

Mowogo Lodge Vice Chief of Membership Job Description

Revised (9/25/2018)

Note: Vice Chief of Membership will henceforth be referred to as VCM.

Elangomat Training

It is highly recommended that the VCM be a trained, experienced Elangomat. It is the responsibility of the VCM to coordinate Elangomat Training. A minimum of five Elangomat training dates must be designated no later than the end of the calendar year preceding the next election season. Three of these dates should occur at Scoutland and 2 dates should occur at Camp Rainey Mountain. Once the dates have been determined, it is imperative that the locations be reserved at the Council office ASAP. It is highly recommended that the number of training dates exceed the minimum but only based on the availability of the Elangomat Chair or VCM, (if adequately experienced & trained), to teach the course. Any additional training dates beyond the minimum of 5 may be held at any location deemed acceptable by the VCM and VCM Adviser. Under no circumstances should individual chapters endeavor to train Elangomats on their own without approval from the VCM Adviser. This is to insure that the training course is never taught in an abbreviated form and that those teaching the course are capable. It is recommended that the Elangomat Training dates, when possible, be coordinated to coincide in date, time and location with Indian Affairs training.

Upon determination of the Elangomat training dates, notification must be made lodge wide within one week of their determination in a communication that utilizes every form of social media available, it must furnish the lodge membership with said dates and express the importance of recruiting Elangomats to serve the lodge.

In these communications, an emphasis must be placed on the Mowogo Lodge requirement for a ***chapter quota of 2 Elangomats attending an Ordeal weekend for every 10 Ordeal Candidates attending an Ordeal weekend***, as well as emphasizing the difference between this and the often mistaken interpretation of *2 Elangomats for every 10 candidates elected in a season*. Not only is it critical that each chapter makes sure they have enough members trained but that each chapter makes sure they have enough trained members attending and serving on Ordeal weekends.

VERY IMPORTANT! – It is the responsibility of the VCM to create a legible list of all those who are trained at each session. The list must include the trainees name and chapter along with the date and location of the training session. The VCM will then send the list via email to the VCM Adviser as soon as possible after the training session.

It is the responsibility of the VCM to promote the importance of Elangomat Training and continually send out reminder communications to that end. There is no such thing as too much communication. Elangomats are always a revolving set of Scouts and Scouters who, while willing to serve, are usually limited to their own or their youth's tenure in Scouting. You must use continual communications to make the most of their limited time in the program and you must work to insure that they are constantly being replaced by new trained Elangomats as they rotate out. The VCM must also insure that the Elangomat Chair is actively training at least 2 of his Trained Elangomats at all times to succeed him when he steps down. These should be members who are at least 2-3 years younger than the chair himself to insure that they will be available for an extended tenure when the time comes. They should be encouraged to attend as many training sessions as possible to insure they themselves would be able to teach if and when they take over.

Elections

It is the responsibility of the VCM to make sure that all chapters are performing elections efficiently and accurately. If any chapters require assistance with elections, try to redirect members from other chapters to help. Make sure all chapters have all the latest information. See the link below for the latest changes regarding 2019 Elections and the inclusion of the new "Scouts BSA" female units as well as previously excluded Venturing and Sea Scout units beginning (2/1/19).

https://blog.scoutingmagazine.org/2018/05/23/order-of-the-arrow-to-open-unit-elections-to-scouts-bsa-venturing-and-sea-scouts/?utm_source=scoutingwire&utm_campaign=DM7071&utm_medium=email&utm_content=

While there is a comment section that debates both sides of the issue, and is not to be considered the intent of the article, the body of the article does a good job of laying out the basic differences for election teams that will likely be experiencing increased requests for elections from new "Scouts BSA" female units as well as previously excluded Venturing and Sea Scout units beginning (2/1/19).

Be aware that the (2/1/19) date falls right in the middle of the first part of our 2019 election season and is only a little over 6 weeks away from our first Ordeal Weekend. Potentially this could lead to an increase in election requests prior to Spring Fellowship and increase the number of last minute elections.

It falls on the Chapter Advisers to coordinate with their District DE's and Council Executives to find out in advance the potential for these newly eligible units and making contact with them to determine the desire for an election and scheduling it in advance. DO NOT LEAVE THIS TO YOUR YOUTH MEMBERSHIP AND DO NOT WAIT UNTIL THE UNITS CONTACT YOU TO DO A LAST MINUTE ELECTION! Your Lodge Adviser Team is already making great strides to head off any potential issues during this transition. Please do not hesitate to contact any of us if you have questions.

The potential for a catastrophic fail in Ordeal Weekend planning is too great to ignore. NO ELECTIONS FOR **ANY** UNITS (NEW OR OLD) SHOULD BE SCHEDULED DURING THE TWO WEEK PERIOD LEADING UP TO EITHER SPRING FELLOWSHIP OR PRE-CAMP WEEKENDS. These dates are usually the third FULL weekend in March for Spring Fellowship and the third FULL weekend in May for Pre-Camp. A FULL weekend being defined as a Friday Saturday Sunday Weekend. Some weekends that start or finish a month do not include all 3 days and as such are not considered FULL weekends. Tentatively, prior to Lodge Executive Committee approval, these dates for 2019 would be (3/15-17/19) for Spring Fellowship and (5/17-19/19) for Pre-Camp. Always check the Lodge Calendar and your Adviser to be sure of actual dates.

