

Elangomat Chairman

- I. Responsibilities of the Elangomat Chairman
 - A. To see that all candidates complete their Ordeal and work toward their Brotherhood.

- II. Duties of Elangomat Chairman
 - A. Attend training of Elangomat Chairman at Lodge Executive Committee Meeting.
 - B. Recruit necessary number of Elangomats and train them at a chapter meeting.
 1. Assign each candidate to an Elangomat. Each Elangomat should not have more ten candidates.
 2. Train all Elangomats and issue each of them an Elangomat Handbook at a chapter meeting.
 3. Make certain all Elangomats understand the extended Elangomat program.

- III. Other duties of the Elangomat Chairman
 - A. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
 - B. Complete any other jobs assigned to you by the Chapter Chief.

Camp Promotion Chairman

- I. Responsibilities of the Camp Promotion Chairman
 - A. To see that every troop in the district has an O.A. camp presentation.
- II. Duties of the Camp Promotion Chairman
 - A. Attend training of the Camp Promotion Chairman at October Executive Committee meeting.
 - B. Recruit and train necessary manpower at a Chapter or Lodge Training meeting
 1. Assign teams to troops (team consists of at least 2 Arrowmen and an adult).
 2. Give a camp promotion packet to each promoter and instruct each promoter how to use it.
 - C. Getting the job done
 1. Make check-up calls to all team leaders. Ensure that:
 - a. All Scoutmasters have been contacted. If phone number is incorrect, get correct number from District Executive.
 - b. Camp promotion date is set.
 - c. All equipment for presentation will be on hand: slides, cassettes, carousel, cassette player, screen etc. Audio visuals are helpful but not necessary for a good presentation. The key for a good camp promotion is the individual Arrowman's enthusiastic presentation of the value he had from going to camp and why the Scouts he is speaking to should go.
 - d. Promoter reaffirms date and plans with Scoutmaster one week before presentation. He learns where to go.
 - e. Promotion record card is sent to proper chapter officer.
 2. Push camp promotion at chapter functions
 - a. Make any assignments if necessary
 - b. Recognize those promoters who have succeeded and award camp promoter emblems or star (2nd, 3rd, or 4th year)
 3. Keep records of camp promotion effort in your chapter
 - a. Personal assignments
 - b. Troop
 - c. Results and comments
- III. Other duties of the Camp Promotion Chairman
 - A. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
 - B. Complete any other jobs assigned to you by the Chapter Chief.

Program Chairman

- I. Responsibilities of the Program Chairman
 - A. The Program Chairman is responsible for planning fun and interesting activities for all chapter events.

- II. Duties of the Program chairman
 - A. Plan and arrange a program for each of the four chapter meetings throughout the year.
 - 1. Call contact person for program making certain that they will be there at the meeting. Confirm the date, time, and location of the meeting.
 - 2. Program should be free of charge due to the fact that the chapter has no budget.

- III. Other duties of the Program Chairman
 - A. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
 - B. Work with the Banquet Chairman to plan the chapter banquet.
 - C. Complete any other jobs assigned to you by the Chapter Chief.

Ordeal Chairman

- I. Responsibility of the Ordeal chairman
 - A. To supervise all chapter matters relating to Ordeal ceremony.
- II. Duties of the Ordeal Chairman
 - A. Organize the Ordeal ceremony
 - 1. Recruit an adequate number of Ordeal teams: one for every 25-30 candidates.
 - 2. Help prepare the teams - make sure that they are practicing.
 - 3. Make sure that the proper number of sites are prepared.
 - 4. Make certain that the teams are ready.
 - B. Other Duties
 - 1. Make sure all candidates attend their assigned ceremony.
 - 2. Make sure there are enough cards and sashes.
 - 3. Be ready to answer all questions regarding the Ordeal.
 - 4. Help plan and organize chapter ceremonial team lock-in or other activity.
- III. Other duties of the Ordeal Chairman
 - A. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
 - B. Complete any other jobs assigned to you by the Chapter Chief.

