviser, Richard Wills in hard copy printed form or emailed to richard.w.wills@gmail.com no later than 10:00 AM on Saturday morning of Ta Tsu Hwa annual Fall Fellowship

Those interested in running for office must meet the following qualifications:

- Be under the age of 21 the entire term of office (through the close of the following Calendar Year 12/31.)
- Be a registered member, in good standing, of Ta Tsu Hwa Lodge.
- Be a registered member, in good standing, of the Scouting America.

If an Arrowman wishes to run for office, he or she must be prepared to fulfill the duties of that office. If you have any questions, please contact the Lodge Adviser, Richard Wills, at richard.w.wills@gmail.com prior to completing this form.

EXPECTATIONS OF ALL LODGE OFFICERS

Attendance:

- All LEC (*Lodge Executive Committee*) scheduled meetings
- All scheduled Ta Tsu Hwa Lodge Sponsored events/programs:
    - Lodge Banquet
    - Spring Induction
    - Service Weekend
    - Fall Induction
    - Fall Fellowship
    - Lodge Leadership Development (LLD)
- Section Conclave.
- All Lodge Officers will make an effort to attend the National Leadership Seminar (N.L.S.), if they have not previously.
- From time to time, Officers may be invited to attend events within the various Lodges within the Section. If a Ta Tsu Hwa Lodge Officer plans to attend an event for a Lodge other than Ta Tsu Hwa, He or She shall notify the Ta Tsu Hwa Lodge Adviser and their Associated Lodge Adviser Leadership in advance.

- Ta Tsu Hwa Officers are expected to remain active in their home Troop, Team, Crew and/or Ship.
- Ta Tsu Hwa Officers shall observe and operate under the guidelines of Scouting America regarding under age driving and travel guideline to any/all events, meetings, programs, etc…

L.E.C. Officer Candidacy & Nomination Information

Uniform

- Ta Tsu Hwa L.E.C. Officers are required to be in proper, clean, and complete uniform when representing Ta Tsu Hwa Lodge and/or the Order of the Arrow.
- As the Order of the Arrow is a unit of the Scouts America division, Lodge Officers are expected to wear the khaki/tan shirt and green pants/shorts of the Scouts America division, regardless of their personal registration.
- Uniform patches must be placed correctly, according to the Insignia Guide.

Duties

- Detailed duties for each position will be outlined on the next page. Either the Lodge Chief or Council may assign further duties throughout the year.
- All officers are expected to communicate regularly with the Lodge Adviser or assigned Associate Lodge Adviser(s) on a weekly basis.

Commitment

- Being a Ta Tsu Hwa Lodge officer is a significant commitment. It involves a large amount of time, energy, and effort to perform the duties of the position.
- Scouting activities are secondary to family, church, and school responsibilities. • The Lodge Executive Leadership may hold NO OTHER elected office in the Order of the Arrow therefore if it is your intention to run for ANY other position, please discuss this with your Lodge Adviser, and decide where you can best serve the OA at this time: the Chapter, Lodge, or Section.

RESPONSIBILITIES OF TA TSU HWA LODGE CHIEF

- The Ta Tsu Hwa Lodge Chief shall serve as the Executive Officer of the Lodge.
- They shall be responsible for calling and presiding over all meetings of the Lodge (according to the procedure outlined in Section IVA). He shall vote on matters of the Lodge only in the event of a tie. He shall serve as the official representative and voice of the Lodge in meetings of the Council Executive Board, as well as any other Council, Section Region, or National event in which he is in attendance. He shall appoint Chairmen for the various committees in consultation with the Vice-Chief who he has assigned to each committee.
- Organizes and gives positive leadership to a successful annual Conclave.
- Holds no other elected positions in the Order of the Arrow. Must resign all other offices within 30 days of election as Chapter, Section, etc. leadership roles.
- Presides over L.E.C. meetings of Ta Tsu Hwa Lodge Business
- Ta Tsu Hwa Lodge Chief shall attend the Annual Indian Nations Council Board Meeting Luncheon in December with Report for the State of the Lodge.
- Ta Tsu Hwa Lodge Chief is expected to attend all scheduled Ta Tsu Hwa Lodge Sponsored events/programs:
    - Lodge Banquet
    - Spring Induction
    - Service Weekend
    - Fall Induction
    - Fall Fellowship
    - Lodge Leadership Development (LLD)
- Ta Tsu Hwa Lodge Chief is expected to attend all scheduled Section Council of Chiefs meetings, both in person and virtually.
- Ta Tsu Hwa Lodge Chief is expected to attend Section Conclave.
- Works closely with the Lodge Adviser.
- Keeps the Lodge Adviser and LEC Officers and their Associate Advisers fully informed of their activities related to the Order of the Arrow to include, but not limited to sharing copies of all correspondence with Lodge Adviser pertaining to the business of the Order along with these individuals and with others that are concerned.
- Assures that all aspects of Ta Tsu Hwa Lodge activities are conducted according to the Scouting America and Guide to Safe Scouting Guidelines/Rules.
- Serves as an example of the ideals of the Scouting America and the Order of the Arrow.
- Wears the Scout Uniform correctly.
- Attends Section Officers Seminars and appropriate National Leadership Seminars.
- Represents the Ta Tsu Hwa Lodge in and at Section, Regional, and National functions and activities of the Order of the Arrow, when invited.
- Promotes Arrowmen participation in Lodge, Section, Region and National Events.

