



OA Representative Leadership Position Description

Position Description: An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and the troop.

General Information

Type: Appointed by the Senior Patrol Leader with Scoutmaster Approval

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Comments: This position serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order in a fashion that strengthens the mission of the lodge and purpose of the Order. By setting a good example, the youth enhances the image of the Order as a service arm to his troop.

Qualifications:

Age: Under 18 years old

Rank: First Class

Experience: OA Member in good standing

Troop Attendance: 50% over previous 6 months

General Leadership Responsibilities:

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Sets a good example at all times.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Assistant Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone is ready to assume your responsibilities.

Training: Attends Leadership Training, even if has in the past.

Specific Leadership Responsibilities:

- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Serves as a communication link between the lodge or chapter and the troop.



OA Representative Leadership Tracking Card

Name: _____
Patrol: _____

Date Appointed: _____
Date Appointment Ends: _____

Performance Requirements/Tracking: All requirements must be *completed, initialed and dated by appropriate person* to receive FULL leadership credit. Visit with the SM (or designee) after appointment, and then visit the Advancement Chair, with this card completed after the term.

After Election: Mentor/ASM _____ Briefed on duties and responsibilities:

- _____ Assigned an ASM/Mentor: _____
- _____ Attends Leadership Training (when)
- _____ Provide information about the OA to youth as appropriate
- _____ Present the OA visiting members to the Troop in the spring
- _____ Provide presentation to Troop on OA membership and help with elections
- _____ Meets with ASPL and reviews progress 6 weeks after appointment
- _____ Meets with Mentor/ASM and reviews evaluation 3 months after appointment; include discussion about OA presentations
- _____ Meets with ASPL and reviews progress 5 months after appointment

At term completion:

- _____ Discuss progress with leadership skills and next steps with ASM/Mentor
- _____ Submit a short written report to the SM overviewing experience
- _____ Submit documentation of attendance (50% of meetings, PLCs, campouts) to ASM/Mentor
- _____ Submit completed leadership card to Advancement Chair

This form is due at the next meeting following current leadership period. If this form is completed midterm to satisfy a rank requirement, it **MUST** also be completed again at the end of the leadership period, during which time the Scout continues to serve this position, in order to receive credit for the remainder of the leadership period.

Credit from ___/___/___ to ___/___/___ _____
Date: ___/___/___ Advancement Chair Signature