

# G18S SECTION OFFICER SELF NOMINATION FORM



## **Responsibilities:**

### **A. Section Chief**

- Organizes and gives positive leadership to achieve a successful annual Conclave and fulfill section operations responsibilities.
- Holds no other elected position in the Order of the Arrow during his term.
- Must resign from all lodge and chapter offices within 30 days of his election as Section Chief.
- Presides over meetings of the council of chiefs and the conclave business meeting.
- Delegates duties to other Section officers and members of the council of chiefs.
- Works closely with the Section advisers. Keeps the 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.
- Assures that all aspects of Section activity are conducted according to the Section Rules.
- 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 the director of the Order of the Arrow. (This is the responsibility of the section chief completing his term of office at the conclave.)
- Serves as an example of the ideals of the BSA and the Order of the Arrow.
- Wears the Scout uniform correctly.
- Attends Section officer seminars and appropriate national leadership seminars.
- Represents the Section in at region and national functions and activities of the Order of the Arrow, when invited.
- Participates in an 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.
- Promotes participation in region and national events.
- Appoints and oversees a Section assistance team that will operate under the leadership of the section vice chief.

### **B. Section Vice-Chief**

- Assists the Section chief, as directed by him, to carry out the operations of the section.
- Organizes and gives positive leadership to the Section assistance team appointed by the Section chief.
- Assures that the Conclave is promoted in all councils.
- Assumes other responsibilities and duties as assigned by the Section chief.
- Promotes participation in region and national events.
- 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.
- Serves as an example of the ideals of the BSA and the Order of the Arrow.
- Wears the Scout uniform correctly.
- Attends council of chiefs' meetings, section officer seminars, and appropriate national leadership seminars.

### **C. Section Secretary**

- 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 meeting at least 15 days in advance.
- Records the minutes of all meetings of the council of chiefs, and the conclave business meeting. Distributes copies of all minutes to council of chief's members within 15 days following each meeting.
- Maintains an up-to-date roster of names, addresses, telephone numbers, and email addresses of the council of chief's 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.
- Promotes participation in region and national events.
- Serves as an example of the ideals of the BSA and the Order of the Arrow.
- Wears the Scout uniform correctly.
- Attends council of chiefs' meetings, section officer seminars, and appropriate national leadership seminars

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*I understand that election, as a Section officer is a commitment to serve the membership of the Order of the Arrow to the best of my ability. This commitment includes, but is not limited to, attendance of Section meetings, and all activities within the Section that I am responsible for. It is also understood that my commitment to my unit and lodge are important within the obligation of the Order of the Arrow, but I will make sure that my commitment to the Section is also fulfilled.*

**Nominees Name:** \_\_\_\_\_  
Last, First, Middle (PRINT FULL NAME) Signature

**Birth Date:** \_\_\_\_\_ Must be under 21 your entire term.  
MM/DD/YYYY

**Address:** \_\_\_\_\_  
City Zip Code

**Phone Numbers: Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Position:** Check the boxes below for the offices you wish to be considered:

Section Chief  Section Vice Chief  Section Secretary

**Why do you want to be a Section Officer?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All 2024-2025 Section Officers are required to attend the Section Officer Seminar on October 18-20, 2025 at no cost to the officers. Advisers pay their own way.**

**Council Scout Executive Authorization:** *(I approve the candidacy of this youth member to run for any Section position for which he may wish to be a candidate.)*

Council Scout Executive \_\_\_\_\_  
Last, First, Middle (PRINT FULL NAME) Signature

Phone No.: \_\_\_\_\_

**Lodge Adviser Authorization:** *(This Section Officer candidate is a member in good standing in my Lodge.)*

Lodge Adviser \_\_\_\_\_  
Last, First, Middle (PRINT FULL NAME) Signature

Lodge Name & No. \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Unit Leader Authorization:** *(This Section Officer candidate is a member in good standing in my unit.)*

Unit Leader \_\_\_\_\_  
Last, First, Middle (PRINT FULL NAME) Signature

Unit Type & Number \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Parent/Guardian Authorization :** *( I understand the commitment and approve the candidacy of my youth to run for any Section position.)*

Parent or Guardian \_\_\_\_\_  
Last, First, Middle (PRINT FULL NAME) Signature

**This completed application is due to the Section Adviser no later than Friday 5:00 PM, August 23, 2024**