

General Responsibilities For All Section NE-2B Officers - 2021

The job of a Section Officer starts immediately at the conclusion of the conclave (June 12, 2021) and ends at the conclusion of the following conclave approximately one year later. Once elected, you are in the job and may be called to perform Section duties immediately.

Being a Section Officer is a full year job and a full year responsibility. You should be prepared to treat this job as a priority and obligate yourself fully if elected to a Section Officer position. During your term, you work as a member of the Section Leadership Team providing leadership and guidance to the Council of Chiefs and the member Lodges in our Section. Being a Section Officer is an honor that should not be taken lightly. It provides an outstanding leadership opportunity and the ability to work closely with all 5 Lodges in our Section and provide leadership, guidance and service to the OA brothers and other Scouts in our member Councils.

Your primary responsibilities as a Section Officer are documented in the OA Field Operations Guide known commonly as the "FOG". The FOG covers all aspects of Section operations. All Section officers are required to review the FOG in detail once elected to office.

In addition to your primary responsibilities of your position, you will also be expected to attend or take part in the following throughout your year term. You must treat this job as a high priority throughout the year and accept these responsibilities to be able to properly execute the position of a Section Officer:

- Attend a Section Officer Team Kickoff Meeting sometime in the summer (mandatory)
- Attend the Gathering of Leaders (GOL) training event (mandatory) September 17th to 19th 2021.
- Attend all Council of Chiefs Meetings and Planning Seminars throughout the year (generally 3-4)
- Attend all Section Leadership Conference Calls and Planning Sessions throughout the year
- Attend the 2022 Section NE-2B Conclave - June 2021
- Attend various Lodge Events and/or Lodge Banquets throughout the year (when invited)
- Take part in any Section/Lodge Training Events (when invited)
- Assist at Territory and National OA events such as NLS ,as requested
- Attend new Territory Meetings and Conferences 2 per year

All Section Chiefs must travel to Texas in December to represent our Section at the National OA Planning Conference. Section Chiefs are likely to be included as youth members of the Territory 10 Committee and should attempt to take part in its meetings, conferences and calls. Section Chiefs may also be asked by the Territory to staff NLS training events or take part on OA Regional Committees.

While at the National Planning Meeting, all Section Chiefs have the ability to run for National Office: National Chief, National Vice-Chief or some form of the previous Region Chief. Section Chiefs also have the opportunity at the meeting to be assigned a key role in managing the OA's National Events and Conferences. Please consider all of these items when making your decision to run for Section Office. If you have questions about the

responsibilities of being a Section Officer or what will be expected of you, please speak with the Section Adviser or your Lodge Adviser prior to the start of the Section Business Meeting where the officer elections will take place.

To run for Section office you should fully consider the requirements of the office you seek and be sure you are committed to performing it fully and to the best of your ability for the entire year term. Remember as a Section Officer you represent yourself, your family, your Lodge and Council. Once elected to Section office you will need to set the example at all times, be groomed neatly, dressed in proper uniform and always be prepared to help or serve our member lodges and brothers. You may be asked by our member lodges to attend their weekends, banquets, meetings and training events. You may also be asked to take part in these events as a guest speaker or trainer. Getting out and meeting the OA brothers you represent at one of their local events is one of the most exciting parts of being a Section Officer. Being a Section Officer does come with lots of responsibilities, challenges and work, but it is also one of the most memorable, fun and exciting jobs a youth can hold in the OA.

There is no campaigning allowed at the Section Conclave for Section Officer Candidates. Campaigning of any type may disqualify you from running for Section Office. The procedures for Section Elections will be explained to you at the candidates meeting so you fully understand the election procedure. You should be groomed neatly and in full Scout Uniform for the Section Business Meeting. When you give your speech, you should remember to keep your speech relevant to the office you are seeking and speak directly to the youth members in the meeting. Do not waste too much time on your past experiences and merits, but rather tell them why you are seeking Section office and what you plan to do for them and their lodges if you are successfully elected to represent them. When preparing your speech think about whom you are speaking to and what is important to them when choosing their next Section Officers. When delivering your speech, speak strongly, loudly and be sure to speak at a slow enough pace so that others can absorb and comprehend what you are saying.

You will also need to be nominated at the Section Business Meeting to run for office. Please be sure to arrange for someone to nominate you. Do not leave this to chance or you may get left out of the election. You can have someone from your own lodge nominate you or even better have someone from another lodge nominate you if possible. There is no second required for Section Officer nominations. Once nominated, it will be verified that you have a letter on file authorizing you to run for that office and then you will be asked if you accept the nomination.

Remember, that just running for a Section office says a lot about your leadership abilities, character and your desire to serve in a bigger way. If you do not get elected as a Section officer, all is not lost. Speak to the new officers who will need many capable youth leaders to help them execute different items throughout the year. Stay involved and volunteer to help with Section tasks and someday your opportunity may come to lead as a Section Officer.

Good Luck!

We look forward to working with you as a Section NE-2B Officer this coming year!

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. Must resign 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 the Order of the Arrow team leader. (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. Attend National Service Territory 10 Meetings and Conferences (2 per year).
- l. Represents the section in at region and national functions and activities of the Order of the Arrow, when invited.
- m. 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.
- n. Promotes participation in region, National Service Territory 10 and national events.
- o. Appoints and oversees a section assistance team that will operate under the leadership of the section vice chief.

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.
- j. Attend National Service Territory 10 Meetings and Conferences (2 per year).

SECTION SECRETARY

- a. Assists the section chief in communicating with members of the council of chiefs and advisers. Provides written or E-mail 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 E-mail addresses of the council of chiefs members.
- d. Promotes participation in region, National Service Territory 10 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.
- h. Attend National Service Territory 10 Meetings and Conferences (2 per year).