

Section C-2B

Section Officer Responsibilities 2007-2008

ATTENDANCE

- Officers of Section C-2B are expected to attend all Council of Chiefs meetings, Officers meetings, the Section Conclave, the region Section Officers Seminar, and NOAC (if applicable).
- The Section Chief is expected to attend the annual national meeting in December.
- Officers are encouraged to attend as many functions of C-2B Lodges as possible during the year. These are opportunities to strengthen bonds between the lodges within the section.
- Officers are expected to remain active members of their home chapter and lodge, and attend the functions of their own lodge as an active participant.
- Officers are expected to remain active in their home unit.
- Officers must be able to provide their own transportation to all events.

UNIFORMING

- Officers of Section C-2B are expected to be in proper, clean Scout Uniform whenever representing the Section and/or the Order of the Arrow.
- Because the Order of the Arrow is a unit of the Boy Scout Division, officers are expected to wear the khaki/tan shirt and khaki pants of the Boy Scout division regardless of their personal unit registration.
- Uniform patches should be correctly placed according to the Boy Scout Uniform Guide Book.

DUTIES

- Most duties are found in the Field Operations Guide; a copy is attached to this document. Specific duties may be assigned by either the Section Chief or the Council of Chiefs throughout the year.
- All officers are expected to communicate with the Section Advisor and Chief on a weekly basis throughout the program year.
- Officers are expected to stay within their budget, and to submit payment requisitions to the Section Advisor in a timely fashion.

COMMITMENT

- Being a Section Officer is a huge commitment. It involves a significant amount of time, energy, and travel to do the job correctly.
- Scouting activities are secondary to family, church, and school responsibilities.
- Therefore, if your present responsibilities are time demanding then you need to re-think where the OA fits into your life **before deciding to run for section office.**
- An officer of Section C-2B may not serve simultaneously as a lodge chief and it is strongly recommended that you not serve as a lodge officer at all. Therefore, if you have any intention of running for Lodge Chief before April 2007, please discuss this with your Lodge Advisor and decide whether you can best serve the OA at this time in the Lodge or Section.

Section C-2B Information

RE: Section Officers

[from the Field Operations Guide]



RULE III.

OFFICERS AND ADMINISTRATION

- A. Under the guidance and direction of the section adviser and area director, or his staff appointee, the section is organized and the conclave is planned and led by Arrowmen who are younger than 21 during their entire term of office.
- B. The officers of the section shall be the section chief, one section vice chief and one section secretary. The responsibilities of the respective officers shall be as follows:

1. SECTION CHIEF

- a. Organizes and gives positive leadership to achieve a successful annual conclave and fulfill section operations responsibilities.
- b. Holds no other elected position in the Order of the Arrow during his term. Resigns from all lodge and chapter offices within 30 days of his election as section chief.
- c. Presides over meetings of the council of chiefs and the conclave business meeting.
- d. Delegates duties to other section officers and members of the council of chiefs.
- e. Works closely with the section advisers. Keeps the section adviser and section staff adviser fully informed of all his activities related to the Order of the Arrow. Shares copies of all correspondence pertaining to the business of the Order with these individuals and with others that are concerned.
- f. Assures that all aspects of section activity are conducted according to the Section Rules.
- g. Compiles the conclave reports within 45 days of the end of the conclave and, along with the final financial statement, submits copies to the following: members of the council of chiefs; area director; region chief, region chairman and staff adviser; and director of the Order of the Arrow. (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 Order of the Arrow.

- i. Wears the Scout uniform correctly.
- j. Attends section officer seminars and appropriate national leadership seminars.
- k. Represents the section in area, region, and national functions and activities of the Order of the Arrow, when invited.
- l. Participates in an 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 Order of the Arrow duties at the program of emphasis.
- m. Promotes participation in region and national events.
- n. Appoints and oversees a section assistance team that will operate under the leadership of the section vice chief.

2. SECTION VICE CHIEF

- a. Assists the section chief, as directed by him, to carry out the operations of the section.
- b. Organizes and gives positive leadership to the section assistance team appointed by the section chief.
- 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 region and national events.
- f. Assumes the responsibilities of the section chief until the council of chiefs 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 Order of the Arrow.
- h. Wears the Scout uniform correctly.
- i. Attends council of chiefs meetings, section officer seminars, and appropriate national leadership seminars.

3. SECTION SECRETARY

- a. Assists the section chief in communicating with members of the council of chiefs and advisers. Provides

written or email notification of all council of chiefs meeting at least 15 days in advance.

- b. Records the minutes of all meetings of the council of chiefs, and the conclave business meeting. Distributes copies of all minutes to council of chiefs members within 15 days following each meeting.
- c. Maintains an up-to-date roster of names, addresses, telephone numbers, and email addresses of the council of chiefs members. The distribution of the roster, and all changes, shall be to: members of the council of chiefs, region chief, region chairman, region staff adviser, area director, and the director of the Order of the Arrow.
- d. Promotes participation in region and national events.
- e. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- f. Wears the Scout uniform correctly.
- g. Attends council of chiefs meetings, section officer seminars, and appropriate national leadership seminars.