



# SECTION E11 EASTERN REGION ORDER OF THE ARROW



## SECTION OFFICER CANDIDACY & NOMINATION INFORMATION

Dear Section Officer Candidate,

The following information is provided for Arrowmen interested in running for Section Office in Section E11. This form has been developed as an aid in the approval process for youth members to run for Section Office, as well as to provide information on the duties and expectations of Section Officers.

**This form MUST be completed and received by the E11 Section Adviser no later than 9:00AM on Saturday morning during the Section E11 Conclave Weekend.**

Those interested in running for office must meet the following qualifications:

- Be under the age of 21 the entire term of office (through the close of following Section Conclave)
- Be a registered member, in good standing, of a Lodge within Section E11.
- Be a registered member, in good standing, of the Scouts BSA

If an Arrowmen wishes to run for office, they must be prepared to fulfill the duties of that office. **If you have any questions, please contact the Section Adviser, Scott Salvatore at [srsalva460@gmail.com](mailto:srsalva460@gmail.com) prior to completing this form.**

## EXPECTATIONS OF ALL SECTION OFFICERS

### Attendance

- All Council of Chiefs meetings, both in person and electronically.
- Section Conclave.
- Officers will make an effort to attend the National Leadership Seminar, if they have not previously.
- Officers are expected to attend the Region Section Officers Seminar.
- The Section Chief is expected to attend the National Planning Meeting, representing the Section.
- From time to time, Officers may be invited to attend events within the various Lodges within the Section. If an Officer plans to attend an event for a Lodge other than their own, they shall notify the Section Leadership in advance.
- Officers are expected to remain active in their home Troop, Crew, and/or Ship.
- Officers must be able to provide their own transportation, or arrange such, to all events.

### Uniform

- Section Officers are required to be in proper, clean, and complete uniform when representing the Section and/or the Order of the Arrow.
- As the Order of the Arrow is a unit of the Scouts BSA, Section Officers are expected to wear the khaki/tan shirt and green pants/shorts of the Scouts BSA, regardless of their personal registration.
- Uniform patches must be placed correctly, according to the Insignia Guide.

## Duties

- Detailed duties for each position will be outlined below. Either the Section Chief or Council of Chiefs may assign further duties throughout the year.
- All officers are expected to communicate regularly with the Section Adviser or assigned Associate Section Adviser(s) on a weekly basis.
- Certain expenses will be reimbursed; these situations are limited and must be pre-approved by the Section Adviser.

## Commitment

- Being a Section officer is a significant commitment. It involves a large amount of time, energy, and effort to perform the duties of the position.
- Scouting activities are secondary to family, church, and school responsibilities.
- The Section Chief may hold NO OTHER elected office in the Order of the Arrow therefore if it is your intention to run for ANY other position, please discuss this with your Lodge Adviser and the Section Adviser and decide where you can best serve the OA at this time: the Chapter, Lodge, or Section.

## RESPONSIBILITIES OF SECTION OFFICERS

### Section Chief

- Organizes and gives positive leadership to a successful annual Conclave and fulfills Section operations responsibilities.
- Holds no other elected positions in the Order of the Arrow. Must resign all other offices within 30 days of election as Section Chief.
- Presides over meetings of the Council of Chiefs and the Conclave Business Meetings/Election.
- Delegates duties to other Section Officers and members of the Council of Chiefs.
- Works closely with the Section Advisers. Keeps the Section Adviser and Section Staff Adviser fully informed of their 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.
- Assures that all aspects of Section activity are conducted according to the Section Rules.
- 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; National Territory Chair; Region Chief, Region Chairman, and Region 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.)
- Serves as an example of the ideals of the Scouts BSA and the Order of the Arrow.
- Wears the Scout Uniform correctly.
- Attends Section Officers Seminars and appropriate National Leadership Seminars.
- Represents the Section in and at Regional and National functions and activities of the Order of the Arrow, when invited.
- Participates in an Annual 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 their responsibilities, their fees and transportation will be funded to fulfill any assigned Order of the Arrow duties at the Program of Emphasis.
- Promotes participation in Region and National Events.
- Appoints and oversees a Section Assistance Team that will operate under the leadership of the Section Vice Chief.

### **Section Vice Chief**

- Assists the Section Chief, as directed by them, to carry out the operations of the Section.
- Organizes and gives positive leadership to the Section Assistance Team appointed by the Section Chief.
- Assures that the Conclave is promoted in all Councils.
- Assumes other responsibilities and duties as assigned by the Section Chief.
- Promotes participation in Region and National Events.
- 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 their term of office.
- Serves as an example of the ideals of the Scouts BSA and the Order of the Arrow
- Wears the Scout Uniform correctly.
- Attends Council of Chiefs meetings, Section Officers Seminars, and appropriate National Leadership Seminars.

### **Section Secretary**

- 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 meetings at least 15 days in advance.
- Records the minutes of the Council of Chiefs, and the Conclave Business Meeting/Elections. Distributes copies of all minutes to Council of Chiefs members within 15 days following each meeting.
- 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, and Region Staff Adviser; National Service Territory Chairperson.
- Promotes participation in Region and National Events.
- Serves as an example of the ideals of the Scouts BSA and the Order of the Arrow
- Wears the Scout Uniform correctly.
- Attends Council of Chiefs meetings, Section Officers Seminars, and appropriate National Leadership Seminars.