RESPONSIBILITIES OF TA TSU HWA LODGE FIRST VICE-CHIEF

- The Ta Tsu Hwa Lodge First Vice-Chief shall serve as the Executive Officer in the absence of the Lodge Chief. They shall supervise the operation of the committees assigned to them by the Lodge Chief. They shall also perform any other duties delegated to them by the Lodge Chief.
- Provides Leadership for overseeing and facilitating direction and assistance with Lodge Committee details associated with Lodge Program activities and events
- Holds no other elected positions in the Order of the Arrow. Must resign all other offices within 30 days of election as other position within Chapter, Section, etc... Leadership roles, in order to focus and priorities their efforts to Ta Tsu Hwa Lodge Program/Event needs...
- Ta Tsu Hwa Lodge First Vice-Chief is expected to attend all scheduled Ta Tsu Hwa Lodge Sponsored events/programs:
    - Lodge Banquet
    - Spring Induction
    - Service Weekend
    - Fall Induction
    - Fall Fellowship
    - Lodge Leadership Development (LLD)
- Ta Tsu Hwa Lodge First Vice-Chief is expected to attend all scheduled Section Council of Chiefs meetings, both in person and virtually in the absence of the Ta Tsu Hwa Lodge Chief.
- Ta Tsu Hwa Lodge First Vice-Chief is expected to attend Section Conclave.
- Works closely with the Assigned Adult Associate Adviser.
- Keeps the Lodge Adviser and LEC Officers and their Associate Advisers fully informed of their activities related to the Order of the Arrow to include, but not limited to sharing copies of all correspondence with Lodge Adviser pertaining to the business of the Order along with these individuals and with others that are concerned.
- Assures that all aspects of Ta Tsu Hwa Lodge Program/Event activities are conducted according to the Scouting America and Guide to Safe Scouting Guidelines/Rules.
- Serves as an example of the ideals of the Scouting America and the Order of the Arrow.
- Wears the Scout Uniform correctly.
- Represents the Ta Tsu Hwa Lodge in and at Section, Regional, and National functions and activities of the Order of the Arrow, when invited.
- Promotes Arrowmen, participation in Lodge, Section, Region and National Events.

RESPONSIBILITIES OF TA TSU HWA LODGE SECOND VICE-CHIEF

- The Ta Tsu Hwa Lodge Second Vice-Chief shall supervise the operation of the committees assigned to them by the Lodge Chief. They shall also perform any other duties delegated to them by the Lodge Chief.
- Provides Leadership for overseeing and facilitating direction and assistance with Lodge Committee details associated with Services/Support of all Lodge Program activities and events.
- Provides Support/Services to facilitate any/all needs of event requirements, committee needs, etc.
- Holds no other elected positions in the Order of the Arrow. Must resign all other offices within 30 days of election as other position within Chapter, Section, etc. Leadership roles, in order to focus and priorities their efforts to Ta Tsu Hwa Lodge Program/Event needs.
- Ta Tsu Hwa Lodge Second Vice-Chief is expected to attend all scheduled Ta Tsu Hwa Lodge Sponsored events/programs:
    - Lodge Banquet
    - Spring Induction
    - Service Weekend
    - Fall Induction
    - Fall Fellowship
    - Lodge Leadership Development (LLD)
- Ta Tsu Hwa Lodge Second Vice-Chief is expected to attend Section Conclave.
- Works closely with the Assigned Adult Associate Adviser.
- Keeps the Lodge Adviser and LEC Officers and their Associate Advisers fully informed of their activities related to the Order of the Arrow to include, but not limited to sharing copies of all correspondence with Lodge Adviser pertaining to the business of the Order along with these individuals and with others that are concerned.
- Assures that all aspects of Ta Tsu Hwa Lodge Program/Event activities are conducted according to the Scouting America and Guide to Safe Scouting Guidelines/Rules.
- Serves as an example of the ideals of the Scouting America and the Order of the Arrow.
- Wears the Scout Uniform correctly.
- Represents the Ta Tsu Hwa Lodge in and at Section, Regional, and National functions and activities of the Order of the Arrow, when invited.
- Promotes Arrowmen participation in Lodge, Section, Region and National Events.

