



QUINIPISSA LODGE 479

OFFICER DUTIES AND RESPONSIBILITIES



LODGE CHIEF

The Lodge Chief chairs the Lodge Executive Committee and is the chief overseer at all lodge events. Although he delegates many duties to his fellow lodge officers and committee chairmen, he is ultimately responsible for planning and conducting all lodge activities. All lodge officers report to the Lodge Chief, with the five elected officers (1st Vice Chief, 2nd Vice Chief, 3rd Vice Chief, Lodge Secretary, and Lodge Treasurer) reporting directly to him. The Lodge Chief oversees the chairmen of the Vigil and On-To-Tribe Committees, is a member of the Lodge's Key Three, and appoints chairmen and members of all Lodge committees with the approval of the Lodge Adviser.

1ST VICE CHIEF

The 1st Vice Chief of the lodge is in charge of unit relations. His main responsibilities are to oversee the chapters as well as all unit elections, cooperating with the District Committee on camping promotion efforts, and overseeing the Troop/Team Representative program. The Chapter Chiefs and the Chairman of the Elections, Camping Promotions and the Troop/Team Representative committees report to him.

2ND VICE CHIEF

The 2nd Vice Chief of the lodge is in charge of all American Indian related activities. He is responsible for promoting the Lodge's American Indian heritage, as well as using the Ceremonies and Dance teams in service to the Council. The chairmen of the Indian Dance and Ceremonies committees report to him.

3RD VICE CHIEF

The Lodge 3rd Vice Chief is charged with lodge operations. His main responsibility is to provide the organizational tools to help the lodge run smoothly. The chairmen of the Activities, Elangomat, Health & Safety and Services committees report to him.

LODGE SECRETARY

The Lodge Secretary keeps the minutes of the Lodge Executive Committee meetings and maintains the lodge history collections. The Lodge Secretary also oversees the Membership, Publications, and Registration committees.

LODGE TREASURER

The Lodge Treasurer maintains the accounts and finances of the lodge and is responsible for ensuring that the lodge follows all fiscal rules according to National and Council guidelines. The Lodge Treasurer is assisted in accomplishing these tasks by the Lodge Finance Committee. He submits a status report on lodge finances and an inventory of lodge property at each LEC meeting and submits a final end of the year report. The Lodge Treasurer oversees the Food Service and Trading Post committees.