



NORTHERN LIGHTS CHAPTER CHIEF

ELECTED BY CHAPTER YOUTH

RESPONSIBLE FOR OPERATION OF THE NORTHERN LIGHTS CHAPTER

WORK WITH THE NORTHERN LIGHTS CHAPTER ADVISOR TO ASSURE A QUALITY CHAPTER.

REPRESENT NORTHERN LIGHTS CHAPTER AT ALL TOTAHAN NAKAHA LODGE FUNCTIONS AND

ENCOURAGE YOUR OFFICERS TO ATTEND THE FOLLOWING WITH YOU:

- EXECUTIVE COMMITTEE MEETINGS
- CHAPTER OFFICERS' TRAINING (LLDC)
- FALL FELLOWSHIP
- WINTER BANQUET

WORK WITH THE TOTAHAN NAKAHA LODGE EXECUTIVE COMMITTEE TO CARRY OUT THE PROGRAMS OF THE LODGE.

PROMOTE AND COORDINATE NORTHERN LIGHTS PARTICIPATION IN SECTION AND NATIONAL EVENTS:

- SECTION CONCLAVE EVERY YEAR
- NATIONAL ORDER OF THE ARROW CONFERENCE (NOAC) EVERY 3 YEARS
- OTHER EVENTS AS THEY OCCUR

RECRUIT NORTHERN LIGHT CHAPTER TROOP REPRESENTATIVE, AND VIGIL CHAIRMEN.

GIVE LEADERSHIP TO NORTHERN LIGHTS CHAPTER OFFICERS AND CHAIRMEN.

RESPONSIBLE FOR CONDUCTING WELL PLANNED NORTHERN LIGHTS CHAPTER MEETINGS.

RESPONSIBLE FOR SUBMITTING A ROSTER OF NORTHERN LIGHTS CHAPTER OFFICERS AND CHAIRMEN TO THE TOTAHAN NAKAHA LODGE CHIEF.

ATTEND MONTHLY LODGE EXECUTIVE COMMITTEE MEETINGS IN GOLDEN VALLEY

ATTEND THE CHAPTER LEADERSHIP RETREAT IN THE FALL

ATTEND THE LODGE LEADERSHIP DEVELOPMENT CONFERENCE.

RESPONSIBLE FOR SUBMITTING NORTHERN LIGHTS NEWS FOR EACH ISSUE OF 'THE ARROW.'



NORTHERN LIGHTS FIRST VICE CHIEF

ELECTED BY CHAPTER YOUTH

ASSIST AND WORK WITH NORTHERN LIGHTS CHAPTER CHIEF.

WORK WITH NORTHERN LIGHTS CONCLAVE ADVISOR TO ASSURE A QUALITY GENERAL CONCLAVE.

SERVE AS NORTHERN LIGHTS CHAPTER CONCLAVE CHAIRMAN AND RECRUIT COMMITTEE MEMBERS INCLUDING:

- PROMOTION CHAIRMAN
- REGISTRATION CHAIRMAN
- PATCH DESIGN CHAIRMAN
- ORDEAL CHAIRMAN
- BROTHERHOOD CHAIRMAN
- FRIENDSHIP FIRE CHAIRMAN'
- WORK PROJECT CHAIRMAN
- CEREMONIES CHAIRMAN
- FOOD CHAIRMAN
- TRADING POST CHAIRMAN
- PATCH AUCTION CHAIRMAN
- OFFICER ELECTION CHAIRMAN

RESPONSIBLE FOR SEEING THAT ALL CONCLAVE COMMITTEE CHAIRMEN COMPLETE THEIR JOB

WORK WITH OTHER COMMITTEES AS ASSIGNED.

ATTEND ALL NORTHERN LIGHTS CHAPTER EVENTS.

ATTEND THE CHAPTER LEADERSHIP RETREAT IN THE FALL

ATTEND LODGE LEADERSHIP DEVELOPMENT CONFERENCE.



NORTHERN LIGHTS SECOND VICE CHIEF

ELECTED BY CHAPTER YOUTH

ASSIST AND WORK WITH THE NORTHERN LIGHTS CHAPTER CHIEF.

WORK WITH THE NORTHERN LIGHTS MEMBERSHIP ADVISOR TO COMPLETE ALL MEMBERSHIP AND CAMP PROMOTION ACTIVITIES.

