

# SECTION G1

## Section Guidebook

2025 Edition



# Section Guidebook

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# Section Officers

# Section Guidebook

## Expectations of Section Officers

As the section adviser, my primary objective is to equip each youth officer with the necessary information and tools to excel in their roles. However, for this relationship to succeed, there are certain expectations of you as officers:

### 1. Ask yourself:

- Do you genuinely want the position? Is this office your personal choice or influenced by others?
- Do you possess the desire and skills to fulfill the duties of a section officer?

### 2. Can you do the job?

- Do you have the necessary skills and time to fulfill your role?
- Is there parental support?
- Are you organized enough for the position?

### 3. Will you do the job?

- Will you prioritize your office in your life?
- Will you dedicate enough time to conduct section business responsibly?

### Section Officer Expectations:

#### 1. Attend the region's Section Officers Seminar (SOS).

- Learn official duties, set goals, and establish deadlines.
- Identify CVC candidates.
- Every effort should be made to attend.

#### 2. Attend an NLS during your tenure, unless previously attended.

#### 3. Maintain constant communication with fellow officers and advisers.

- Regularly contact your adviser and keep them informed.
- Answer phone calls promptly and respond to messages within 24 hours.

#### 4. Conduct yourself professionally and cheerfully.

- Be approachable and visit with your fellow Arrowmen, especially younger members.
- Adhere to Scout-like behavior in all situations.
- Wear the Scout Uniform correctly at all times.

#### 5. Balance your section obligations with your unit and school responsibilities.

- Maintain good grades and a healthy balance.

# Section Guidebook

## Section Chief

- a. Organizes and gives positive leadership to achieve a successful annual conclave and fulfill section operations responsibilities.
- b. Holds no other elected position in the Order of the Arrow or council service territory 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.
- c. Presides over meetings of the council of chiefs and the conclave business meeting.
- d. Communicates with the region chief on a regular basis.
- e. Delegates duties to other section officers and members of the council of chiefs.
- f. 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.
- g. Assures that all aspects of section activity are conducted according to these Section Rules.
- h. Compiles the conclave reports within 45 days of the end of the conclave. The report and submission process are exclusively online and are available at [oa-scouting.org/resources/forms#section](https://oa-scouting.org/resources/forms#section) (This is the responsibility of the section chief completing their term of office at the conclave.)
- i. Distributes lodges among the elected section officers to provide a vehicle for regular contact of each lodge by section officers.
- j. Responsible for influencing positive performance of lodges in the Lodge Performance Measurement Program by: (1) periodically following-up on assigned lodge PMP progress; (2) raising areas of performance concern to section leadership; and (3) providing a regular communication conduit between assigned lodges and the section.
- k. Serves as an example of the ideals of Scouting America and the Order of the Arrow.
- l. Wears the Scout uniform correctly.
- m. Attends section officer seminars and, unless previously attended, a national leadership seminar.
- n. Represents the section at region and national functions and activities of the Order of the Arrow, when invited.
- o. 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.
- p. Promotes participation in region and national events.

\* Italicized responsibilities are found within the 2024 edition of the Field Operations Handbook of the Order of the Arrow.

# Section Guidebook

## Section Vice Chief

### **Responsibilities:**

- a. *Assists the section chief, as directed by them, to carry out the operations of the section.*
- b. *Assures that the conclave is promoted in all councils.*
- c. *Influences positive performance of lodges by planning an annual Section Impact Summit.*
- d. *Responsible for influencing positive performance of lodges in the Lodge Performance Measurement Program by: (1) periodically following-up on assigned lodge PMP progress; (2) raising areas of performance concern to section leadership; and (3) providing a regular communication conduit between assigned lodges and the section.*
- e. *Assumes other responsibilities and duties as assigned by the section chief.*
- f. *Promotes participation in region and national events.*
- g. *If 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.*
- h. *Serves as an example of the ideals of Scouting America and the Order of the Arrow.*
- i. *Wears the Scout uniform correctly.*
- j. *Attends Council of Chiefs meetings, Section Officers' Seminar, additional region events, as invited, and, unless previously attended, a National Leadership Seminar.*
- k. *Manages section service committee and section training committee.*

### **Reports to Section Chief**

\* Italicized responsibilities are found within the 2024 edition of the Field Operations Handbook of the Order of the Arrow.

# Section Guidebook

## Section Secretary

### **Responsibilities:**

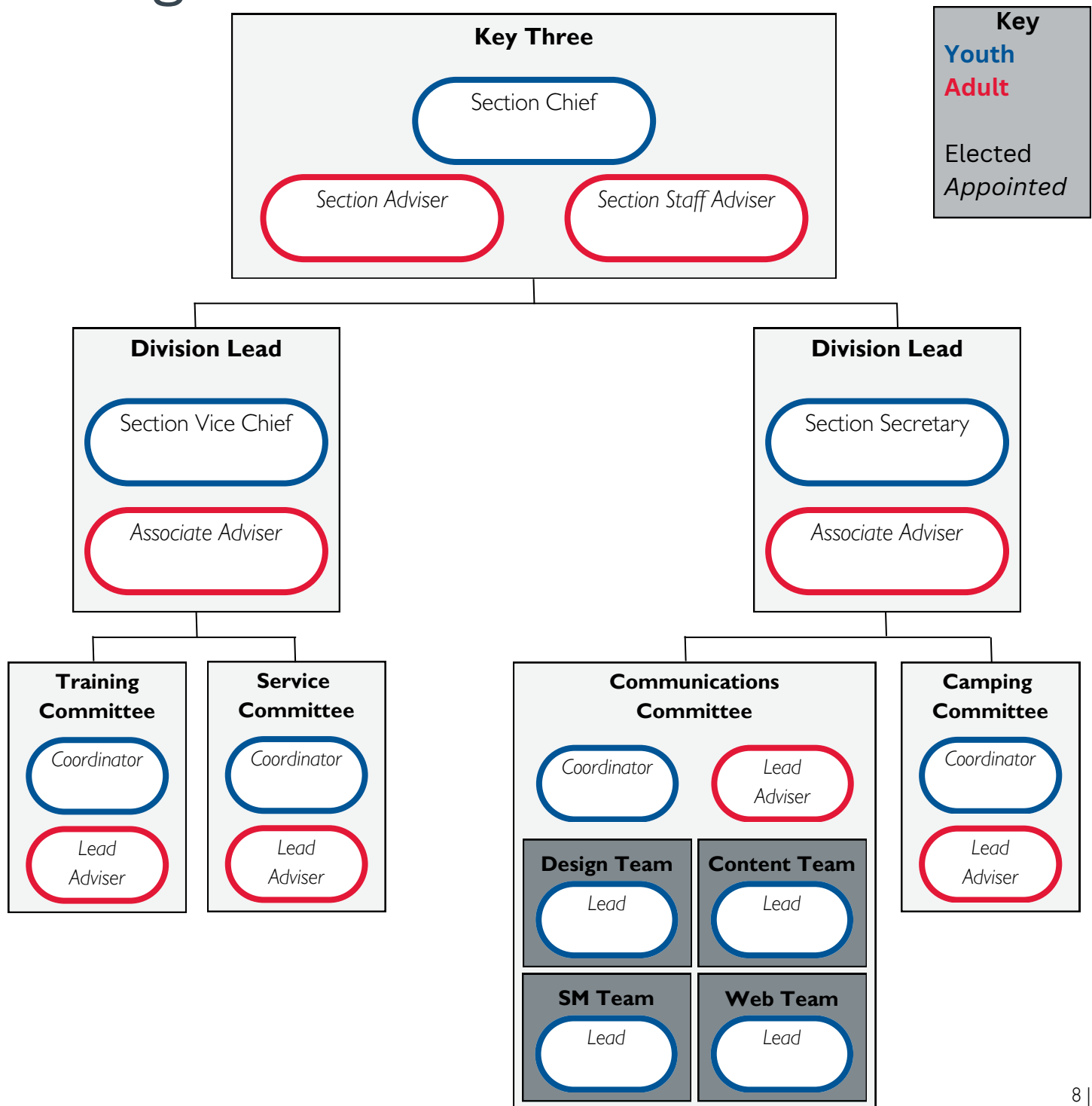
- a. *Assists the section chief in communicating with members of the Council of Chiefs and advisers. Provides written or email notification of all Council of Chiefs meetings at least 15 days in advance, including an agenda and preliminary budget with rationale for review, or a transaction report since the last Council of Chiefs meeting (including account balance) and financial report of income/expenses compared to the Council of Chiefs established budget.*
- b. *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.*
- c. *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.*
- d. *Communicates registration details of the annual Section Impact Summit, ensuring each lodge has the opportunity to participate.*
- e. *Responsible for influencing positive performance of lodges in the Lodge Performance Measurement Program by: (1) periodically following-up on assigned lodge PMP progress; (2) raising areas of performance concern to section leadership; and (3) providing a regular communication conduit between assigned lodges and the section.*
- f. *Promotes participation in region and national events.*
- g. *Serves as an example of the ideals of the BSA and the Order of the Arrow.*
- h. *Wears the Scout uniform correctly.*
- i. *Attends Council of Chiefs meetings, Section Officers' Seminar, and, unless previously attended, a National Leadership Seminar.*
- j. *Manages section camping committee and section communications committee.*

### **Reports to Section Chief**

\* Italicized responsibilities are found within the 2024 edition of the Field Operations Handbook of the Order of the Arrow.

# Section Guidebook

## Organizational Chart



**Key**

Youth  
Adult

Elected  
Appointed





# Section Committees

# Section Guidebook

## Section Committees

### **Communications Committee**

Responsible for promoting section events, information, and lodge highlights via social media, email, website, and the newsletter. The Communications Committee is made up of four subcommittees that each play a key role in reaching Arrowmen in the section.

#### **1. Content Team**

Responsible for writing, editing, and publishing articles about upcoming section events and lodge highlights.

#### **2. Design Team**

Responsible for making graphics for social media as well as any patch, logo, and document designs for any section events.

#### **3. Social Media Team**

Responsible for creating social media captions as well as scheduling and posting on all social media channels at the optimal time.

#### **4. Web Team**

Responsible for keeping the section website updated with current information and that all parts of the website are functional and easy to access.

# Section Guidebook

## Section Committees

### **Camping Committee**

Committed to promoting campership scholarships, boosting the knowledge of the Linley Collins Memorial Scholarship Fund among lodge Arrowmen, and ensuring the correct distribution of funds. Advocate for OA High Adventure (OAHA) program opportunities, inspiring Arrowmen to embark on thrilling adventures.

### **Service Committee**

Driven by a passion for service and community engagement, while empowering lodge level Arrowmen to make a lasting difference through impactful service opportunities. Assist lodges in planning community and camp service events, fostering a spirit of giving back. Meticulously plan the annual section service day at the host camp for conclave, ensuring the facilities are well-prepared and coordinates the conclave service project, striving for its impact on the environment or the community to be meaningful.

### **Training Committee**

Elevates training standards within the section, overseeing all training elements during both the Section Impact Summit and conclave. Ensure seamless execution and impactful sessions, collaborating closely with the section vice chief to ensure high standards for all training presentations and presenters. Guides lodges in the Lodge Leadership Development (LLD) planning and implementation process, while also assisting the SIS chief of staff with event planning and preparation. Empower Arrowmen with the knowledge and skills necessary to excel in their roles and contribute to the overall success of the organization by planning specialized trainers for rotating training sessions at conclave. Promote the annual National Leadership Seminar (NLS) and Developing Youth Leadership Conference (DYLC) courses to lodges.

# Section Guidebook

## Communications Committee

### **Communications Coordinator**

*Reports to Section Secretary*

1. Promotes the annual Section Impact Summit and conclave.
2. Ensures the task workflow of the committee stays steady.
3. Helps any sub-team lead with their work if issues arise.
4. Maintains record of all section account login information.
5. Oversees the creation of an annual promotional plan from conclave to conclave.

### **Content Lead**

*Reports to Communications Coordinator*

1. Creates and edits quality written articles.
2. Reviews other section publications before they are posted.
3. Sends out promotional emails following approval.

### **Design Lead**

*Reports to Communications Coordinator*

1. Creates all graphics for the section.
2. Sketches all section patch designs for events and special occasions.
3. Constructs blueprints for potential section merchandise.

### **Social Media Lead**

*Reports to Communications Coordinator*

1. Drafts captions for social media posts.
2. Oversees all scheduled posts on Facebook and Instagram.
3. Maintains a substantial ratio on all platforms by not following extra accounts.

### **Web Lead**

*Reports to Communications Coordinator*

1. Oversees the entire section website.
2. Ensures registration links are strong and up-to-date.
3. Maintains current section information on region and national websites.
4. Creates necessary eNews online as instructed.

# Section Guidebook

## Team Coordinators

### **Camping Coordinator**

*Reports to Section Secretary*

1. Boosts the knowledge of the Linley Collins Memorial Scholarship Fund to lodge Arrowmen and ensures the funds are correctly distributed.
2. Promotes Order of the Arrow High Adventure (OAHA) program opportunities.

### **Service Coordinator**

*Reports to Section Vice Chief*

1. Assists lodges in planning community and camp service events.
2. Plans the annual section service day at the host camp for conclave to help get the facilities ready.
3. Coordinates the conclave service project to be impactful on the environment or the community.

