



Gateway Region, Section G4 — Section Officer Candidate Information

The following information is provided for Arrowmen interested in running for Section Office in Gateway Region, Section G4. This form serves as both an approval aid for youth members wishing to run for office and an overview of the duties and expectations of Section Officers.

Submission Deadline:

This form **must** be completed and submitted to the Section Adviser no later than **end of day Friday, April 25, 2025**. Please email the completed form to: theresadlux@gmail.com

Basic Qualifications to Run for Section Office:

- ✓ Be under the age of 21 through the entire term of office (**May 4, 2025 – May 4, 2026**).
- ✓ Be a registered member, in good standing, of a lodge within **Section G4**.
- ✓ Be a registered member, in good standing, of **Scouting America**.
- ✓ Secure approval from your **Council Scout Executive**.
(*Eligibility and nomination rules for Section Officers can be found in the Order of the Arrow's Field Operations Handbook, beginning on page 17.*)

If an Arrowmen wishes to run for office, they must be prepared to fulfill the duties associated with that role. If you have any questions, please contact the **Section Adviser, Theresa Lux, at theresadlux@gmail.com or (405) 696-9368** before submitting the form.

Expectations of All Section Officers:

- Maintain **100% attendance** at all Section G4 events, including but not limited to:
 - Section G4 Conclave
 - Conclave Planning Weekend
 - Section Business Meetings
 - Section Committee Meetings
 - Section Conference Calls(*Attendance is expected regardless of whether the event is held in person, online, or via phone.*)
- Attend in person the **Gateway Region Meeting, October 24–26, 2025, in Seattle, Washington**. (*Registration fee is covered by the Section.*)
- The **Section Chief** must attend in person the **National Planning Meeting, January 16–18, 2026, in Dallas, Texas**, as the official representative of Section G4. (*Registration fee is covered by the Section.*)
- Remain active in their **home council, lodge, and unit**, and serve as a role model for the ideals of **Scouting America** and the **Order of the Arrow**.
- Represent the Section at lodge, section, region, and national OA functions when invited.
- Attend Section Officer Seminars and, if not already completed, the **National Leadership Seminar (NLS)**.
- Provide or coordinate their own transportation to all events. (*Travel to the National Planning Meeting and Region Meeting must be coordinated with the Section Adviser prior to finalizing plans.*)



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- Notify Section Leadership **in advance** if planning to attend a lodge or section event outside their home lodge or section.
- Actively support the Lodge Performance Measurement Program (PMP) by:
 - Following up with assigned lodges on PMP progress.
 - Raising performance concerns to Section Leadership.
 - Serving as a communication conduit between lodges and the Section.
- Promote attendance at **Section, Region, and National events**.
- Perform additional responsibilities as assigned by the Section Chief, Section Adviser, or Council of Chiefs throughout the year.
- Communicate weekly with the Section Adviser or their assigned Associate Section Adviser.

Uniform Expectations:

When representing Section G4 and the Order of the Arrow, Section Officers are required to wear the complete Scouts BSA Field Uniform, including:

- Khaki/tan uniform shirt
 - Green uniform pants or shorts
 - Green scout belt and buckle
 - Green scout socks
 - Brown or black shoes
- (Uniform commonly referred to as **Class A**)*

Additional uniform guidelines:

- Patches must be placed correctly per the **Insignia Guide**
- Neckerchief is optional but encouraged
- OA Sash should be worn properly
- Shirt must be **tucked in**, with a white or light-colored **non-logo undershirt**
- Uniforms should be **clean, pressed**, and reflect the standards of Scouting
(It is encouraged to have more than one complete uniform.)

Reimbursement Policy:

- Some expenses may be reimbursed, but only with **prior approval** from the Section Adviser.

RESPONSIBILITIES OF SECTION OFFICERS

The full list of Section Officer responsibilities is available in the Field Operations Handbook published by Order the Arrow.

Link to Field Operations Handbook

<https://oa-scouting.org/uploads/publications/FOH-202501.pdf>



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Section Chief

- Organizes and gives positive leadership to achieve a successful annual conclave and fulfill section operations responsibilities.
- 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.
- Presides over meetings of the council of chiefs and the conclave business meeting.
- Communicates with the region chief on a regular basis.
- Delegates duties to other section officers and members of the council of chiefs.
- 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.
- Assures that all aspects of section activity are conducted according to these Section Rules.
- Compiles the conclave reports within 45 days of the end of the conclave. The report and submission process are exclusively online. *(This is the responsibility of the section chief completing their term of office at Conclave.)*
- Distributes lodges among the elected section officers to provide a vehicle for regular contact of each lodge by section officers.
- Participates in an annual national planning meeting. 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.

Section Vice Chief

- Assists the section chief, as directed by them, to carry out the operations of the section.
- Assures that the conclave is promoted in all councils.
- Assumes other responsibilities and duties as assigned by the section chief.
- 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.

Section Secretary

- 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 meeting 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.
- 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.
- 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 chair, and national director.



GATEWAY REGION, SECTION G4

ORDER OF THE ARROW

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SECTION G4 OFFICER CANDIDACY FORM

Instructions: Please complete all fields below. This form must be submitted by the published deadline to be considered for Section Officer elections. You must meet all eligibility requirements as outlined in the program's governing documents.

SECTION OFFICE SEEKING (CHECK ONE):

☐ SECTION CHIEF

☐ SECTION VICE CHIEF

☐ SECTION SECRETARY

FULL NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: _____

HOME COUNCIL: _____ HOME LODGE: _____

HOME UNIT: _____ CURRENT OA POSITION: _____

SCOUT RANK: _____ OA MEMBERSHIP LEVEL: ☐ ORDEAL ☐ BROTHERHOOD ☐ VIGIL

I understand the responsibilities associated with serving as a Section Officer. If elected, I am committed to taking an active leadership role and fulfilling all assigned duties in a timely and effective manner.

CANDIDATE SIGNATURE: _____ DATE: _____
(Signature Required)

PARENT SIGNATURE: _____ DATE: _____
(Signature Required)

I have reviewed the obligations of candidacy with this Arrowmen and believe they fully understand their responsibilities and will serve as a positive influence within the Scouting program.

LODGE ADVISER SIGNATURE: _____ DATE: _____
(Signature not required, but encouraged as a courtesy.)

I have reviewed the obligations of candidacy with this Arrowmen and believe they fully understand their responsibilities and will serve as a positive influence within the Scouting program.

SCOUT EXECUTIVE SIGNATURE: _____ DATE: _____
(Signature Required)