

### **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 Inductions**

1. Assists the chapter chief in administering the program of the chapter.
2. Represent the Chapter at all Lodge inductions. It is mandatory to attend all Lodge events with inductions (Spring Fellowship, Fall Fellowship and Chapter Ordeal).
3. Ensure all Units have an election, if wanted. Contact your Adviser immediately if a Unit does not want an election for any reason. Train the election teams and coordinate all elections. The results of each election along with the adult nomination, if one, should be forwarded to the Chapter Chief and your Adviser no later than the following day.  
Ensure all names are listed correctly on the “Call Out” list and match the election sheet.
4. Ensure process adherence for all Unit elections including Data Capture priorities of *Name, Date of Birth, BSA Id Number and Email Address* at time of election.
5. Ensure each new candidate gets a package after the “Call Out” including Spirit of the Arrow Booklet #1, a letter from the Chief, and details of the inductions weekend concerning dates, what to bring, and a brief description of what to expect.
6. Submit a report on elections at each Chapter meeting.
7. Work with Adviser to ensure the Chapter achieves 100% Unit Elections.
8. Work closely with the Vice-Chief of Ceremonies during “Call Outs” and Ordeal.
9. Serves as the Ordeal Master and/or appoints Ordeal Master.
10. Attends Ordeal Master Training.
11. Promotes year-round camping, long-term camping (with emphasis on BAC summer camps), and high adventure camping.
12. Performs duties as assigned by the Chapter Chief and reports to him on all accomplishments and issues.
13. Sees that the Principles and Purpose of the Order are followed in the areas of his charge.
14. Communicates with Associate Adviser and Chapter Adviser in timely manner before a meeting, event or event weekend.