



YERBA BUENA LODGE

ORDER OF THE ARROW

Lodge Officer Position Descriptions (updated May 7, 2025)

Lodge Chief

Primary Responsibilities:

- Chairs and presides over all lodge executive committee and lodge meetings
- As a member of the lodge's "Key 3," ensures the lodge is represented at all necessary council events and programs.
- Attends and participates as a member of the council executive board.
- Attends and participates as a member of the section council of chiefs.
- Attends and participates in all lodge activities.
- Ensures each lodge officer is carrying out their responsibilities.
- Develops lodge executive committee meeting agendas and distributes them at least 7 days prior to the meeting.
- Communicates with lodge officers, lodge adviser, and staff adviser.
- Leads scheduled officer chats.
- Appoints lodge committee chairs in consultation with the lodge adviser.
- Runs and oversees the Lodge Leadership Development (LLD) program.

Lodge Vice Chief of Unit Relations

Primary Responsibilities:

- Oversees all unit visitations conducted by chapters.
- Ensures that every effort is made to reach 90% of units, thereby achieving a PMP rating of "High Performing."
- Ensures that council resident camping opportunities are presented at each unit visitation.
- Works with chapters to ensure that an OA unit representative and adviser is assigned to each unit.
- Reports on progress of unit visitations and OA unit representative program at each lodge executive committee meeting.
- Ensures that each chapter follows best practices for unit visitations and the OA unit representative program.
- Oversees unit relations committees (OA unit representative program, unit visitations, etc.)
- Attends and participates in all lodge executive committee meetings, officer chats, and activities.
- Reports to the lodge chief and stands in for them as necessary.
- Communicates with the lodge chief and the unit relations adviser as appropriate.

Lodge Vice Chief of Inductions

Primary Responsibilities

- Oversees all inductions conducted by the lodge.
- Ensures there is a trained ceremony team for each induction.
- Ensures that a comprehensive back-dater plan is developed and followed for each induction.
- Ensures that every effort is made to induct 90% of candidates, thereby achieving a PMP rating of “High Performing.”
- Responsible for the lodge committees related to inductions.
- Attends and participates in all lodge executive committee meetings, officer chats, and activities.
- Communicates with the lodge chief and inductions adviser as appropriate.
- Reports to the lodge chief and stands in for them as necessary.

Lodge Vice Chief of Activation

Primary Responsibilities

- Oversees all lodge events and service activities conducted by the lodge, except for inductions and activities coordinated by the lodge chief.
- Ensures that a comprehensive back-dater plan is developed and followed for each event.
- Ensures that every effort is made to have at least 50% of new members attend an OA event within 6 months of their induction, thereby achieving a PMP rating of “High Performing.”
- Nominates a chair for each event and secures approval from the lodge chief.
- Oversees lodge committees related to activation.
- Attends and participates in all lodge executive committee meetings, officer chats, and activities.
- Communicates with the lodge chief and activation adviser as appropriate.
- Reports to the lodge chief and stands in for them as necessary.

Lodge Secretary (Membership, Administration, Communications)

Primary Responsibilities

- Keeps a written record of all the proceedings of the lodge executive committee and lodge meetings and distributes meeting minutes within 48 hours.
- Keeps on file all committee reports and meeting minutes.
- Maintains lodge records, including membership records and the lodge rules.
- Keeps track of attendance at events, working with the registration team.
- Oversees all lodge committees related to membership, administration, and communications (newsletter, website, social media, etc.).
- Attends and participates in all lodge executive committee meetings, officer chats, and activities.
- Communicates with the lodge chief and secretary adviser as appropriate.
- Reports to the lodge chief and stands in for them as necessary.

Lodge Treasurer

Primary Responsibilities

- Ensures all the lodge's financial activities are in accordance with council policy and the lodge financial practices.
- Provides monthly lodge financial statements comparing actual income and expenditures to the lodge budget to the Key 3 and lodge executive committee.
- Oversees committees related to the office of treasurer.
- Develops the annual lodge budget in concert with the lodge finance committee, lodge officers, and lodge committees.
- Operates the lodge trading post at all designated lodge activities with the support of the lodge trading post committee.
- Oversees the distribution of lodge beads, in conjunction with lodge trading post.
- Takes a biannual inventory of the Trading Post stock, working with lodge trading post committee.
- Attends and participates in all lodge executive committee meetings, officer chats, and activities.
- Communicates with the lodge chief and treasurer adviser as appropriate.
- Reports to the lodge chief and stands in for them as necessary.

Area Chief

Northeast Area Chief over Mow-A-Toc, Tu Je Sa-Sa, Sem-Yeto, Swegedaigea, Wek Wek, Iowac chapters

Southeast Area Chief over Kchinkwehelak, Moluk chapters

Southwest Area Chief over Lu-Pain, Royaneh, Wekemnayon, Kaweah, Ohlone, Seunen chapters

Primary Responsibilities

- Ensures each chapter chief in their Area is carrying out their responsibilities.
- Attends and participates in all lodge executive committee meetings, officer chats, and activities.
- Communicates with the lodge chief and Area adviser as appropriate.
- Reports to the lodge chief and stands in for them as necessary.
- *Prerequisites:*
 - Served as a lodge officer or chapter chief.
 - Must be a member of a chapter in the Area serving.