

## Section Officer Information Sheet

*This information sheet was developed to assist Arrowmen and their parents in understanding the application and approval process to run for section office, as well as provide a description of the duties and expectations of a Section Officer*

- The purpose of the Section is to support the lodge. If an Arrowman is needed by their lodge in a critical position, they should stay with the Lodge rather than run for section office. The lodge comes before the section.
- All officers must be under 21 years of age for the entire term of office. Term begins on the Sunday of conclave and ends at the conclusion of the following conclave.
- If an Arrowman runs for office, they must be prepared to fulfill the position.

All candidates **MUST** have the signatures of their council's Scout Executive or designee and their lodge adviser. All forms, with appropriate signatures, **MUST** be received by the Section Adviser by 11:59p.m. the Friday of Conclave. These forms will be accepted at any COC meeting prior to conclave or completed forms may be sent to the Section Adviser, Terri Andrews, via email at [tandrews@oa-e13.org](mailto:tandrews@oa-e13.org). (Text approvals will NOT be accepted.)

### Section Officer Responsibilities:

#### ATTENDANCE

- Officers of Section E13 are required to attend all Council of Chiefs meetings, officer meetings, the annual section Conclave, FORUM, the Eastern Region Section Officers Seminar and the National Order of the Arrow Program of Emphasis (if applicable).
- The Section Chief is required to attend the Order of the Arrow National Planning Meeting in January.
- Officers are encouraged to attend as many functions of E13 Lodges as possible during the year. These are opportunities to strengthen the bonds between the lodges and the section.
- Officers are expected to remain active in their lodge, troop, crew and/or ship.
- Officers must provide their own transportation to all events. BSA transportation rules must be followed.

#### UNIFORMING

- Officers of Section E13 are required to be in proper, clean Scout uniform whenever representing the Section and/or Order of the Arrow.
- Uniform patches must be placed correctly according to the Scout Handbook.

#### DUTIES

- Most duties are found in the Field Operations Handbook; which can be found on the National Order of the Arrow website [www.oa-bsa.org](http://www.oa-bsa.org).
- Specific duties may be assigned by either the Section Chief or the Council of Chiefs throughout the year.
- All officers are expected to communicate with the Section Adviser or their designee on at least a weekly basis throughout the program year.

#### COMMITMENT

- Being a Section Officer is a big commitment. Performing the duties of the job involves a significant amount of time, energy and travel.
- Scouting activities are secondary to family, church and school responsibilities.
- If your present responsibilities are time demanding (e.g.: sports, difficult school classes, family responsibilities, etc.), then you need to consider where the OA fits in to your life before deciding to run for Section office.

- The Section Chief may not serve simultaneously as a Lodge Chief (or in any other elected position). If you have any intention of running for another position, please discuss it with your Lodge Adviser and decide whether you can best serve the OA in the Lodge or in the Section.



# SECTION E13 ORDER OF THE ARROW

## Section Officer Nomination Form

Name \_\_\_\_\_ Lodge Name/No. \_\_\_\_\_  
Address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_ School & Year \_\_\_\_\_

Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Scouting Rank \_\_\_\_\_ OA Level (circle)  B  V  
Current Unit and Position \_\_\_\_\_  
Conclaves Attended \_\_\_\_\_ NOACs Attended \_\_\_\_\_  
Section Office you are primarily running for \_\_\_\_\_  
OA positions held (chapter, lodge, section)  
\_\_\_\_\_  
\_\_\_\_\_

Current position in Scouting (other than OA)  
\_\_\_\_\_  
\_\_\_\_\_

Reason for wanting to be a Section E13 officer (attach an additional page, if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand the duties and obligations of being a Section E13 Officer. I will conduct myself according to the Scout Oath & Law, Order of the Arrow Obligation, and Section E13 Code of Conduct. I agree to take an active leadership role if elected, and to fulfill my assigned responsibilities fully and in a timely manner. I understand, if elected, it is a commitment to serve the membership of the Order of the Arrow, Section E13, and the lodges of the Section to the best of my ability. This commitment includes, but is not limited to, attendance at all Section COC meetings, Section events, Section Officer's Seminar, National Planning Meeting in Dallas, TX (Chief only), and some events of the lodges of Section E13.*

Arrowman's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Parent's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*I have discussed the obligations with the candidate and believe they fully understand them and will be a positive influence upon the program and the youth of the Order of the Arrow and Scouting in general.*  
Lodge Adviser Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*I endorse the candidacy of this youth from my council. I believe they will be a positive influence upon the Scouting program.*  
Scout Executive Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

***This form MUST BE submitted to the Section Adviser by 11:59p.m. the Friday of the Section E13 Conclave. If you have any questions about a section position, please discuss them with the Section Adviser.***