

Chapter Officer / Committee Chair Expectations & Responsibilities

1. Agree to attend every Chapter function throughout their term of office
2. Will wear the complete Official BSA Uniform in accordance to their register program (Scouts BSA, Venturing or Sea Scouting) to all Chapter and Lodge events. This includes:
 - i. Scout shirt with correct insignia, Scout pants or Scout shorts with Scout belt and Scout socks
 - ii. *Jeans and camouflage clothing are not allowed.*
 - iii. Remember that as an officer you must set the example.
3. Agree to attend all Chapter and Lodge events, including Lodge Leadership Development Conference, Lodge Banquet, Spring Fellowship, Conclave, Ordeal and Fall Fellowship.
4. Agree to consult with their Lodge counterpart at least monthly.
5. Agree to consult with their Adviser at least monthly or more depending on the position.
6. Will promote the Chapter, the Lodge, the Order of the Arrow, and the Council Camping Program.

Chapter Vice Chief of Ceremonies

1. Assists the chapter chief in administering the program of the chapter.
2. Coordinate the ceremonies process within the Chapter and District, which includes Call Outs, Ordeal, Brotherhood and Broken Arrow.
3. Represent the Chapter at all Lodge inductions. It is mandatory to attend all Lodge events with inductions (Spring Fellowship, Fall Fellowship and Chapter Ordeal).
4. Assume responsibility for all Chapter Regalia, including maintaining, storing and recommending when items need to be replaced.
5. Encourage Chapter Arrowmen to join the Ceremonies Team and practice monthly.
6. Work with Lodge counterpart regarding the future transition of Regalia.
7. Strive to develop and maintain certified Ordeal and Brotherhood Teams.
8. Submit a report on Ceremonies at each Chapter meeting.
9. Work closely with the Vice-Chief of Inductions during “Call Outs” and Ordeal.
10. Promotes year-round camping, long-term camping (with emphasis on BAC summer camps), and high adventure camping.
11. Performs duties as assigned by the Chapter Chief and reports to him on all accomplishments and issues.
12. Sees that the Principles and Purpose of the Order are followed in the areas of his charge.
13. Communicates with Associate Adviser and Chapter Adviser in timely manner before a meeting, event or event weekend.