

## Service Chairman

### I. Responsibilities of the Service Chairman

- A. The Service Chairman is responsible for maintaining the high ideals of service in the Order of the Arrow. This Chairman plans and directs all O.A. service projects.

### II. Duties of the Service Chairman

- A. The Service Chairman sets up and supervises the service projects at the Spring Conclave and Fall Reunion. The Lodge Service Chairman will assign projects in advance of Reunion or Conclave to the individual chapters.
- B. The Chapter Service Chairman will:
  1. Recruit man power. Everyone will work at Reunion and Conclave projects.
  2. Procure equipment from chapter members, other sources.
  3. Recruit able supervision. Be certain that those directing any part of the project know what to do. With qualified help and proper planning, the project will run smoothly.
  4. Depending on the location of the service project the Service Chairman may need to recruit adults to drive candidates to projects.

### III. Other duties of the Service Chairman

- A. The chapter will conduct at least two service projects per year.
  1. The Service Chairman will plan and run chapter service projects. All projects must be approved by the Lodge Executive Committee prior to the start of the project.
  2. One service project will be conducted prior to the Spring Conclave and one prior to the Fall Reunion.
  3. The Service Chairman will notify the Troop Representative Chairman and the Elangomat Chairman at least three weeks in advance of all service projects.
- B. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
- C. Complete any other jobs assigned to you by the Chapter Chief.