



WAHISSA LODGE
ORDER OF THE ARROW

Lodge Vice Chief of Communications
Responsibilities

- Publish the Lodge Newsletter “The Peace Pipe”
- **Prepare mailings as needed**
- **Keep the Lodge website up-to-date**
- Create the Lodge Witchindin at the beginning of your tenure
- **Keep the Lodge social media accounts updated**
- Send Lodge emails
- **Take pictures at Lodge events (This will help you develop the Banquet Slideshow)**
- Organize and direct the Connected Chapter Guidelines for the year of your tenure
- Prepare the Annual Banquet Slideshow
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
- **Stay in your chapter campsite at events. (Unless given permission otherwise)**
- Perform any other duties deemed necessary by the Lodge Chief for the smooth operation of the Lodge.
- Attend all events and ECM's*
- Report to the Lodge Chief



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Lodge Vice Chief of Activities Responsibilities

- With the help of the Lodge Chief and the “Event Planning Committee”, plan all lodge events and other activities
- Plan, organize, and direct the work projects for Lodge events. Work with the Camp Ranger, VCA Adviser, Lodge Adviser, Staff Adviser, and the Lodge Chief to accomplish this.
- Provide a plan for work crews during service/work projects
- Provide any needed tools or materials to work crews during service/work projects. Make sure that all tools and materials are returned to their rightful place when they are done being used
- Work with the Lodge Chief and Hospitality/Fellowships Chairmen to provide fun activities at events (Carnivals, movies, cracker barrel's, etc.)
- **Coordinate a vespers service for Sunday Mornings at events**
- Organize and direct the Honor Chapter Guidelines for the year of your tenure
- Oversee the tasks of your chairmen and help them as needed
- Set a good example for your fellow Arrowmen
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Lodge Vice Chief of Inductions Responsibilities

- Make sure that the chapters are trained on Unit Visitation guidelines
- Work closely with chapters during the Unit Election/Visitation season
- Set deadlines for chapters coordinating Unit Visitations
- Communicate with Chapter Chiefs regularly to follow up on the progress
- Collect all election/visitation paperwork from the Chapter Chiefs at Spring Fellowship
- Compile all election data into a spreadsheet. Collect any missing data from the Council Office
- Create the Tap List every week at Summer Camp
- **Work with the Lodge Chief and Membership Chairmen to coordinate the candidate meetings on Wednesday Night**
- Work to plan and better the ordeal weekend/process.
- Oversee the tasks of your chairmen and help them as needed
- Set a good example for your fellow Arrowmen
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WAHISSA LODGE ORDER OF THE ARROW

Lodge Vice Chief of Finance Responsibilities

- Work with the Lodge Chief and the VCF Adviser to make the Lodge budget for the year of your term
- Maintain accurate records of Lodge merchandise and sales
- **Run the Lodge Trading Post. Make sure to keep it open at all necessary times during events**
- Collect money at registration
- **Give a financial report to the LEC at each ECM. Provide a printed copy of the totals in each account.**
- Coordinate with Chapter VCF's to have help in the Lodge Trading Post. Also, assist the chapter VCF's with anything they might need
- Develop and create new merchandise for the Lodge Trading Post
- Oversee the tasks of your chairmen and help them as needed
- Set a good example for your fellow Arrowmen
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WAHISSA LODGE ORDER OF THE ARROW

Lodge Vice Chief of Administration Responsibilities

- Maintain accurate records of Lodge members
- **Make it known that members should update their info as needed**
- **Take the minutes at each Executive Committee Meeting and distribute copies to all members within 21 days after the meeting**
- Print and distribute an agenda prior to each ECM (Make sure to consult the Lodge Chief before doing so)
- Organize and direct the Attendance Award Guidelines for the year of your tenure
- Conduct registration at events with the aid of the Records/Registration Chair
- **Assist the Inductions team with the record keeping of new Ordeal Candidates/Members and new Brotherhood Members**
- **Work with the VCC to ensure that Lodge Letters/Publications are sent efficiently**
- Create Ordeal Packets. Consult with the Lodge Chief on what must go in them. (Chief Letter and other things the Chief might want to add)
- Oversee the tasks of your chairmen and help them as needed
- Set a good example for your fellow Arrowmen
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WAHISSA LODGE ORDER OF THE ARROW

