

Illinek Lodge 132

Lodge Secretary Nomination Form

The responsibilities of serving as a Lodge officer are great, requiring personal commitment to your brothers and Scouting, self-motivation to fulfill your duties and a willingness to commit to a year of cheerful service as an officer. It is a lot of work, but it can also be very rewarding to those arrowmen who make the personal commitment. You may use this form to express personal interest in a position or to recommend someone else. On the back of the form, briefly explain why you believe the person would make a good Lodge officer and how they live up to the Obligation of our Order.

All nominees must meet the following requirements:

1. A registered member, in good standing, of Illinek Lodge of the Order of the Arrow and the Abraham Lincoln Council, Boy Scouts of America, with dues paid for the current year.
2. Younger than 21 years of age during the entire term in office.
3. Meet with Key-3 advisers to discuss and commit to expectations, prior to standing for election for any office.

Leadership Responsibilities

Lodge Secretary

- Maintains Lodge records, processes all incoming Lodge mail.
- Works with Secretary's adviser to receive constant adult support and guidance.
- Keeps LodgeMaster up to date, including registration, attendance, and personal updates.
- Promotes use and assignments of Lodgemaster to authorized LEC members and advisers.
- Compiles unit election results, updates every two weeks during election season.
- Supervises the collection of Lodge Dues, enters payments into LodgeMaster within two weeks.
- Conducts registration at Lodge Activities, enters attendance into LodgeMaster within two weeks.
- Supervises and maintains Lodge Web Page.
- Takes and submit minutes at Lodge Executive Committee Meetings, draft submitted to Key Three within two weeks following meetings.
- Wears the Scouting uniform properly at all Scout functions (always representing the lodge).
- Performs other duties as assigned by the Chief.

_____ I have read and understand the responsibilities of the remaining lodge officer positions, and may choose to run for any of those positions.

Complete the following information and submit to the Lodge Adviser, at the address below, by the date announced in the Red Flame or Social Media.

Name: _____ Date of Birth: _____

Home address: _____ Email: _____

City: _____ ZIP: _____ Phone: _____

Position(s) Sought/Recommended: _____

Person making nomination _____ Phone: _____

Signature: _____ Unit Leader approval: _____

Parent approval: _____ Scout executive approval: _____

Submit to: Illinek Lodge Adviser
Abraham Lincoln Council, BSA
5231 S. Sixth Street Road
Springfield, Illinois 62703

Briefly explain why you believe the person would make a good Lodge officer, and how they live up to the Obligation of our Order.

Items for review at initial Secretary Orientation

Priorities – Health, family, school, church, employment,

Become familiar with Lodge ByLaws (see Lodge Website)

Become familiar with Handbook for Officers and Advisers

<https://oa-bsa.org/uploads/publications/HOA-202306.pdf>

Calendar – Illinek Lodge Calendar (LEC meetings, Fellowships, Webelos Woods, Banquet, One Day of Svc)

Schedule –at least 1 additional time each month:

LEC meeting minutes

Dues, attendance, elections, updates

Lodgemaster – Attendance, Dues, updates

Website – Registrations

- Calendar & History

Facebook, emails, other social media

Uniform

References – Illinek Lodge Bylaws, Guide to Officers & Advisers

