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Introduction

The Vice-Chief for Service is the newest Vice-Chief in Ktemaque’s Array. This means that the VCS (Vice-Chief for Service) has the opportunity to shape it and its role in the lodge. It also means that he has a difficult responsibility in doing so.

The primary tools of the Vice-Chief for Service are his Adviser and the Service Committee.

The responsibilities of the Vice-Chief for Service are, in brief: (1) To provide a service corp for council events, (2) To assist troops in giving service to their communities, (3) To do other non-OA service stuff.

(1) **To provide a service corp for council events.** The Vice-Chief for Service, with the Service committee, will arrange to have brothers present at all major council and district events for the purpose of providing service. This includes District Camporees, The Thunderbird Games, Council Camporees in the years when they are held, and such other events as he or the Executive Committee of the Lodge deem fit.

(2) **To assist troops in giving service to their communities.** This may include the creation of a “where-to-give-service” booklet, or it may include helping scouts to gather others to help on Eagle Scout projects. Note that in the latter case, the VCS is responsible for ensuring that it is the Eagle Scout Candidate, and not the Order of the Arrow, that gives leadership to the Service Project.

(3) **To do other non-OA service Stuff.** This is where the improvisation comes in. This may include arranging for a number of brothers to do work on a particular service project, or just about anything service-related under the sun. Make sure that new ideas are cleared with the Key 3, and preferably the Lodge Executive Committee, before continuing.
A Service Corp for Council Events

To provide a service corp for council events. The Vice-Chief for Service, with the Service committee, will arrange to have brothers present at all major council and district events for the purpose of providing service. This includes District Camporees, The Thunderbird Games, Council Camporees in the years when they are held, and such other events as he or the Executive Committee of the Lodge deem fit.

It is often difficult to get brothers to attend an event merely to give service. A large part of the VCS’s job in this respect is to recruit brothers. Methods of encouragement or reward may be used. Everyone that shows up to help in the service corp at a council event should be spoken of in good terms in the Beaver Tracks- The VCS should write up an article after every event and deliver it to the Communications Committee. He should personally thank everyone that goes, and arrange for them to get other thanks as well. The VCS should talk to the lodge chief about calling the individuals that attended a service event, particularly if there are a small number of them. They should be recognized at the Banquet.

In order for this recognition to take place, it is important to make and keep a list of everyone attending these events. The list should be accurate, and should indicate exactly who attended. It should be kept on file at least until the end of the program year.

The major events in a council year are as follows:
- Thunderbird Games (Cub Scouts)
- Klondike Games (1 for each District)
- Camporee (1 for each District or 1 council-wide.)

That means there are between six and nine events that should have some OA support held in the council during a year. Although the VCS cannot necessarily be at all of those events, he should be at most of them. Furthermore, it is his responsibility to make sure that there is some OA presence and support at all of those events. Even two OA staffers are better than none. The important part is that he must commit to having a certain number of people there (preferably fewer than he expects to be able to get, as people are generally harder to find than he knows.) He must then honor that commitment. If he makes a commitment or claims that he has more people than he does in order to make himself or the Order look good, the end result is a backfire; both his image and the Order’s are hurt. If he pledges to have a dozen arrowmen and has two, it will look far worse than if he pledges to have one and gets three. It will also keep the OA from being assigned momentous jobs that the number of people there cannot possibly do.

The Service Committee

The Service Committee is a committee of six arrowmen appointed by the Vice-Chief for Service. This six arrowmen provide the VCS with the manpower he needs to complete his functions and tasks, so it is vital that he select and appoint them early. Getting this committee functioning should be his first priority following his election. As with the VCS, these six people need not attend every event, but they should attend a few. They are more critical in these areas: Giving advice on places to give service, helping to recruit people to give service, and simply providing manpower for overwhelming tasks. If, for example, the VCS wants to arrange for a phone call to all the active lodge members between 15 and 18 prior to an event, he would call the Communications committee to obtain the correct membership list, and provide his committee to help them call the lodge.

Minutes are one of the most important aspects of a meeting- if you don’t write it down, it never happened. Without minutes, you are likely to find yourself debating a point you have already decided on at a previous meeting. Also, minutes provide for accountability because they indicate who was asked to do what. The VCS has the responsibility of appointing a secretary for each (or all) committee meeting(s,) and of arranging for the distribution of the minutes within 15 days of the end of the meeting.

In addition, The VCS has the responsibility of preparing an Agenda for each of these meetings, and sending it out two weeks in advance. This allows people to be prepared to speak on a particular topic. It also provides a chart for the meeting; everybody knows what is going to happen next, and that everything important will be covered.

In Short, the Service Committee is an important resource that should be developed.
**To Assist Troops In Giving Service to Their Communities**

**To assist troops in giving service to their communities.** This may include the creation of a “where-to-give-service” booklet, or it may include helping scouts to gather others to help on Eagle Scout projects. Note that in the latter case, the VCS is responsible for ensuring that it is the Eagle Scout Candidate, and not the Order of the Arrow, that gives leadership to the Service Project.

A Where-to-give service booklet may be created by contacting municipal leaders for a list of service opportunities in their communities, or from other sources. These other sources may include anything from random www searches to contacting new Eagle Scouts to examine opportunities similar to their projects.

The Where-to-give-service booklet would then be distributed via mail to all Unit Leaders, and would be presented at District roundtables.

The VCS might also contact scouts that had had their Eagle projects approved, and attempt to provide additional labor from the ranks of the OA or the ranks of neighboring troops with Unit OA representatives. In these cases, however, it would also be the responsibility of the VCS to ensure that the leadership for the project would be provided by the Eagle Scout Candidate, rather than the Order of the Arrow.

**To do Other non-OA Service Stuff**

**To do other non-OA service Stuff.** This is where the improvisation comes in. This may include arranging for a number of brothers to do work on a particular service project, or just about anything service-related under the sun. Make sure that new ideas are cleared with the Key 3, and preferably the Lodge Executive Committee, before continuing.

Because of the newness of the office, there is much possibility for growth. The basics outlined in this Guide, however, are more than enough to keep a lodge office busy, if they are done correctly. It is recommended that a VCS master the tasks of Event Service Corp Production and the creation of a “Where-To-Give-Service” booklet before moving on to other tasks.

**The Adviser**

**The Adviser** to the service committee is a valuable resource. He can help to deal with problems that arise, and he provides an additional secondary communication channel to the rest of the lodge. The adviser-Vice-Chief relationship is critical to the success of the Service arm of the lodge, because without it the integration between the lodge and this service arm cannot be complete. Additionally, the adviser has life experience in issues related to Service, Scouting, and the Order of the Arrow, and can relate that experience to the new experiences the Vice-Chief for Service discovers and must deal with.