Lodge Vice Chief of Indian Affairs Responsibilities

- **Oversee all AIA activities that happen at lodge events**
- **Ensure that the Lodge Ceremonies Team will be ready for each event that they are needed**
- **Assist the Ceremonies Team with any setup needed**
- Contact dancers for the Wednesday Night Ceremonies
- Publicize the Carolina Indian Seminar. Assist members with the logistics of attending.
- Organize and direct the Indian Affairs Recognition Award Guidelines for the year of your tenure
- **Ensure that all Lodge teams wanting to compete at CIS are ready and registered on time (dancers, hand drum, craft contest)**
- **Ensure that all Ceremonies teams wanting to compete at Conclave are ready and registered on time**
- Work to keep Lodge regalia clean and maintained. Keep the regalia room clean and organized
- **Work with the Lodge Chief to have a strong AIA presence at Winter Fellowship. Help with the organization of the Section attendees**
- Oversee the tasks of your chairmen and help them as needed
- Set a good example for your fellow Arrowmen
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- Show Scout spirit
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Brotherhood Chair Responsibilities

- Announce the Brotherhood Help Sessions (Monday Breakfast and Lunch) and Questionings (Tuesday Breakfast and Lunch) every week at Summer Camp
- Announce Brotherhood Questioning at each event
- Make sure that the ceremonies are set up beforehand on Tuesday each week (ceremony ring/lodge building set up, regalia moved to location, arrange the person leading the walk, etc.)
- Recruit Brotherhood members to help with Brotherhood questing and Brotherhood walks through the year. Make sure these individuals are knowledgeable in regard to the Brotherhood process. This can be youth or adults
- Make sure all Brotherhood walks are carried out properly
- Be at all Brotherhood questions. This is important because proper records need to be kept each week
- Ensure all materials are returned to their rightful places. (Sashes, diesel jugs, etc.)
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
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- Attend all events and ECM's*
- Report to the Lodge VCI



WAHISSA LODGE ORDER OF THE ARROW

Buildings and Grounds Chair Responsibilities

- Maintain the Wahissa Lodge Building
- Perform a “Spring Cleaning” at the Lodge Building and Order of the Arrow Arena
- Keep the Lodge Building clean during Summer Camp
- Bring any maintenance/remodeling requests for the Lodge Building to the ECM to be approved
- Work with the Brotherhood Chair to have Brotherhood Ceremonies in the Lodge Building (This would occur if weather didn’t permit an outside ceremony)
- Work with the Lodge Chief to have the Lodge Building ready for New Candidate Meetings on Wednesday Nights
- Keep the Chief’s Room and the Regalia Room secure when they are not in use
- Help with cleanup at each Lodge Event
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
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- Attend all events and ECM’s*
- Report to the Lodge VCA



WAHISSA LODGE
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Ceremonies/Regalia Chair
Responsibilities

- **Keep the Regalia Room in the Lodge Building in a neat and orderly fashion. Keep it locked when it is not in use**
- Notify the Lodge Chief and VCIA of any items needed for ceremonies
- Find or make new Regalia as needed with the help of the VCIA
- Repair and make regalia as needed
- Work with the Lodge Chief to make sure the Wednesday Night Ceremonies run smoothly
- Keep track of all regalia that is borrowed (check in, check out, who is borrowing, what for, etc)
- Assist the Lodge Ceremonies Team with the setup of any ceremonies throughout the year
- Take place in ceremonies as needed
- **Work with the Inductions team to plan the Ordeal ceremonies.**
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
- **Stay in your chapter campsite at events. (Unless given permission otherwise)**
- Perform any other duties deemed necessary by the Lodge Chief for the smooth operation of the Lodge.
- Attend all events and ECM's*
- Report to the Lodge VCIA



