

ROLE OF SECTION LEADERSHIP

Session Length: 30 Minutes

Learning objectives:

- To gain a greater understanding of the importance of Section officers and the Conclave planning process
- To understand the roles of the members of the Section COC
- To understand the responsibilities of Lodge Chief in the Section
- To understand the importance of a strong relationship between Section officers and the Lodge Chief's



Required Materials:

- Flipchart, easel, markers and masking tape
- Power Point presentation file
- Computer with Power Point and a projection screen

Trainer Tip: Be sure that the computer and projector are operational before you begin. Have the Power Point file loaded and on the title slide before beginning. If the session is not started professionally, the participants will not buy into it.

SESSION NARRATIVE

Introduction: 5 Minutes

Good morning (afternoon), my name is _____ and I would like to welcome you to the *Roles of the Section Leadership* session. For the next 30 minutes, I will lead you through a discussion pertaining to members of the Section COC in the Order of the Arrow. The success of this session depends on your involvement, so please don't be afraid to add input and ask questions along the way. Our learning objectives for this session are as follows:

- To understand the roles of the members of the Section COC
- To gain a greater understanding of the importance of Section officers and the Conclave planning process
- To understand the responsibilities of Lodge Chief in the Section
- To understand the importance of a strong relationship between Section officers and the Lodge Chief's

Why is it crucial to have a strong Section leadership?

Trainer Tip: Ask the participants what qualities would make a good Section leader. List the responses from 3-5 participants on the flipchart and thank them for their contributions.

Three qualities that create a good Section leader are:

- **Personable-** it is crucial for a Section leader to be able to work with people. A section leader must be able to listen to the thoughts and ideas of others along with the wants of the arrowmen they represent.
- **Well Organized-** if a leader is unorganized, it becomes much more difficult to get things done on time. Dates can be forgotten, and issues can be overlooked

- **Dedicated-** dedication will lead to hard work. When an arrowman is fully dedicated, they spend the time to work hard on an issue, to receive the desired result.

Main Session: 20 Minutes

What is the role of the Section Chief?

Trainer Tip: Ask the participants for their ideas. List the responses from 5-7 participants on the flipchart and thank them for their contributions.

The Roles of the Section Chief include:

- a. Organizing and giving positive leadership to achieve a successful annual conclave and fulfill section operations responsibilities.
- b. Holding no other elected position in the Order of the Arrow during his term. Resign from all lodge and chapter offices within 30 days of his election as section chief.
- c. Presiding over meetings of the council of chiefs, conclave, and the conclave planning meeting and/or section retreat.
- d. Delegating duties to other section officers and members of the council of chiefs which include Lodge Chiefs and conclave Vice-Chiefs. Help with the selection process of the conclave Vice-Chiefs.
- e. Working closely with the section advisers. Keeping the section adviser and section staff adviser fully informed of all his activities related to the Order of the Arrow and the section.
- f. Assuring that all aspects of section activity are conducted according to the Section Rules as assigned by the FOG.
- g. Compiles the conclave reports within 45 days of the end of the conclave and, along with the final financial statement/budget, submits copies to the following: members of the council of chiefs; area director; region chief, region chairman and staff adviser; and director of the Order of the Arrow. (This is the responsibility of the section chief completing his term of office at the conclave.)
- h. Serving as an example of the ideals of the BSA and the Order of the Arrow.
- i. Wearing the Scout uniform correctly at all BSA functions.
- j. Attending section officer seminars and appropriate national leadership seminars, and becomes properly educated upon the functions of leadership and the Order of the Arrow.
- k. Representing the section in area, region, and national functions and activities of the Order of the Arrow, when invited.
- l. Participating in an annual national planning meeting. The section chief serves as a member of the committee planning the national program of emphasis for the coming year (i.e. NOAC, National Jamboree, Indian Summer).
- m. Enthusiastically and personally promoting participation in region and national events.
- n. Appointing and overseeing a section assistance team that will operate under the leadership of the section vice chief in the lodge visitations.

