

JOB DESCRIPTION: The Order of the Arrow representative serves as a communication link between the troop and the local Order of the Arrow lodge. By enhancing the image of the Order as a service arm to the troop, he promotes the Order, encourages Scouts to take part in all sorts of camping opportunities, and helps pave the way for older Scouts to become involved in high-adventure programs. The OA troop representative assists with leadership skills training. He reports to the assistant senior patrol leader.

INTRODUCTION: When you accepted the position of Order of the Arrow Troop Representative, you agreed to provide **service** and leadership in Troop 216, Nisha Kitan Lodge and Eecipoonkwia Chapter . This responsibility should be fun and rewarding. This guide provides some of the things you are expected to do while serving in this position. The Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his Troop. In his Troop, he will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the Order. He will do this in a fashion that strengthens the mission of the lodge, purpose of the Order and the mission of the Boy Scouts of America. By setting a good example, he will enhance the image of the Order as a service arm to his Troop. The OA Troop Representative is appointed by the Senior Patrol Leader with Scoutmaster approval, and will be a member of the Patrol Leaders' Council and attend lodge and chapter meetings. The OA Representative should have an adult as his Adviser. This adult needs to be 21 years of age or older, a dues-paid member of the Order of the Arrow, and be appointed by the Scoutmaster.

RESPONSIBLE TO: Assistant Senior Patrol Leader and coordinates with the adult Troop OA Adviser

PREREQUISITES:

- Under 18 years old
- Appointed by Senior Patrol Leader with Scoutmaster approval
- OA Member in good standing

SPECIFIC DUTIES:

- 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 to assume leadership positions 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.
- Attends the monthly Chapter meetings to learn of Chapter, Lodge and other OA activities.
- Attends the monthly PLC meetings to apprise the Troop leadership of the above activities and to make sure they are included on monthly and yearly calendars.
- If holding this position during the period Troop 216 attends summer camp:
 - Participate in, and represent the Troop at, all OA meetings during the week.
 - Participate in, and represent the Troop at, the OA Call-out Ceremony.
- Set a positive example for all other Scouts and show Scout Spirit by following the Scout Oath, Law, Motto, and OA Obligation, and proudly wearing the correct uniform to all meetings and activities.

RESOURCES:

BSA Resources

- Boy Scout Handbook
- Scout Fieldbook
- Junior Leader Handbook
- Junior Leader Training Conference Staff Guide
- Scoutmaster Fundamentals, for training advisers
- Boys' Life
- Scouting Magazine
- Troop Program Features
- World Wide Web
- Merit Badge Books
- Passport to High Adventure

OA Program Resources

- Order of the Arrow Handbook
- Guide for Officers and Advisers
- Field Operations Guide
- Newsletters (National Bulletin; Region, Lodge, Section, and Chapter newsletters)
- Lodge Planbooks
- Lodge Leadership Development syllabus
- People
- Membership rosters with name, address, phone, and E-MAIL
- National OA Web Site (www.oa-bsa.org)

AT THE END OF YOUR TENURE IN THIS POSITION:

- Make sure you read the *Lessons Learned Feedback Sheet* contained in this book and provide the Scoutmaster any comments you may have at least 2 weeks before the new elections.
- Plan to spend some time during the next Troop meeting with the Scout who was appointed to replace you. We want you to review with him what you did during your tenure and what worked, didn't work, and could have been done better. Give him a good turnover to make sure there's a smooth transfer of duties from you to him.

To help you better understand your role within the Troop, here is the Organizational Chart that defines the relationships of all the leadership positions:

