



2023-2024 Section E6 Declaration of Intent to Run For Section Office

Office(s) Desired: _____

Name: _____

Address: _____

Email: _____

Date of Birth: _____ Phone: _____

(must be under the age of 21 years for the entire term of office – due to the 2024 conclave dates, must have been born after April 17, 2003)

Lodge: _____ Date of election: April 17, 2023

It is my belief that I can and will discharge the duties of a section officer for the following reasons:
(this may be printed in the conclave newspaper on Saturday at conclave)

I fully understand the responsibilities and expectations of an officer in Section E6 and have read and understand the duties as described in the Field Operations Guide (printed on reverse for reference). I hereby pledge that, if elected, I will discharge these duties and responsibilities to the best of my ability. I further understand that I must remain a registered member of my council during my entire term of office.

Candidate Signature: _____ Date: _____

I have discussed these responsibilities and expectations with my Scout and I fully understand the commitment of time and resources necessary to execute these duties successfully. If elected, I endorse and will support him/her in his/her efforts to execute his/her duties as a section officer.

Parent/Guardian Signature: _____ Date: _____

I have discussed the duties, responsibilities and expectations of section office with both the candidate and his/her parent(s)/guardian(s) to insure that they have a thorough understanding of the commitment of time and resources necessary to execute these duties successfully and the candidate has my endorsement to run for office.

Lodge Adviser Signature: _____ Date: _____

I hereby approve the above listed Arrowman as a candidate for office in Section E6.

Scout Executive Signature: _____ Date: _____

***This form must be completed prior to arrival at Conclave and presented to the Section Adviser by the Section Officer Candidates' Meeting on Saturday of Conclave to be eligible for nomination at the Section business meeting. ***

The officers of the section shall be the section chief, one section vice chief and one section secretary. The responsibilities of the respective officers shall be as follows:

All Officers:

Responsible for influencing positive performance of lodges in the Lodge Performance Measurement Program by

- Periodic follow-up on assigned lodge PMP progress
- Raising areas of performance concern to section leadership
- Provide a regular communication conduit between assigned lodge and the Section

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 or area, region or national leadership position within Scouting during their term. **Must** resign from all lodge and chapter offices within 30 days of their election as section chief.
- Presides over meetings of the council of chiefs and the conclave business meeting.
- Communicates with the region chief on a regular basis.
- Delegates duties to other section officers and members of the council of chiefs.
- Works closely with the section adviser and section staff adviser. Keeps the section adviser and section staff adviser fully informed of all their 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 these Section Rules.
- Compiles the conclave reports within 45 days of the end of the conclave. The report and submission process are exclusively online and is available at oa-bsa.org/section-conclave-report (This is the responsibility of the Section Chief completing their term office at the conclave).
- Distributes lodges among the elected section officers to provide a vehicle for regular contact of each lodge by the section officers.
- 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, unless previously attended, a national leadership seminar.
- Represents the section 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 their responsibilities, their 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.

Section Vice Chief:

- Assists the section chief, as directed by them, to carry out the operations of the section.
- Assures that the conclave is promoted in all councils.
- Influences positive performance of lodges by planning an annual ACT conference.
- Responsible for influencing positive performance of lodges by planning an annual ACT conference.
- 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.
- In the event the section chief resigns or is unable to fulfill their term of office, assumes the responsibilities of the section chief until the council of chiefs elects a successor for the unexpired term.
- 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, additional region events, as invited, and, unless previously attended, a national leadership seminar.

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, including an agenda and preliminary budget with rationale for review, or a transaction report since the last CoC meeting (including account balance) and financial report of income/expenses compared to the CoC established budget.
- Records the minutes of all meetings of the council of chiefs, and the conclave business meeting. Distributes copies of all minutes including the approved budget or financial report and any amendments to council of chiefs members within 15 days following each meeting.
- Responsible for communicating and registration of the annual ACT conference, insuring each lodge has the opportunity to participate.
- Maintains an up-to-date roster of names, addresses, telephone numbers, and email addresses of the council of chiefs 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.
- Communicates registration details of the annual ACT conference ensuring each lodge has the opportunity to participate.
- 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, unless previously attended, a national leadership seminar.

****This form must be completed prior to arrival at Conclave and presented to the Section Adviser by the Section Officer Candidates' Meeting on Saturday of Conclave to be eligible for nomination at the Section business meeting. ****