### **Training Coordinator**

*Reports to Section Vice Chief*

1. Guides lodges in the Lodge Leadership Development (LLD) planning and implementation process.
2. Assists the Section Impact Summit chief of staff with event planning and preparation.
3. Plans and finds specialized trainers for the rotating training sessions at conclave as well as any additional unique offerings.
4. Promotes the annual National Leadership Seminar (NLS) and Developing Youth Leadership Conference (DYLC) courses to lodges.



# Section Impact Summit

# Section Guidebook

## SIS Positions

### **Chief of Staff**

*Reports to Section Vice Chief*

1. Oversees the drafting and finalizing of the conference schedule, focusing on elements of engagement and fun as well as supporting the creations of a yearly vision and goals.
2. Finds trainers for each session with the help of the section officers.
3. Ensures all trainers have up-to-date training presentations that correspond to their assigned sessions.

### **Trainer**

*Reports to SIS Conference Chief of Staff*

1. Creates a well-made and well-understood presentation on their assigned training session.

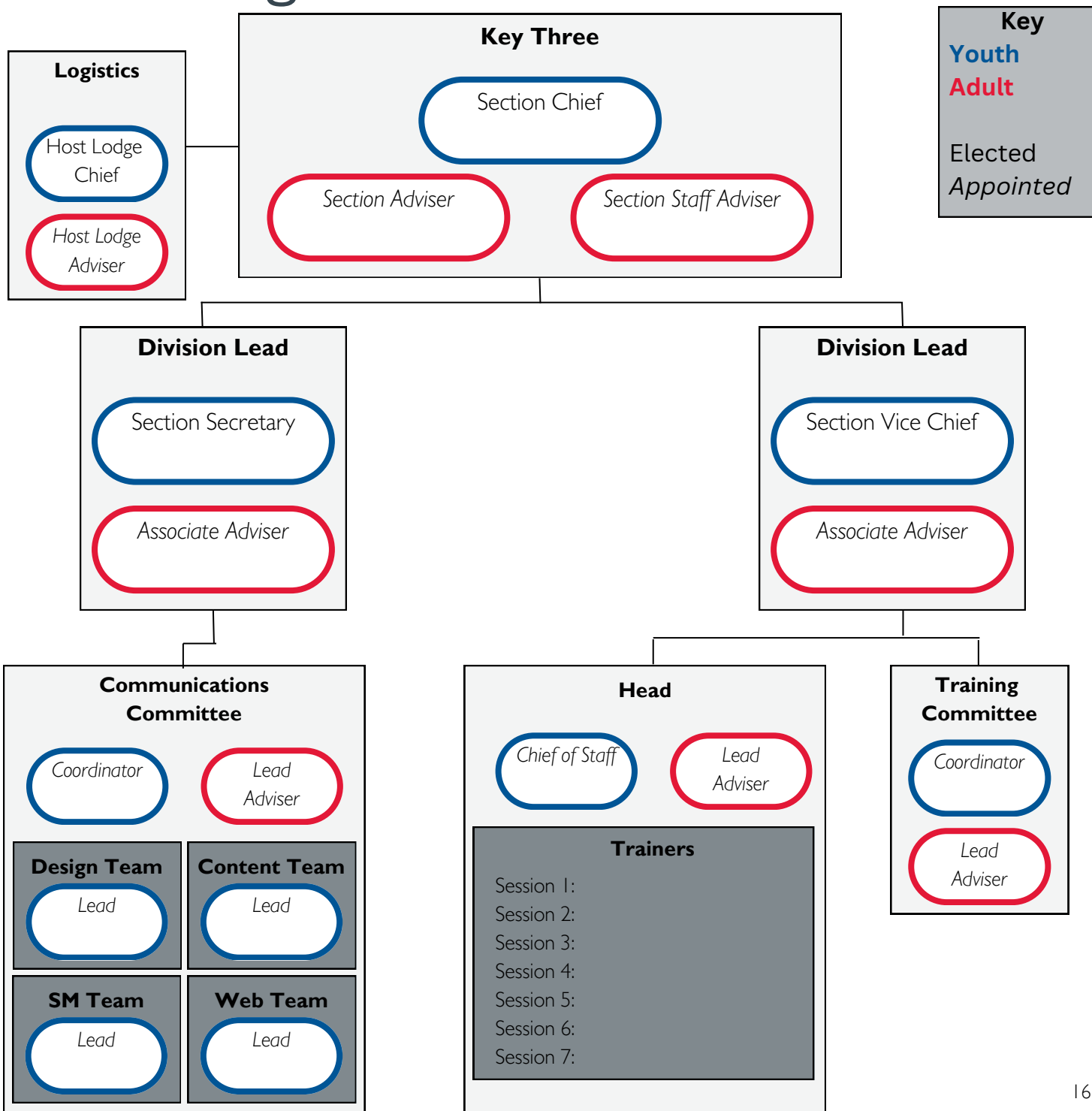
### **Host Lodge Chief**

*Reports to Section Chief*

1. Ensures host camp and facilities are in good condition for use.
2. Plans the menu for the entire SIS conference with the help of the host lodge adviser.
3. Gathers a group of Arrowmen from the host lodge to serve as guides for lodge officers, advisers, and others.
4. Helps design section event patch to be given out, one per participant.

# Section Guidebook

## SIS Organizational Chart







# Section Conclave

# Section Guidebook

## Conclave Logistics

### **Coordinator**

*Reports to Section Chief*

1. Oversees the drafting and finalizing of the conclave schedule, ensuring all needed program, training, and service is implemented while keeping on theme.
2. Organizes the location for each function on the schedule.
3. Works with each conclave vice chief on the specifics of their area including, but not limited to, supplies, space, and needed accessibles.
4. Aids the section service coordinator in planning and carrying out the section service day prior to conclave.

### **Host Lodge Chief**

*Reports to Section Chief*

1. Ensures host camp and facilities are in good condition for use.
2. Plans the menu for the entire conclave with the help of the host lodge adviser, ensuring theme and delicacy is taken into account.
3. Gathers a group of Arrowmen from the host lodge to serve as check in guides for arriving guests.
4. Figures out the sleeping arrangements for each lodge as well as all special guests.
5. Aids the section service coordinator in planning and carrying out the section service day prior to conclave.