SERVE AS NORTHERN LIGHTS CHAPTER MEMBERSHIP CHAIRMAN AND RECRUIT COMMITTEE MEMBERS INCLUDING:

- UNIT ELECTIONS CHAIRMAN
- ADULT ELECTIONS CHAIRMAN
- ANNUAL REGISTRATION CHAIRMAN

REGISTRATION FUNCTIONS INCLUDE MAINTAINING MEMBERSHIP RECORDS, PUBLISHING NORTHERN LIGHTS CHAPTER ROSTER, AND THE DISTRIBUTION OF MEMBERSHIP CARDS.

PROVIDE ANNUAL YOUTH ELECTIONS FOR ALL TROOPS AND TEAMS IN THE NORTHERN LIGHTS DISTRICT. ASSUME RESPONSIBILITY FOR RETENTION OF MEMBERSHIP.

PROVIDE CAMP PROMOTION PRESENTATION FOR ALL TROOPS AND CREWS IN THE NORTHERN LIGHTS DISTRICT.

RESPONSIBLE FOR SEEING THAT ALL MEMBERSHIP COMMITTEE MEMBERS DO THEIR JOB

WORK WITH OTHER COMMITTEES AS ASSIGNED.

ATTEND ALL NORTHERN LIGHTS CHAPTER EVENTS.

ATTEND THE CHAPTER LEADERSHIP RETREAT IN THE FALL

ATTEND LODGE LEADERSHIP DEVELOPMENT CONFERENCE.



NORTHERN LIGHTS SECRETARY/TREASURER

ELECTED BY CHAPTER YOUTH

ASSIST AND WORK WITH THE NORTHERN LIGHTS CHAPTER CHIEF.

WORK WITH THE NORTHERN LIGHTS COMMUNICATIONS ADVISOR TO

COMPLETE ALL COMMUNICATION AND FINANCIAL FUNCTIONS

KEEP, PUBLISH AND DISTRIBUTE MINUTES FOR NORTHERN LIGHTS CHAPTER MEETINGS.

RESPONSIBLE FOR PREPARATION AND DISTRIBUTION OF THE NORTHERN LIGHTS CHAPTER NEWSLETTER, "THE BOW"

RESPONSIBLE FOR ALL NORTHERN LIGHTS CHAPTER MAILINGS INCLUDING:

- MEETING NOTICES
- EVENT NOTICES
- MEETING MINUTES
- 'THE BOW'

RESPONSIBLE FOR ALL FINANCIAL ASPECTS OF THE NORTHERN LIGHTS CHAPTER INCLUDING: PREPARATION OF BUDGETS FOR ALL CHAPTER EVENTS COLLECTION OF MONEY FROM ALL CHAPTER EVENTS

ASSURE THAT ALL MONEY IS TURNED IN WITHIN FIVE (5) DAYS PREPARE FINAL FINANCIAL REPORT FOR EACH EVENT

NORTHERN LIGHTS CHAPTER MAILINGS

WORK WITH OTHER COMMITTEES AS ASSIGNED.

ATTEND ALL NORTHERN LIGHTS CHAPTER EVENTS.

ATTEND THE CHAPTER LEADERSHIP RETREAT IN THE FALL

ATTEND LODGE LEADERSHIP DEVELOPMENT CONFERENCE.



NORTHERN LIGHTS ACTIVITIES CHAIRMAN

VOLUNTEER POSITION OR APPOINTED BY CHAPTER CHIEF

WORK WITH THE NORTHERN LIGHTS CHAPTER CHIEF TO COORDINATE ALL NORTHERN LIGHTS CHAPTER ACTIVITIES.

WORK WITH THE NORTHERN LIGHTS ACTIVITIES ADVISOR TO ASSURE QUALITY PROGRAMS.
RECRUIT A CHAIRMAN FOR EACH NORTHERN

ACTIVITY INCLUDING BUT NOT LIMITED TOO:

- CUB ICE FISHING CONTEST
- KLONDIKE DERBY
- NORTHERN LIGHTS CHAPTER DINNER
- CAMPOREE INVOLVEMENT
- CHAPTER DAY OF SERVICE

RESPONSIBLE TO SEE THAT ALL EVENT CHAIRMEN COMPLETE THEIR JOB

WORK WITH OTHER COMMITTEES AS ASSIGNED.

ATTEND ALL NORTHERN LIGHTS CHAPTER EVENTS.

ATTEND THE CHAPTER LEADERSHIP RETREAT IN THE FALL

ATTEND LODGE LEADERSHIP DEVELOPMENT CONFERENCE.