RESPONSIBILITIES OF TA TSU HWA LODGE SECRETARY

- The Ta Tsu Hwa Lodge Secretary shall be responsible for recording the minutes of the meetings of the Lodge Executive Committee. They shall be responsible for conducting the registration for all Lodge events (Ordeals, Work Weekend, LLD, Fellowship, Banquet, etc.). They shall also perform any other duties delegated to him by the Lodge Chief.
- Provides Leadership for overseeing and facilitating direction and assistance with Lodge Committee details associated with Registration and Administrative task associate with all Lodge Program activities and events.
- Assists the Ta Tsu Hwa Lodge in communicating announcements, program/event promotional correspondence with Communications Team of Lodge Program and Event opportunities to be reviewed and approved and will be.
- Provides written notification of all LEC and Lodge meetings announcements to Lodge Membership through Adviser assistance via Lodge Master.
- Records the minutes of all L.E.C. and Lodge Committee/Business Meeting, Elections, etc.
- Distributes copies of all LEC and Lodge meeting minutes to Lodge Membership within 15 days following each meeting through Adviser assistance via Lodge Master.
- Maintains an up-to-date roster of names, addresses, telephone numbers, and E-mail addresses of the membership.
- Holds no other elected positions in the Order of the Arrow. Must resign all other offices within 30 days of election as other position within Chapter, Section, etc. Leadership roles, to focus and priorities their efforts to Ta Tsu Hwa Lodge Program/Event needs
- Ta Tsu Hwa Lodge Secretary is expected to attend all scheduled Ta Tsu Hwa Lodge Sponsored events/programs:
    - Lodge Banquet
    - Spring Induction
    - Service Weekend
    - Fall Induction
    - Fall Fellowship
    - Lodge Leadership Development (LLD)
- Ta Tsu Hwa Lodge Secretary is expected to attend Section Conclave.
- Works closely with the Assigned Adult Associate Adviser.
- Keeps the Lodge Adviser and LEC Officers and their Associate Advisers fully informed of their activities related to the Order of the Arrow to include, but not limited to sharing copies of all correspondence with Lodge Adviser pertaining to the business of the Order along with these individuals and with others that are concerned.
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RESPONSIBILITIES OF TA TSU HWA LODGE TREASURER

- The Ta Tsu Hwa Lodge Treasurer shall be responsible for keeping track of the financial records of the Lodge and making sure the Lodge Executive Committee is kept abreast of the Lodge's financial situation at each of its meetings. They shall be responsible for the sale of the items in the trading post that have been approved by the Lodge Executive Committee at the meetings of the Lodge. They shall also perform any other duties delegated to him by the Lodge Chief.
- Provides Leadership for overseeing and facilitating direction and assistance with Lodge Committee details associated with all Lodge Fundraising Committees and efforts.
- Holds no other elected positions in the Order of the Arrow. Must resign all other offices within 30 days of election as other position within Chapter, Section, etc... Leadership roles, in order to focus and priorities their efforts to Ta Tsu Hwa Lodge Program/Event needs...
- Ta Tsu Hwa Lodge Secretary is expected to attend all scheduled Ta Tsu Hwa Lodge Sponsored events/programs:
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Ta Tsu Hwa Lodge Officer Candidate Application

Name _____ Office Seeking: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Cell Phone: _____

Email Address: _____

School: _____ Year in School: _____

Birthdate:_____

Unit:_____ Scout Rank:_____

Current Position in your unit, lodge, or chapter: _____

OA membership level (circle one): Ordeal / Brotherhood / Vigil

I understand the obligations of being a Ta Tsu Hwa Lodge Officer. I agree to take an active leadership role if elected, and to fulfill my assigned responsibilities in a timely manner.

Arrowmen's Signature: _____ Date:_____

Parent's Signature:_____ Date:_____
(Required for Arrowmen under the age of 18)

I have discussed these obligations of candidacy with this Arrowman and believe he/she fully understands them and will be a positive influence on the Scouting Program.

Lodge Advisor Signature: _____ Date:_____

This form MUST be completed and received by the Ta Tsu Hwa Lodge Adviser, Richard Wills in hard copy printed form or emailed to richard.w.wills@gmail.com no later than 10:00 AM on Saturday morning of Ta Tsu Hwa annual Fall Fellowship.

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INDIAN NATIONS COUNCIL
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TA TSU HWA
W.O.G.