# Section Guidebook

## Conclave Vice Chiefs

### **Activities, Recreation, & Competitions (ARC)**

*Reports to Section Vice Chief*

1. Stages a variety of activities, including: athletic competitions, movies, recreational activities, and potential off-campus fun.
2. Includes key themed competitions between lodges.
3. Finds exciting, unique opportunities on theme for Arrowmen to participate in.
4. Facilitates conclave-wide patch trading.
5. Works with a section-appointed, over 21 adviser.
6. Serves as a non-voting member of the Council of Chiefs, providing a report at each meeting.

### **Engagement**

*Reports to Section Vice Chief*

1. Oversees creation and implementation of the conclave-wide game.
2. Presents the conclave spirit award to the lodge with the most enthusiasm and cheerfulness.
3. Plans both youth and adult engagement functions for the enjoyment of all Arrowmen.
4. Manages information booths around camp.
5. Puts together participant packets including conclave schedules, nametags, patches, lists of activities, and more.
6. Creates QR code for evaluation and feedback during and immediately after conclave.
7. Works with a section-appointed, over 21 adviser.
8. Serves as a non-voting member of the Council of Chiefs, providing a report at each meeting.

### **Inductions & Ceremonial Events (ICE)**

*Reports to Section Secretary*

1. Conducts ceremony evaluations for lodges.
2. Runs the Vigil Rededication Program on Saturday morning.
3. Works with a section-appointed, over 21 adviser.
4. Serves as a non-voting member of the Council of Chiefs, providing a report at each meeting.

# Section Guidebook

## Conclave Vice Chiefs

### Shows

*Reports to Section Secretary*

1. Oversees the writing and editing of scripts for the opening and closing shows.
2. Envisions how the shows will be set up, which supplies will be needed, and where the shows will be held.
3. Plans and acquires the means of producing shows including, but not limited to, light equipment, sound equipment, recording equipment, cameras, props.
4. Carries any responsibility delegated by the section officers.
5. Works with a section-appointed, over 21 adviser.
6. Serves as a non-voting member of the Council of Chiefs, providing a report at each meeting.

### Special Events

*Reports to Section Vice Chief*

1. Plans and runs the Very Important Arrowmen (VIA) Banquet, having a special guest as the speaker.
2. Ensures the silent auction goes well and that Arrowmen donate patches and other Scouting-related items to help fund the section scholarship for Scouts.
3. Coordinates Founder's Festival details with each lodge well before conclave.
4. Implements the new member activity for all new Arrowmen in the section.
5. Works with a section-appointed, over 21 adviser.
6. Serves as a non-voting member of the Council of Chiefs, providing a report at each meeting.