WAHISSA LODGE ORDER OF THE ARROW

Conclave Delegation Chair Responsibilities

- Attend the 2026 Conclave
- Serve as the Lodge Chief's right-hand man during these events
- Keep the peace at Conclave while the Lodge Chief isn't around. (Answer any questions that people have, get the delegation to meals, ensure the delegation is participating in our theme, etc.)
- Help prepare any Conclave merch/spirit items
- Ensure anything that is needed for Conclave is done
- Work with the Lodge VCC on promoting Conclave 2026
- Host a presentation during lunch of Winter Fellowship about Conclave 2026
- Assists with hospitality of Section Attendees at Winter Fellowship
- Set a good example for your fellow Arrowmen
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- Show Scout spirit
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WAHISSA LODGE ORDER OF THE ARROW

Cub Scouting Chair Responsibilities

- Assist in planning activities for the Cub Camporees in the Fall
- Recruit Staff for each event
- Stay in touch with Cub Camporee Adviser
- Perform any other duties deemed necessary by the Cub Committee for the smooth operation of the Cub Camporee Weekends
- Recruit leaders (and get firm commitments) for Crews at the Cub Camporee Events. This includes a Chaos Crew (Ranger, Cleanup, Fire building), Program Crew, Parking, Hikes (Know hike and Trailblazer), and others to help staff the dining hall and trading post.
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
- **Stay in your chapter campsite at events. (Unless given permission otherwise)**
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- Attend all events and ECM's*
- Report to the Lodge VCA



WAHISSA LODGE

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Elangomat Chair Responsibilities

- Have an elangomat training session at Ordeals. Use the new National training.
- Work closely with the Lodge VCA and VCI during the planning process of the Ordeals
- Aid the Lodge VCA and Service Projects Chairmen during the Ordeals making sure projects are being completed correctly.
- Design a uniform article for the Elangomats (t-shirts, Hats, Patch Etc) to later be sold through the Lodge Trading Post
- Plan somewhere Friday night at Ordeals to meet with Elangomats to review rules and regulations for the weekend. Assist in developing projects for Ordeals
- Assemble New Members Packets prior to the Ordeals With the Lodge VCAD
- Obtain Arrows, and string for the Ordeals
- Coordinate with the VCIA with Pre-Ordeal, and Saturday Evening Ceremonies
- Meet all candidates at the chapel on Friday night at the Ordeals
- Separate Ordeal candidates into groups with Elangomats Friday night.
- Assist in Lunch Distribution(To where they are working. Do not make them walk)
- Run the meeting of the candidates to be broken into their respective chapters and then have Chapter Chiefs or representatives to lead them off to their campsite.
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
- **Stay in your chapter campsite at events. (Unless given permission otherwise)**
- Perform any other duties deemed necessary by the Lodge Chief for the smooth operation of the Lodge.
- Attend all events and ECM's*
- Report to the Lodge VCI



WAHISSA LODGE
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Food Service Chair
Responsibilities

- Assist the Lodge VCF in planning menus for meals & cracker barrels
- Submit report of total meals served by cook crew at each ECM
- Submit report of planned menu of next event to ECM
- Ensure cook crew will be present at Lodge events
- Ensure the Staff Village is available for Cook Crew during Lodge events.
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
- **Stay in your chapter campsite at events. (Unless given permission otherwise)**
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- Attend all events and ECM's*
- Report to the Lodge VCF



WAHISSA LODGE ORDER OF THE ARROW

Records/Registration Chair Responsibilities

- Assist the VCAD with registration at all events. This entails performing any duty that the Lodge Chief or VCADS deems necessary. Also, it is important that you arrive early for registration, at a time you pre-arrange with the VCAD.
- In case the VCAD is not able to be present at registration, you must be prepared to take charge of the registration process.
- Help the VCAD distribute dues cards.
- Help fulfill any requests to change or add information to the records
- Help the VCAD take minutes during the ECMs
- Help the VCAD contact all members of the executive committee to remind them of the ECMs
- Serve as the VCAD's right hand man. Do anything that he needs you to do
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
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- Attend all events and ECM's*
- Report to the Lodge VCAD