NORTHERN LIGHTS CEREMONIAL CHAIRMAN

APPOINTED BY THE CREW 188 PRESIDENT TO SERVE ON THE NORTHERN LIGHTS CHAPTER COMMITTEE

WORK WITH THE CREW 188 ADVISOR TO COORDINATE QUALITY CEREMONIES THAT MEET ALL CHAPTER NEEDS

INSURE THAT ALL CALL OUTS ARE CONDUCTED AS REQUESTED.

CONDUCT ALL CEREMONIES AT GENERAL CONCLAVE.

COORDINATE VIGIL CALL OUTS.

COORDINATE ALL CEREMONIES AT VIGIL CONCLAVE.

PROVIDE NATIVE AMERICAN ENTERTAINMENT AND/OR TRAINING AS REQUESTED BY THE NORTHERN LIGHTS CHAPTER.

WORK WITH OTHER COMMITTEES AS ASSIGNED.

ATTEND ALL NORTHERN LIGHTS CHAPTER EVENTS.

ATTEND THE CHAPTER LEADERSHIP RETREAT IN THE FALL

ATTEND LODGE LEADERSHIP DEVELOPMENT CONFERENCE.



NORTHERN LIGHTS CHAPTER TROOP OA REPRESENTATIVE COORDINATOR

VOLUNTEER POSITION, OR APPOINTED BY THE CHAPTER CHIEF

WORK WITH THE NORTHERN LIGHTS CHAPTER CHIEF TO COORDINATE ALL ACTIVITIES INVOLVING TROOP OA REPRESENTATIVES WITHIN THE NORTHERN LIGHTS CHAPTER.

WORK WITH THE NORTHERN LIGHTS TROOP OA REPRESENTATIVE ADVISOR TO ASSURE A QUALITY ORDER OF THE ARROW EXPERIENCE FOR EACH AND EVERY MEMBER.

ENCOURAGE ALL UNIT LEADERS TO APPOINT A TROOP OA REPRESENTATIVE FROM HIS UNIT.

TRAIN ALL TROOP OA REPRESENTATIVES. INFORM THEM OF THEIR RESPONSIBILITIES AND PROVIDE ASSISTANCE IN CARRYING THEM OUT.

SERVE AS A LAISON BETWEEN THE UNITS AND THE NORTHERN LIGHTS OFFICERS.

KEEP ALL UNITS INFORMED OF NORTHERN LIGHTS CHAPTER PROGRAMS AND ACTIVITIES.

WORK WITH OTHER COMMITTEES AS ASSIGNED.

ATTEND ALL NORTHERN LIGHTS CHAPTER EVENTS.

ATTEND THE CHAPTER LEADERSHIP RETREAT IN THE FALL

ATTEND LODGE LEADERSHIP DEVELOPMENT CONFERENCE



NORTHERN LIGHTS VIGIL CHAIRMAN

VOLUNTEER POSITION, OR APPOINTED BY THE CHAPTER CHIEF

WORK WITH THE NORTHERN LIGHTS CHAPTER CHIEF TO COORDINATE ALL CHAPTER VIGIL ACTIVITIES.

WORK WITH THE NORTHERN LIGHTS VIGIL ADVISOR TO ASSURE A QUALITY VIGIL PROGRAM.

CONDUCT ANNUAL VIGIL HONOR SELECTION INCLUDING:

- PREPARATION AND DISTRIBUTION OF VIGIL ELIGIBILITY LISTS
- DISTRIBUTION AND RECEIPT OF ALL NOMINATION FORMS
- SUBMIT COMPLETED NOMINATION FORMS TO LODGE VIGIL SELECTION COMMITTEE

COORDINATE VIGIL CALLOUTS

SERVE AS CHAIRMAN OF NORTHERN LIGHTS VIGIL CONCLAVE INCLUDING:

- REGISTRATION
- WORK PROJECTS
- FOOD
- CEREMONIES
- FELLOWSHIP PROGRAM

WORK WITH OTHER COMMITTEES AS ASSIGNED.

ATTEND ALL NORTHERN LIGHTS CHAPTER EVENTS.

ATTEND THE CHAPTER LEADERSHIP RETREAT IN THE FALL

ATTEND LODGE LEADERSHIP DEVELOPMENT CONFERENCE.