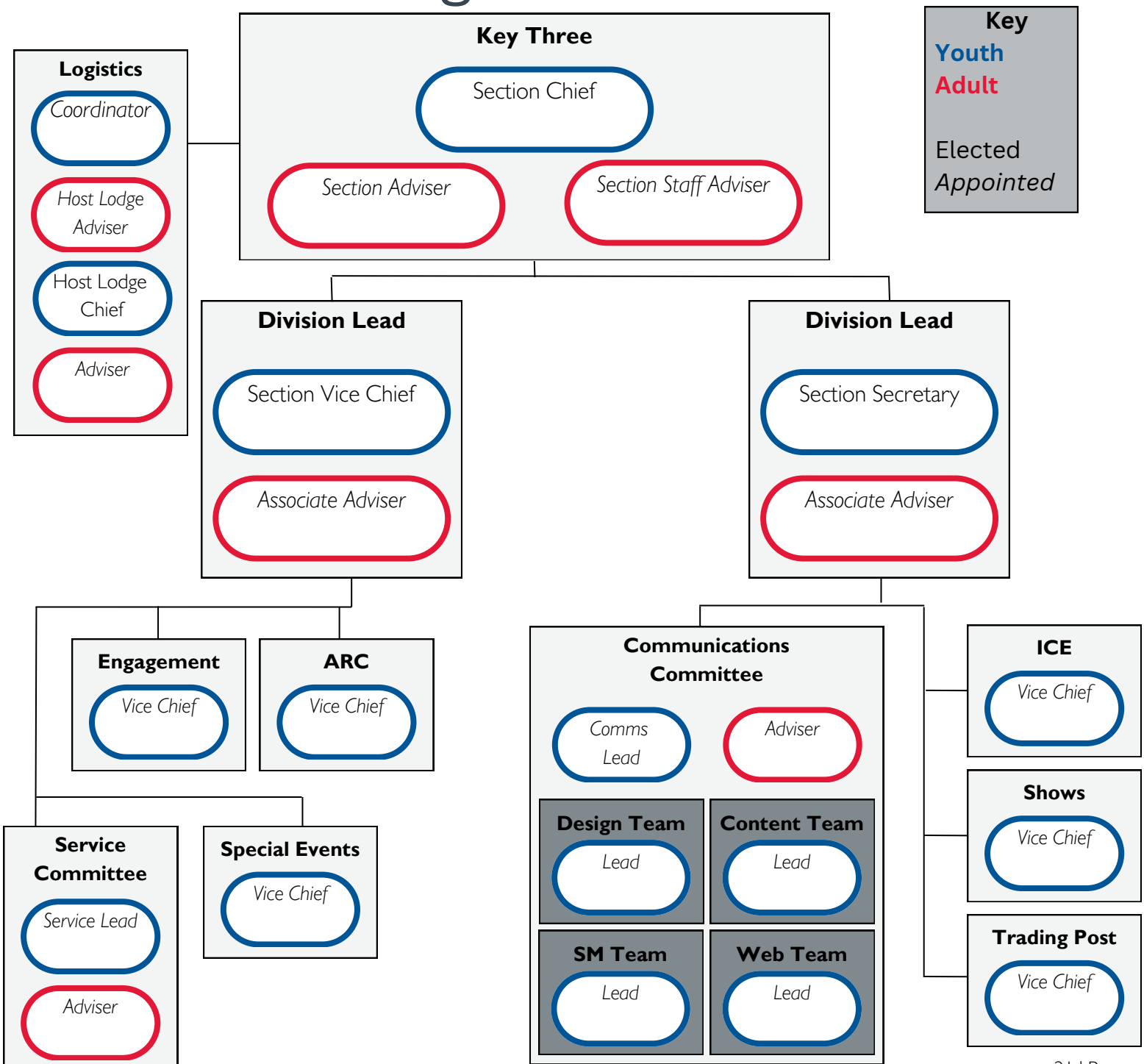
### Trading Post

*Reports to Section Secretary*

1. Oversees the style and order of conclave merchandise, working closely with the section design lead.
2. Leads the disbursement of conclave pre-orders, if any, at the Conclave Site
3. Works with a section-appointed, over 21 adviser
4. Serves as a non-voting member of the Council of Chiefs, providing a report at each meeting.

# Section Guidebook

## Conclave Organizational Chart





GATEWAY REGION SECTION 1  
ORDER OF THE ARROW

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<https://sectiong1.oa-bsa.org>