

ADVISER'S GUIDE TO ADVISING A CHAPTER CHIEF

Preparation

The purpose of this outline is to provide a method for building a working team of chapter leaders. In addition, it provides for advising chapter officers on:

- Their goals for the year and how to achieve them
- The role of the chapter in the Order and the lodge
- Their specific duties as chapter officers
- Procedures for working with the council and lodge

This session is best used *soon after* you and your officers have attended the annual Lodge Leadership Development event.

Obtain and review copies of all of the following:

- Current printing of the *Order of the Arrow Handbook* and the *Guide for Officers and Advisers*
- Lodge and council calendars for next 18 months
- Final reports from chapter activities of past year
- Detailed financial reports of previous chapter activities
- Budget for current year and a current treasurer's report

Review the material in the *Order of the Arrow Handbook* on the purpose of the Order, the method of the Order, ten Induction Principles and activities.



ADVISER PREPARATION

Adviser's Note: Learning the meaning of "active membership" is often one of the hardest lessons of being a chapter leader. Induction Principle Ten says Lodge policy must recognize that one who understands the Obligation of the Order and is striving to fulfill it is an active member, and that his dedication in itself accomplishes the major service of the lodge. This says nothing about being on a chapter committee or attending chapter meetings or even paying dues.

Lodge and chapter activities fulfill one of the major (unstated) purposes of the lodge - to give aid and comfort to members as they struggle to fulfill their Obligation. Teenagers, and Arrowmen in particular, want to be associated with organizations and activities that are adult, successful, exciting, and purposeful. The chapter has a role in this area.

From the view point of any individual Arrowman whose commitment to the Order is only service in his unit, the Order should offer a balanced program of four-eight activities a year. This counts chapter and lodge meetings, service projects, ceremonial weekends and other activities. Thus, it is important for every activity to accomplish as many things as possible. A ceremonial weekend does service for camp, has a lodge or chapter meeting, provides fellowship, offers training, etc. Most other events can be similarly designed.

Once an Arrowman assumes a leadership role in the Order, he will accept the responsibility of attending many other activities - committee meetings, training, section conclaves, the National Leadership Seminar, National Conferences, etc.

Every activity should accomplish something. Just don't meet for the sake of meeting. Announcements can just as easily be distributed by e-mail.

It is very easy for advisers to get in a rut. "We have always done it this way" is an easy way out, but is particularly unacceptable in chapters. Chapters have far more freedom to experiment and to succeed or fail than the lodge has. Give each new set of chapter leaders the maximum freedom to try their ideas.

ADVISING METHODS

1. Review lodge leader's motivation for accepting job. Ask 'Why did you accept the job of Chapter Chief? What do you hope to accomplish? How do you expect to do this?'
2. Get acquainted with each other
 - A. Mechanics
 - i. Share names, addresses, phone numbers, etc. with each other.
 - ii. Determine how to contact each other at various times of day.
 - (1) Business hours
 - (2) School hours
 - (3) Not to call before (ex) 8:00 a.m. nor after 9:30 p.m.
 - B. Share general background
 - i. School or work activities
 - ii. Home and family commitments
 - iii. Scouting commitments
 - iv. Hobbies
 - v. Church life
3. Develop the fundamentals of activities in the chapter
 - A. Ask, 'What is an active member of the Order?' Review definition of the induction principle. Review the first purpose of the Order.
 - B. Ask, 'What is an Arrowman's first responsibility?' Lead a discussion on how the chapter can support an Arrowman in his own unit. Example: special meetings at district camporees for Arrowmen.
 - C. Ask, 'How does the chapter aid the Arrowman in living his Obligation?' Examples: seeing the living example of chapter leaders at activities, the fellowship and ceremonies at activities. Add other examples that strengthen the Arrowman's cheerful spirit for the tasks of leading his own troop.
 - D. Ask, 'What is the role of tradition in chapter activities? How does it help and how does it hurt?' There are two basic advantages of traditions. They embed the knowledge of what works, and they minimize the amount of education that must be done for a member to participate successfully. Dates of events are fixed from year to year. This avoids conflicting with religious and other holidays and district activities. It allows troops to plan around them. Members do not need to pay careful attention. Thus, change normally occurs at the detailed level. Last year we featured volleyball at the service weekend; this year lets try frisbee golf.
4. Develop the fundamentals of the chapter function
 - A. Ask what role does the Supreme Chief of the Fire play?

