



**Order of the Arrow  
Section NE-3B  
Section Officer Job Description**



*Ho-De-No-Sau-Nee-Ga  
'People of the Longhouse Territory'*

## **Section Chief**

Service as a Section Officer is an opportunity to meet people from across the state and nation, plan and take part in challenging events across the state, and in general make a difference by taking part in the next level of OA leadership. You will meet new friends and develop relationships that will last your lifetime. These doors are seldom opened to youth serving at a Lodge level. You will have a top-notch adviser that will help you through the new challenges ahead of you.

With this opportunity comes an obligation. Being a Section Officer brings a responsibility to place Section business very high in your list of priorities. Events as part of a Section office may conflict with your home Lodge or personal events. The goals that you set may require effort that requires you to sacrifice some of your personal time. The Section land mass is large, and requires effort to travel and communicate effectively. You will need to set aside time each evening to answer email and phone calls. Becoming an excellent communicator should be your goal in your new office.

Please consider these commitments carefully as you decide to accept a Section office. The Lodges that elect you need your support to put together a great program for them. The buck stops with you. The Section Chief's job description:

- a) Organize and give positive leadership to achieve a successful annual conclave and fulfill section operations responsibilities.
- b) Holds no other elected position in the OA during his term. Resigns from all lodge and chapter offices within 30 days of his election as Section Chief.
- c) Preside over meetings of the CoC and the conclave business meeting. This includes pre-CoC planning support.
  - Be responsible, through the Council of Chiefs, for the presentation of program plans, ideas, and materials via effective meeting presentations.
  - Involve members of the Council of Chiefs in training and roundtable (forum) discussions.
  - Evaluate the effectiveness of Council of Chiefs meetings, and seek input from all Council of Chiefs members.
- d) Delegate duties to other section officers and members of the CoC.
  - Guide the section vice chief in appointing members of the Section Assistance Team.
- e) Work closely with section advisers. Keep section adviser and section staff adviser fully informed of all his activities related to the OA. Share copies of all

correspondence pertaining to the business of the Order with these individuals and with others who are concerned.

- f) Assure that all aspects of section activity are conducted according to the Section Rules (FOG).
- g) Within 45 days of the end of the conclave, compiles the conclave report and, along with the final financial statement, submits copies to the following: members of the CoC; area director; region chief; region chairman and staff adviser; and national director of the OA. (This is the responsibility of the section chief completing his term of office at the conclave.)
- h) Serves as an example of the ideals of the BSA and the OA.
  - Promote the Quality Lodge program as a standard of performance and ensure recognition of lodge leaders and lodges achieving this standard.
- i) Wears the Scout uniform correctly at all events of the section.
- j) Attends section officers seminar and appropriate national leadership seminars.
- k) Represents the section in area, regional, and national functions and activities of the OA, when invited.
- l) Participates in annual national planning meeting. The section will pay for the transportation and planning meeting fees to attend. The section chief will serve as a member of the committee planning the national program of emphasis for the coming year. Upon successful evaluation and timely completion of his responsibilities, his fees and transportation will be funded to fulfill any assigned OA duties at the program of emphasis.
- m) Promotes lodge participation in regional and national events.
- n) Appoints and oversees a section assistance team that will operate under the leadership of the section vice chief.



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## **Section Vice Chief**

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- a) Assists the section chief, as directed by him, to carry out operations of the section.
- b) Organizes and gives positive leadership to the section assistance team appointed by the section chief.
  - Be responsible for the monitoring / mentoring service function of the Section.
  - Chair the meetings of the Assistance Team.
  - Provide sufficient training opportunities so that every member of the Assistance Team may receive training shortly after being appointed.
  - Keep the Section Chief and Adviser apprised of the status of lodges.
- c) Assures that the conclave is promoted in all councils.
- d) Assumes other responsibilities and duties as assigned by the section chief.
- e) Promotes participation in regional and national events.
- f) Assumes responsibilities of the section chief until the CoC elects a successor for the unexpired term, in the event the section chief resigns or is unable to fulfill his term of office.
- g) Serves as an example of the ideals of the BSA and the OA.
- h) Wears the Scout uniform correctly at OA events.
- i) Attends CoC meetings (and participates in their planning), section officers seminars, and appropriate national leadership seminars.



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## **Section Secretary**

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- a) Assists the section chief in communicating with members of the CoC and advisers. Provides written or email notification of all CoC meetings **at least** 15 days in advance.
- b) Records the minutes of all meetings of the CoC, and the conclave business meeting. Duplicates and distributes copies of all minutes to CoC members **within 15 days** following each meeting.
- c) Maintains an up-to-date roster of names, addresses, and telephone numbers of the CoC members. The distribution of the roster, and all changes, shall be to: members of the CoC, region chief, region chairman, region staff adviser, area director, and the national director.
- d) Promotes participation in regional and national events.
- e) Serves as an example of the ideals of the BSA and the OA.
- f) Wears the Scout uniform correctly at OA events.
- g) Attends CoC meetings (and participates in their planning), section officer seminars, and appropriate national leadership seminars.
- h) Typically oversees the administration of the Section Web site, as assigned by the Section Chief.