

ADVISER'S GUIDE TO ADVISING THE LODGE CHIEF

Preparation

The purpose of this outline is to provide a method for the lodge adviser and chief to discuss:

- What the chief wants to do in the coming year including initial planning
- His relationship to council, section, and national operations
- His specific duties as chief.



Review the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers* with particular emphasis on the chief's role in the lodge and especially the section "How to run a meeting fairly".

Review the lodge rules with particular emphasis on the chief's role in the lodge

ADVISING METHODS

1. Review the chief's motivation for running. Ask 'Why did you run? What do you hope to accomplish now that you are chief?'
2. Review the chief's function as cheer master (an honorable job within a complete patrol)
 - a. He is considered to be "the lodge" by many, both in and outside of the Order
 - b. His surface example is number one in importance.
 - c. His name will be linked to history's judgment of his term
 - d. He can accomplish some of his goals directly.
 - e. He must accomplish most of his goals through other lodge leaders. (He can work more effectively if he gets others to make suggestions at the executive committee meeting and take the heat for doing so. In any case, the relevant lodge leader must be enthusiastic about a goal, or the goal won't be accomplished.)
3. Review the chief's role looking outward from the lodge
 - a. Membership on council committees
 - i. When and where
 - ii. Costs and transportation
 - iii. Dress and behavior
 - iv. Personal participation level expected
 - b. Section Council of Chiefs
 - i. Section Rules (review)
 - ii. Meetings - when, where, transportation
 - iii. Lodge commitments for coming year
 - iv. Special section awards
 - v. Mechanics of the Conclave (quota, host, rotation)
 - c. Current and future National Order of the Arrow programs

- i. Quality Lodge Petition
 - ii. Goodman Camping Award
 - iii. National Service Award
 - iv. Jumpstart: New Member Orientation Tool
 - v. Arrowman Sharing Knowledge (ASK)
 - vi. Scoutreach Mentoring
 - vii. Cub Scout Mentoring
 - viii. Other current programs from the National Committee
 - ix. National Conference
 - x. National Leadership Seminar
 - xi. Special regional programs
 - xii. National Bulletin and Operations Newsletter
 - d. Relationship to summer camp(s)
 - i. Camp leadership for lodge
 - ii. Programs for members
 - iii. Public recognition for candidates
 - iv. Organization of Ordeal if held during summer camp
4. Review the work of the executive committee
- a. Single time tasks
 - i. Review current and future lodge commitments
 - ii. Assess lodge strengths and weaknesses
 - iii. Appointment of chairmen and advisers
 - iv. Assignment of duties to other elected officers
 - b. Regular tasks
 - i. Develop executive committee meeting agenda and review with key three
 - ii. Run meetings fairly.
 - (1) Emphasize the importance of no one being an unhappy loser.
 - (2) Role play chairing a meeting until comfortable with the various formulas used. "The chair will entertain a motion that we establish a Mock Campership Fund." etc.
 - iii. Review work of each officer and chairman (The Goal is: **no surprises at meetings!**)
 - iii. Write article for lodge newsletter
 - b. Annual Planning
 - i. Council Strategic Plan
 - 1. How can our Lodge best serve our council?
5. Discuss relations with the lodge and council structure
- a. What are the formal and informal procedures
 - b. Where are the strengths and weaknesses
 - c. Review the lodge rules with emphasis on the chief's duties
 - d. Consider
 - i. Other elected lodge officers
 - ii. Lodge committees
 - iii. Chapters (for lodges with chapters)
 - iv. Advisers
 - v. Council volunteer and professional structure
 - vi. Key three
 - (1) Mutual dependence
 - (2) Frequency of communication
 - (3) Differing roles and outlooks (For example, the much longer time horizon of the lodge adviser compared to the lodge chief.)
6. Administration
- a. Lodge stationary

- b. Outgoing letters
 - c. Incoming mail
 - d. Files and supplies
 - e. What must absolutely be approved by others and the correct way to seek approval
7. Setting goals for the lodge
- a. Review goals scout executive and camping committee have for the lodge, if any
 - b. Quality Lodge Petition
 - c. Goodman Camping Award
 - d. Participation in other national programs
 - e. Strengthen weak areas of lodge and chapter operation
 - f. Successful management of continuing operations
 - g. Development of new programs
 - h. Goodman Camping Award
 - i. Participation in other national programs
 - j. Strengthen weak areas of lodge and chapter operation
 - k. Successful management of continuing operations
8. Budget and calendar
- a. Implementation of the plan
 - b. Recognitions and reports
9. Set personal development goals
- a. Setting the example
 - i. Good uniforming
 - ii. Handbook awareness - do it by the book

APPENDIX: SOURCE MATERIALS AND RESOURCES

2003 – 2007 Order of the Arrow Strategic Plan

<http://www.oa-bsa.org/programs/splan/>

Guide to Inductions (*Safeguarded Material*)

<http://www.oa-bsa.org/resources/pubs/gti/>

Jumpstart Lodge Orientation Guide (*Safeguarded Material*)

<http://www.oa-bsa.org/resources/pubs/jslog/>

OA Publications Listing

<http://www.oa-bsa.org/resources/pubs/>

Field Operations Guide

<http://www.oa-bsa.org/resources/pubs/fog/>

Order of the Arrow Scoutreach Mentoring Program

<http://www.oa-bsa.org/programs/scoutreach/>

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.