ORDER OF THE ARROW ADVISOR RESPONSIBILITIES

CHAPTER ADVISOR

- OVERSEE ALL CHAPTER OPERATIONS
- PERSONAL ADVISOR TO THE CHAPTER CHIEF
- RECRUIT ADULT LEADERSHIP
- PROVIDE TRAINING FOR OFFICERS, CHAIRMEN, AND ADVISORS
- ATTEND ALL TOTAHAN NAKAHA LODGE MEETINGS
- MEMBER OF NORTHERN LIGHTS DISTRICT COMMITTEE

CONCLAVE ADVISOR

- PERSONAL ADVISOR TO FIRST VICE CHIEF
- OVERSEE GENERAL CONCLAVE including:
 - CAMP RESERVATIONS
 - PROMOTION
 - REGISTRATION
 - PATCH
 - ORDEAL CANDIDATES
 - BROTHERHOOD CANDIDATES
 - FRIENDSHIP FIRE
 - WORK PROJECTS
 - CEREMONIES
 - FOOD
 - TRADING POST
 - PATCH AUCTION
 - OFFICER ELECTIONS

MEMBERSHIP ADVISOR

- PERSONAL ADVISOR TO SECOND VICE CHIEF
- OVERSEE ALL MEMBERSHIP ACTIVITIES INCLUDING:
 - UNIT ELECTIONS
 - ADULT ELECTIONS
 - ANNUAL REGISTRATION
 - MEMBERSHIP CARDS
 - CHAPTER ROSTER
 - MEMBER RETENTION
- OVERSEE ALL CAMP PROMOTION ACTIVITIES INCLUDING:

- PERSONAL ADVISOR TO THE SECRETARY/TREASURER
- OVERSEE ALL COMMUNICATION ACTIVITIES INCLUDING:
 - CHAPTER MEETING MINUTES
 - NOTICES, MAILINGS
 - CHAPTER NEWSLETTER, "THE BOW"
- OVERSEE ALL FINANCIAL ACTIVITIES INCLUDING:
 - SOLICIT AND APPROVE ALL EVENT BUDGETS
 - CHAPTER FINANCIAL DEPOSITS AND RECORDS
 - MAINTAIN CHAPTER ASSETS INCLUDING:
 - TRADING POST SUPPLIES
 - PATCH DONATIONS
 - MEMORABILIA

ACTIVITIES ADVISOR

- PERSONAL ADVISOR TO ACTIVITIES CHAIRMAN
- OVERSEE ALL CHAPTER ACTIVITIES INCLUDING:
 - CUB ICE FISHING
 - KLONDIKE DERBY
 - CHAPTER DINNER
 - CAMPOREE INVOLVEMENT
 - DAY OF SERVICE
- COORDINATE CHAPTER PARTICIPATION IN LODGE ACTIVITIES:
 - WINTER EVENT
 - WORK PARTIES
 - SECTION CONCLAVE
 - NATIONAL ORDER OF THE ARROW CONFERENCE (NOAC)

VIGIL ADVISOR

- PERSONAL ADVISOR TO VIGIL CHAIRMAN
- OVERSEE ANNUAL VIGIL SELECTION INCLUDING:
 - ELIGIBILITY LIST, PROMOTION, NOMINATIONS
 - VIGIL NAME DETERMINATION
 - LODGE COORDINATION AND APPROVAL
- OVERSEE ANNUAL VIGIL CONCLAVE INCLUDING:
 - CAMP RESERVATIONS
 - PROMOTION, INVITATION, REGISTRATION
 - WORK PROJECTS
 - FOOD
 - PROGRAM
 - CEREMONIES

CEREMONIAL ADVISOR

- ASSIGNED BY CREW 188 ADVISOR
- PERSONAL ADVISOR TO CEREMONIAL CHAIRMAN
- OVERSEE ALL CHAPTER CALLOUTS

- OVERSEE ALL GENERAL CONCLAVE CEREMONIES
- OVERSEE ALL VIGIL CALLOUTS
- OVERSEE ALL VIGIL CONCLAVE CEREMONIES
- COORDINATE ALL NATIVE AMERICAN ENTERTAINMENT AND
- TRAINING REQUESTS

TROOP OA REPRESENTATIVE ADVISOR

- PERSONAL ADVISOR TO TROOP OA REPRESENTATIVE CHAIRMAN
- ASSIST IN RECRUITING UNIT TROOP OA REPRESENTATIVES - OVERSEE ALL TROOP OA REPRESENTATIVE TRAINING
- ASSIST IN KEEPING ALL UNITS INFORMED OF NORTHERN LIGHTS CHAPTER PROGRAMS AND ACTIVITIES.