

# Section W-1N Officer Descriptions

## Section Chief

- a) Organize and give positive leadership to achieve a successful annual conclave and fulfill section operations responsibilities.
- b) Holds no other elected position in the OA during his term. Must resign from all lodge and chapter offices within 30 days of his election as section chief.
- c) Presides over meetings of the Council of chiefs and the conclave business meeting.
- d) Delegates duties to other section officers and members of the council of chiefs.
- e) Work closely with section advisers. Keeps section adviser and section staff adviser fully informed of all his activities related to the Order of the Arrow. Shares copies of all correspondence pertaining to the business of the Order with these individuals and with others that are concerned.
- f) Assures that all aspects of section activity are conducted according to the Section Rules.
- g) Compiles the conclave reports within 45 days of the end of the conclave and, along with the final financial statement, submits copies to the following: members of the council of chiefs; area director; region chief; region chairman and staff adviser; and national director of the Order of the Arrow. (This is the responsibility of the section chief completing his term of office at the conclave.)
- h) Serves as an example of the ideals of the BSA and the Order of the Arrow.
- i) Wears the Scout uniform correctly.
- j) Attends section officers' seminar and appropriate national leadership seminars.
- k) Represents the section region and national functions and activities of the Order of the Arrow, when invited.
- l) Participates in annual national planning meeting. The section will pay for the transportation and planning meeting fees to attend. The section chief will serve as a member of the committee planning the national program of emphasis for the coming year. Upon successful evaluation and timely completion of his responsibilities, his fees and transportation will be funded to fulfill any assigned Order of the Arrow duties at the program of emphasis.
- m) Promotes lodge participation in region and national events.
- n) Appoints and oversees a section assistance team that will operate under the leadership of the section vice chief.

## Section Vice Chief

- a) Assists the section chief, as directed by him, to carry out operations of the section.
- b) Organizes and gives positive leadership to the section assistance team appointed by the section chief.
- c) Assures that the conclave is promoted in all councils.
- d) Assumes other responsibilities and duties as assigned by the section chief.
- e) Promotes participation in regional and national events.
- f) Assumes the responsibilities of the section chief until the council of chiefs elects a successor for the unexpired term, in the event the section chief resigns or is unable to fulfill his term of office.
- g) Serves as an example of the ideals of the BSA and the Order of the Arrow.
- h) Wears the Scout uniform correctly.
- i) Attends council of chiefs meetings, section officers' seminars, and appropriate national leadership seminars.

## Section Secretary

- a) Assists the section chief in communicating with members of the council of chiefs and advisers. Provides written or email notification of all council of chiefs meetings at least 15 days in advance.
- b) Records the minutes of all meetings of the council of chiefs, and the conclave business meeting. Distributes copies of all minutes to council of chiefs members within 15 days following each meeting.
- c) Maintains an up-to-date roster of names, addresses, and telephone numbers of the council of chiefs members. The distribution of the roster, and all changes, shall be to: members of the council of chiefs, region chief, region chairman, region staff adviser, area director, and the director of the Order of the Arrow.
- d) Promotes participation in region and national events.
- e) Serves as an example of the ideals of the BSA and the Order of the Arrow.
- f) Wears the Scout uniform correctly.
- g) Attends council of chiefs meetings, section officers' seminars, and appropriate national leadership seminars.