Elections (cont'd)

If a unit is requesting an election within the two week period prior to Spring Fellowship, make every effort to encourage them to move their election to a date after the Spring Fellowship weekend dates. If they do not, they are likely to have candidates that, because of the short notice, will not be able to attend Spring Fellowship and will only have one more opportunity, at Pre-Camp, to participate in their Ordeal. Better to wait and not leave out potential candidates because of scheduling. The deadline for candidate registration will close a week prior to Spring Fellowship and **walk-ins are not allowed!** Units who wait will leave those who are unable to attend with the usual 2 opportunities.

If a unit contacts you requesting an election within the two week period prior to Pre-Camp, make every effort to encourage them to move their election to a date after the Pre-Camp weekend dates. If they do not, they are likely to have candidates that, because of the short notice, will not be able to attend Pre-Camp and will only have one more opportunity, at Spring Fellowship 2020 to participate in their Ordeal. Better to wait and not leave out potential candidates because of scheduling. The deadline for candidate registration will close a week prior to Pre-Camp and **walk-ins are not allowed!** Units who wait will leave those who are unable to attend with the usual 2 opportunities.

Ordeal Weekends

Prior to Ordeal weekends, The VCM has the responsibility of making sure that there are plenty of Spirit of the Arrow booklets printed, folded and ready to start being handed out on Friday evening of an Ordeal Weekend. Preparation for this should start at the first of the year. The time consuming portion of this task is the folding. Do not wait too late to get this done. Take every opportunity to recruit members to help with this task. Training weekends are a good opportunity for this. There are 8 pages to each booklet and 300 – 400 booklets should be done each year. That's 3200 folded pages at the high end. Make sure to check with the outgoing VCM immediately after your election as to the whereabouts of any left over from the prior year and plan accordingly to produce the remainder. Below is when each booklet should be given out:

Ordeal:

1. Friday night following check-in at the Admin Building from their Elangomat
2. Friday night before the Pre-Ordeal ceremony at the TNT Shelter from their Elangomat
3. Saturday breakfast from their Elangomat
4. Saturday lunch from their Elangomat
5. After the Ordeal Ceremony (I believe the VCIA handed these out)

Brotherhood:

6. When they check-in at the Admin Building from the check-in team
7. Before they leave on the Brotherhood hike from their Nimat
8. After the Brotherhood Ceremony from either the Nimat or the VCIA

It is the responsibility of the VCM to possess and maintain the Elangomat T-Shirt Inventory. Contact the previous VCM soon after taking office and arrange to take possession of last year's inventory. Work with the Elangomat Chair to determine if more T-shirts need to be ordered and give a count of additional shirts required to the VCM Adviser for ordering. This information must be given to the VCM Adviser within the first week in January of the upcoming Ordeal season to insure that, if more are needed, they are ordered in time to be ready for the first Ordeal weekend.

During Ordeal Weekends, it is the responsibility of the VCM to work closely with the Elangomat and Service Chairs for any and all issues that may arise with the clans or their work projects. Care should be taken however not to supersede the authority of the Elangomat and Service Chairs; only to aid as needed. While they both work under the VCM in the Administrative Structure they also have to provide leadership to those under them. Do not undermine their ability to lead by second guessing their every move. Most likely they will have had more experience at what they do than you will have. Friday evenings the VCM should assist with putting together the clans. Saturday the VCM should be present at the Elangomat Command Station and help as needed with clan and project coordination.

VERY IMPORTANT! – It is the responsibility of the VCM to create a legible list of all "Trained" Elangomats who serve during the Ordeal weekend. The list must include the Elangomats name and chapter along with the date and location of the Ordeal Event. The VCM will then send the list via email to the VCM Adviser as soon as possible after the Ordeal Weekend.

Brotherhood Conversions

It is the responsibility of the VCM to coordinate having members to handle the distribution of Spirit of the Arrow Booklets 6, 7 & 8 as well as perform Brotherhood Conversions whenever offered by Indian Affairs. This includes checking off the conversion requirements as well as leading the Brotherhood hike. Make sure the schedule and meeting places for this are included in any printed weekend schedules.

Chapter Support

It is the responsibility of the VCM to provide support to all Chapter VCM's as needed. He should insure that all are adequately trained. The best opportunity for this is the Lodge LLD Weekend. Utilizing the experience of the previous year's VCM, make sure that all attending chapter VCM are exposed to a training session for their position.

Committee Chairs

It is the responsibility of the VCM to insure that the Elangomat and Service Chairs are in place at the beginning of his term. **He must do this immediately upon taking office; securing a renewed commitment from both to attend all Ordeal weekends and perform their duties.** The Elangomat Chair is an ongoing responsibility. If the Elangomat Chair has decided to step down they should have their two trainees ready to take their place and a decision must be made with the VCM Adviser which will be appointed to the position. Service Chair is not quite as intense a position and anyone with good organizational and management skills would be able to pick up the responsibilities pretty quick.

Lodge Administrative Structure

