

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 Communications

1. Assists the chapter chief in administering the program of the chapter.
2. Keeps minutes at all meetings and post to Chapter website and all other approved communication tools such as facebook and any other social media setup by the Chapter.
3. Works with the Communications Adviser to develop content for the Chapter Facebook page, Website, and all other social media as approved by the Chapter Adviser
4. Contributes and attends Lodge Publication meetings for the Arrow of Light lodge newsletter.
5. Prepares Chapter article for the Arrow of Light Newsletter and submits to the Chapter Adviser for approval.
6. Sends letters and other communications as directed by the Chapter Chief and by the Chapter Adviser, with copies to related officers and advisers.
7. Promotes year-round camping, long-term camping (with emphasis on BAC summer camps), and high adventure camping.
8. Sees that the Principles and Purpose of the Order are followed in the areas of his charge.
9. Communicates with Associate Adviser and Chapter Adviser in timely manner before a meeting, event or event weekend.
10. Keeps track of attendance at chapter events and provides information to Vice Chief of Awards
11. Reports to the Chapter Chief on Chapter event attendance.
12. Attends all chapter meetings and events.
13. Attends lodge/chapter events, including training sessions.
14. Sends meeting and event reminders to OA troop/team representatives and other chapter members.
15. Assists with registration at Chapter hosted Ordeal weekend.