

# **New Horizons Chapter Officer Position Description and Responsibilities**

## **CHAPTER CHIEF**

The Chapter Chief is the face of the chapter. She/he meets monthly with the chapter officers and advisers, attends all chapter meetings, and events, and carries out well-planned and effective chapter meetings and activities. The Chapter Chief supports the lodge in promoting all OA events to chapter members and is responsible for constant communication with chapter members. The Chapter Chief attends requested chapter and lodge meetings to represent the chapter, is responsible to ensure all chapter assignments are completed, attends lodge events (including training sessions such as LLD), wears the scout uniform correctly, generally serves as a positive example of leadership, and represents the OA well.

## **CHAPTER 1st VICE CHIEF**

The Chapter 1<sup>st</sup> Vice Chief assists the chapter chief in administering the program of the chapter, helps to supervise unit elections and camping promotion visits by the chapter, and assists with event promotion and getting people to meetings. She/he serves as the chapter chief when the chief is not present, assists in planning meetings and chapter activities for the year, and attends all chapter meetings and events. The Chapter 1<sup>st</sup> Vice Chief also attends lodge events, including training sessions. wears the Scout uniform correctly, and performs other duties as assigned by the chapter chief.

## **CHAPTER 2nd VICE CHIEF**

The Chapter 2<sup>nd</sup> Vice Chief assists the chapter chief in administering the program of the chapter, helps to organize activities pertaining to ceremonial teams for the chapter, assists with event promotion and getting people to meetings, and assists in planning meetings and chapter activities for the year. She/he attends all chapter meetings and events, attends lodge events, including training sessions, wears the Scout uniform correctly, and performs other duties as assigned by the chapter chief.

## **CHAPTER SECRETARY**

The Chapter Secretary keeps minutes at all meetings, keeps track of attendance at chapter events, and reports to the chapter chief on chapter event attendance. She/he publicizes chapter and lodge events via email and social media channels (e.g., Facebook, Instagram, Twitter), maintains an updated version of chapter roster and membership statistics for reference, and helps maintain the chapter newsletter and website. The Chapter Secretary also attends all chapter meetings and events, attends lodge events, including training sessions, wears the Scout uniform correctly, and performs other duties as assigned by the chapter chief.