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Membership Chair
Responsibilities

- Help out at Check-in and with other Admin processes.
- Send out communication to new ordeal members about various events
- Work with the VCC to communicate all events
- Work with the Elangomat Chairman and VCI to ensure the elangomat process is carried out correctly
- Work to conduct Wednesday night candidate introduction meetings
- Develop a candidate guidebook for Wednesday night meetings
- **Continually search for ways to engage new members of our Lodge**
- **FIND AN EFFECTIVE WAY TO GET MEMBERS ACTIVATED**
- **WORK TO ENSURE THE LODGE IS “THRIVING”**
- **CONDUCT A SURVEY AFTER EVERY EVENT**
- **Serve as the representative for the general population. Plan things that would be fun and beneficial to them. Keep them in mind when planning things.**
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
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Fellowships/Hospitality Chair Responsibilities

- Help VCA plan and set up for events including OAX, Carnivals, parties and any other fellowship activities throughout Wahissa events
- Help VCA with tasks such as leadership tasks, taking score for quest events, and managing items
- Help VCA connect with chapters to have chapter fellowship during events and at chapter meetings and get togethers
- Distribute toiletries such as toilet paper, paper towels, and trash bags to chapter campsites
- Help chapters feel welcome upon arriving at campsites via something for chapter chiefs and chapter vice-chiefs
- Assist in the welcoming process
- Help the VCA plan and set up for formal events such as handouts, refreshments, decorations etc.
- Work with the Cook Crew chairmen on providing menus during events
- Work with the VCA and historical society on providing museum exhibits or updated displays at any needed event
- Work to make camp spaces more hospitable
- Work to include a LEC specialty activity at an event
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
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- Report to the Lodge VCA



WAHISSA LODGE ORDER OF THE ARROW

Service Projects Chair Responsibilities

- At Winter fellowship, Spring fellowship, Ordeals, and various beaver days or Wahissa Workdays help the VCA in planning event projects and supplies needed to perform them
- Help the VCA in creating work crews, who is on them, and who leads them
- Help the VCA in assigning specialized tasks such as needed certification jobs or truck drivers. Also including the task of “water truck”
- Help the VCA in making sure the work project performance and work through runs smoothly
- During work days monitor the completion and success of all projects via traveling around
- At ordeals lead the task of distributing arrows and crew assignments to individual candidates
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
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- Attend all events and ECM's*
- Report to the VCA



WAHISSA LODGE ORDER OF THE ARROW

PowWows Chair Responsibilities

- Constantly find PowWows for members to attend
- Help provide assistance with finding transportation for members
- Help organize practices for dancers
- Work closely with lodge advisors to ensure safety, logistics and BSA policies are followed while attending said events
- Ensure members receive clear information regarding registration, rules, schedules, and expectations
- Assist with fundraising or lodge budget requests if required
- Oversee scheduling of all Pow Wow activities: dance competitions, workshops, singing , and fellowship programs.
- Work with the Lodge VCC to properly communicate upcoming PowWows
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
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- Attend all events and ECM's*
- Report to the VCIA



WAHISSA LODGE ORDER OF THE ARROW

Drum Chair Responsibilities

- Incharge of the drum during the year
- Sets up practices throughout the year
- Help get new members active and assist them with learning songs, etiquette etc.
- Have the drum and any singers lined up and ready for events, wednesday nights etc.
- Work closely with the VCIA, Pow Wow Chairman, and advisers to ensure responsibilities align with overall event planning.
- Coordinate equipment transportation to and from events.
- Support other committees (ceremonies, dance, pow wow, activities) by supplying appropriate performance for their programs.
- Keep the VCIA, and advisers informed of all drum/singing plans and needs
- Set a good example for your fellow Arrowmen
- Wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
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- Perform any other duties deemed necessary by the Lodge Chief for the smooth operation of the Lodge.
- Attend all events and ECM's*
- Report to the VCIA