What is the role of the Section Vice Chief?

Trainer Tip: Ask the participants for their ideas. List the responses from 5-7 participants on the flipchart and thank them for their contributions.

The duties of a Vice Chief include:

- a. Assisting the section chief, as directed by him, to carry out the operations of the section.
- b. Organizing and gives positive leadership to the section assistance team appointed by the section chief, as well as runs the lodge assistance visitations.
- c. Assuring that the conclave is promoted in all councils, and does it enthusiastically.
- d. Assuming other responsibilities and duties as assigned by the section chief.
- e. Promoting participation in region and national events.
- f. Assuming the responsibilities of the section chief if the section leaves office for any reason until the council of chiefs elects a successor for the remainder of the term.
- g. Serving as an example of the ideals of the BSA and the Order of the Arrow.
- h. Wearing the Scout uniform correctly.

- i. Attending council of chiefs meetings, section officer seminars, and appropriate national leadership seminars.

What is the role of the Section Secretary?

Trainer Tip: Ask the participants for their ideas. List the responses from 5-7 participants on the flipchart and thank them for their contributions.

The duties of the section secretary include:

- a. Assisting the section chief in communicating with members of the council of chiefs and advisers. Providing written or email notification of all council of chiefs meeting at least 15 days in advance.
- b. Recording the minutes of all council of chief meetings. Distributing copies of all minutes to council of chiefs members within 15 days following each meeting.
- c. Maintaining an up-to-date roster of names, addresses, telephone numbers, and email addresses of the council of chiefs members.
- d. Promoting participation in region and national events.
- e. Serving as an example of the ideals of the BSA and the Order of the Arrow.
- f. Wearing the Scout uniform correctly.
- g. Attending council of chiefs meetings, section officer seminars, and appropriate national leadership seminars.

What is the role of a Lodge Chief in the Section?

Trainer Tip: Ask the participants for their ideas. List the responses from 5-7 participants on the flipchart and thank them for their contributions.

Role of the Lodge Chief include:

- a. representing the lodge at all council of chiefs meetings and voicing the ideas and opinions of the lodge.
- b. assigning conclave vice chiefs and advisors according to specific areas as assigned by the section chief
- c. motivating and overseeing conclave vice chiefs in the lodge, and making sure assignment are finished on time and of high quality.
- d. providing insight and ideas to the overall success of a conclave.
- e. Serving as an example of the ideals of the BSA and the Order of the Arrow.
- f. Wearing the Scout uniform correctly.
- g. Attending council of chiefs meetings, officer seminars, and appropriate national leadership seminars.

So ... How does it all get done?

- It is crucial to get things accomplished, and to properly organize a section conclave, that the Lodge Chiefs and the section leadership have a good relationship. Poor relationships can cripple a section and the overall productivity.
- Communication is crucial. It is the job of the section chief to assign a regular schedule of communication with all of the lodge chiefs, and his section officers. It is the job of the rest of the leadership to keep the section chief updated on events in their individual areas. Without communication everything is chaos.
- Fun. The arrowmen should love what they do. Without a passion all the work is not done with a full effort.

Conclusion: 5 Minutes

In REVIEW:

- Good section leaders are personable, organized, and dedicated

- A section chief is the leader of the section. He is in charge of the overall success of the section and the lodges. He assigns arrowmen with assignments pertaining to conclave and other orders of the section.
- A section vice chief is always assisting the section chief. He is responsible for running the lodge visitation program and the overall promotion of conclave and other OA activities.
- The section secretary is in charge of the logistics of the section. Paperwork, agendas, and contact information are all part of his assignments.
- The lodge chief is in charge of organizing his lodge and the responsibilities as assigned by the section chief. He maintains contact with the CVC's in his lodge and keeps them up to date on work
- It is the crucial duty of all section leaders to be in good communication with each other.

Open to Questions