Brotherhood Chairman

- I. Responsibility of the Brotherhood Chairman
 - A. To supervise all chapter matters relating to the Brotherhood ceremony.
- II. Duties of the Brotherhood ceremony
 - A. Organize the Brotherhood ceremony
 1. Get an adequate number of Brotherhood teams: one for every 25-30 candidates.
 2. Help prepare the teams - make sure that they are practicing.
 3. Make sure that the proper number of sites are prepared.
 4. Make certain that the teams are ready.
 - B. Work with the Lodge Brotherhood Chairman
 1. Provide personnel for questioning period.
 2. Verify completion of Brotherhood candidate progress cards
 - C. Other Duties
 1. Make sure all candidates attend their assigned ceremony.
 2. Make sure there are enough cards and sashes.
 3. Be ready to answer all questions regarding the Brotherhood.
 4. Help plan and organize chapter ceremonial team lock-in or other activity.
 5. Encourage new Ordeal members to work for completion of Brotherhood requirements by having a program at chapter meetings explaining requirements.
- III. Other duties of the Brotherhood Chairman
 - A. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
 - B. Complete any other jobs assigned to you by the Chapter Chief.

Service Chairman

I. Responsibilities of the Service Chairman

- A. The Service Chairman is responsible for maintaining the high ideals of service in the Order of the Arrow. This Chairman plans and directs all O.A. service projects.

II. Duties of the Service Chairman

- A. The Service Chairman sets up and supervises the service projects at the Spring Conclave and Fall Reunion. The Lodge Service Chairman will assign projects in advance of Reunion or Conclave to the individual chapters.

- B. The Chapter Service Chairman will:

1. Recruit man power. Everyone will work at Reunion and Conclave projects.
2. Procure equipment from chapter members, other sources.
3. Recruit able supervision. Be certain that those directing any part of the project know what to do. With qualified help and proper planning, the project will run smoothly.
4. Depending on the location of the service project the Service Chairman may need to recruit adults to drive candidates to projects.

III. Other duties of the Service Chairman

- A. The chapter will conduct at least two service projects per year.
 1. The Service Chairman will plan and run chapter service projects. All projects must be approved by the Lodge Executive Committee prior to the start of the project.
 2. One service project will be conducted prior to the Spring Conclave and one prior to the Fall Reunion.
 3. The Service Chairman will notify the Troop Representative Chairman and the Elangomat Chairman at least three weeks in advance of all service projects.
- B. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
- C. Complete any other jobs assigned to you by the Chapter Chief.

Troop Representative Chairman

- I. Responsibilities of the Troop Representative Chairman
 - A. Make certain that all troops are informed of all Order of the Arrow related events.
- II. Duties of the Troop Representative Chairman
 - A. Working through the Scoutmaster of each troop recruit a Troop Representative from that unit.
 - B. Inform all Troop Representatives of upcoming Order of the Arrow events including Spring Conclave, Fall Reunion, chapter meetings, service projects and any other events.
- III. Other Duties of the Troop Representative Chairman
 - A. Attend troop meetings of troops without a Troop Representative and recruit one by working with the Scoutmaster of the troop.
 - B. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
 - C. Complete any other jobs assigned to you by the Chapter Chief.

Banquet Chairman

- I. Responsibilities of the Banquet Chairman
 - A. To plan the February or May Chapter Meeting that will be the chapter banquet.
- II. Duties of the Banquet Chairman
 - A. Plan the chapter banquet
 1. Establish a theme for the banquet and arrange a keynote speaker and program to coincide with the theme.
 2. Find a place where the banquet can be held and figure out a way for dinner to be served whether the meal is catered, cooked by the place where the banquet is held, or cooked by a quartermaster corp.
 3. Secure awards for Distinguished Arrowmen, ceremonial competition winners, Elangomats, and camp promoters.
- III. Other duties of the Banquet Chairman.
 - A. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
 - B. Complete any other jobs assigned to you by the Chapter Chief.