

The Lodge Chief

- The Lodge Chief shall be responsible for the overall operation of the Lodge.
- He shall normally preside over all Lodge Business Meetings and all Lodge Executive Committee meetings.
- He shall provide a written agenda for all Lodge Business Meetings, and all Lodge Executive Committee meetings.
- He shall appoint the Special and Temporary Committees and Committee Chairmen as provided for in the Lodge Rules and elsewhere in the Bylaws.
- He shall serve as an ex-officio member of all Lodge committees.
- He shall represent the Lodge in official and public relations functions.
- He shall perform such other duties as may be necessary for the proper function of the Lodge.

The Lodge Administrative Vice-Chief

- The Lodge Administrative Vice-Chief shall work closely with the Lodge Chief in seeing to the general administration of the Lodge.
- He shall preside if the Lodge Chief is unable to preside or deems it inappropriate to preside at a Lodge Business Meeting or Lodge Executive Committee meeting.
- He shall serve as or appoint a Chairman of the Camping Promotion & Unit Elections Committee.
- He shall be responsible for the formation and continuation of the Chapters.
- He shall represent the Lodge at such times the Lodge Chief is unable to attend.
- He shall oversee and promote the selection of Order of the Arrow Unit Representatives in all eligible units and maintain the phone list of these individuals.
- He shall perform such other duties as the Lodge Chief may assign.

The Lodge Ceremonial Vice-Chief

- The Lodge Ceremonial Vice-Chief shall work closely with the Lodge Chief to see that all ceremonies are conducted in the impressive manner called for in the latest editions of the Order of the Arrow Handbook and the various ceremonial pamphlets.
- He shall serve as Chairman of the Ceremonial Committee.
- He shall appoint Chairmen to the Brotherhood Committee and Elangomat Development and Ordeal Administration Committee.

- He shall serve as Chairman of or appoint Chairmen to the Ceremonies and Regalia Committee and Indian Dance and Native American
- He shall aid the Vigil Honor Committee when that committee requests.
- He shall be responsible for maintaining the Ceremonial Regalia of the Lodge in good condition.
- He shall be responsible for administering the Induction Sequence.
- He shall perform such other duties as the Lodge Chief may assign.

The Lodge Secretary

- The Lodge Secretary shall maintain the permanent Lodge records in the Council Office and serve as Chairman of the Membership Committee.
- He shall keep a record of minutes of all Lodge Business Meetings and Lodge Executive Committee meetings. The official minutes are to be kept in a permanent file located in the Council Office.
- He shall handle the general correspondence of the Lodge as assigned by the Lodge Chief.
- He shall maintain the official copy of the Lodge Rules and Bylaws and be responsible for bringing this copy to all Lodge Business Meetings and Lodge Executive Committee meetings.
- He shall certify all candidates for Chapter and Lodge Office of their eligibility as provided for in the Lodge Rules.
- He shall assist the Ceremonial Committee and the Vigil Honor Committee by providing eligibility lists from Lodge records.
- He shall notify all Brothers whose dues have expired as of Fall Fellowship of that year. This notification is to be sent at least two weeks prior to Fall Fellowship.
- He shall perform such other duties as the Lodge Chief may assign.

The Lodge Treasurer

- The Lodge Treasurer shall be responsible for all Lodge finances and shall be Chairman of the Finance Committee.
- He shall handle all money in accordance with the established procedures of the Pee Dee Area Council, National Order of the Arrow Committee, and the Boy Scouts of America.
- He shall provide The Santee Arrowman with a general financial report to be published in the edition after the closing of the Lodge financial records for the year.

- He shall deliver a brief financial report at each Lodge Business meeting.
- He shall keep the Lodge Executive Committee informed in detail of all financial activity.
- He shall present a balanced budget to the Lodge Executive Committee as provided in the Lodge Rules.
- He shall maintain an inventory of the Lodge Collection and relevant records.
- He shall perform such other duties as the Lodge Chief may assign.

The Lodge Editor

- The Lodge Editor shall be Chairman of the Publications Committee.
- He shall perform his duties as provided for in the Rules and By- Laws.

Chapter Officers

- The Chapter officers shall be Chapter Chief, Chapter Vice-Chief, and Chapter Secretary.
- Larger Chapters may have more officers with the approval of the Lodge Executive Committee.
- Duties of Chapter officers shall be similar to those of the corresponding Lodge Officers.
- The Chapter Chief shall represent his Chapter at Lodge Executive Committee meetings. If he is unable to attend, he may appoint another brother, normally the Chapter Vice-Chief, to serve in his absence.