- The lodge is owned by the Supreme Chief of the Fire lock, stock, and ceremonial site! Discuss what this means to the chapter.
- B. Ask how do lodge committees support the lodge function?
List lodge-standing committees and discuss the role of each.
 - C. Ask what duties are left to the chapter? What is our responsibility? Review lodge rules to note what expectations the lodge has for the chapter.
5. Meetings - How Often?
- A. The Need for first class -five star - operation
 - i. Events that are pulled off in a first class manner draw customers.
 - ii. The difference between a success and a failure may be only in the name attached to an event. Monthly chapter officers meeting where all chapter officers and chairmen and a few other brothers attend is a success. A monthly chapter meeting where the attendance is those same members is a failure.
 - B. What is the purpose of the limitation on a maximum of four (4-8) lodge membership meetings in one calendar year.
 - i. What constitutes a lodge membership meeting?
 - (1) Any lodge function that the entire membership is *expected* to attend.
 - (2) Examples: Annual meeting, service weekend(s), chapter meeting(s), Etc
 - ii. What are the exceptions?
 - (1) Small -groups that meet to handle specific functions.
 - (2) Examples: committee meetings, unit elections, ceremony team, dance team, etc.
 - C. The chapter meeting
 - i. Annual chapter meeting to elect officers
 - ii. Held during or immediately after other lodge events
 - (1) Keeps number of meeting times to a minimum
 - (2) Reduces conflicts between Arrowmen and their units
 - (3) Promotes attendance at lodge event
 - (4) Increases attendance for chapter meeting
 - D. The chapter leaders meeting
 - i. Who should attend
 - (1) All chapter officers, chapter chairmen and other chapter leaders as desired.
 - (2) Any chapter members wishing to attend. *This is important. The chapter leaders meeting is one meeting where every Arrowman should be: (a) Made to feel welcome (b) Invited to become involved in decisions*
 - ii. How does it work?
 - (1) Decisions are made informally.
 - (2) It is a working group, not a legislative body.
 - (3) Review the status of all chapter functions
 - A. Current commitments
 - B. Future commitments
 - C. Existing plans for future activities
7. Review role of officers
- a. Officers
 - i. Chapter chief
 - ii. Vice-chief (s)
 - iii. Secretary
 - iv. Committee chairmen
 - b. Advisers
 - i. Adviser
 - ii. Staff adviser

- iii. Committee adviser(s)
 - c. Key three
 - i. Chapter chief
 - ii. Chapter adviser
 - iii. Chapter staff adviser

- 8. Review procedures of working with lodge and council
 - a. Relation to lodge officers and executive committee
 - b. Relation to unit elections committee
 - c. Relation to camping promotion committee
 - d. Relation to ceremonies committee
 - e. Relation to Ordeals and ordeal master, service committee
 - f. Budget and financial
 - g. Use of equipment and facilities
 - h. Contacts with professional staff and rangers
 - i. Calendar planning
 - j. Recruiting manpower

- 9. Set tentative chapter and committee goals
 - a. Review the goals of the lodge key three, lodge executive committee and district committee for the chapter, if any
 - b. A unit election in every eligible unit
 - c. Solid support of district camping committee
 - d. Every Brotherhood member a chapter leader

- 10. Develop strategy for achieving goals
 - a. Recruiting and training needed committee and team members
 - b. Developing final goals and plans including budget and calendar
 - c. Securing approval of goals and plans including budget and calendar
 - d. Implementation of the plan
 - e. Recognitions and reports

- 11. Set personal development goals
 - a. Setting the example
 - i. Participation in all chapter and lodge activities
 - ii. Proper uniform

APPENDIX: SOURCE MATERIAL AND RESOURCES

Order of the Arrow Handbook #34996C, Revised 2002*

Guide for Officers and Advisers #34997B, Revised 2002*

**Available from the BSA National Supply Division, must be ordered through your local council.*