



Lenape 8 - Unit Representative Informational Sheet

Last Updated 06/05/2024

Part 1 - What is a Unit Representative?

- The Unit Representative is the youth liaison between the Order of the Arrow Lodge and their home unit.
- This may be any unit member that is a member of the OA. There is no honor requirement to be a Unit Representative.
- This position is assigned by the Senior Patrol Leader, Crew President, or Ship Boatswain, in coordination with the Unit Leader.

Part 2 - Purpose of the Unit Representative Program:

- The Unit Representative is the main communicator between the Lodge and the Unit.
- Their purpose is to promote the Order of the Arrow to all Unit Members and encourage them to attend Lodge Events.
- Their role is also to furthermore support the Unit by promoting living by the scout oath, scout law, and Order of the Arrow Obligation.
- The Unit also assists in the planning and execution of the yearly Unit Election or Visit.

Part 3 - Main Responsibilities:

- Serves as a communication link between the lodge or chapter and the unit.
- Encourages year round and resident camping in the unit.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the unit.
- Encourages elected OA candidates to complete their induction.
- Encourages Arrowmen to assume leadership positions in the unit.
- Encourages Arrowmen in the unit to be active participants in the lodge activities
- Makes announcements at Unit Meetings about upcoming Order of the Arrow Events.
 - When making this announcement, Unit Representatives may wear their OA sash.
- Attend Lodge Executive Meetings (LECs) as Observers to report back to their home unit.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout spirit.

Part 4 - How our Lodge Runs the Unit Representative Program:

- For new Unit Representatives, please notify the Lodge that you are now a Unit Representative by filling out the form on the *Unit Representative* tab on our website.
- This will add you to the Unit Representative mailing list.
- The Unit Representative Mailing List will be sent out 1-2 times per month and will update Unit Representatives on the Upcoming events and will notify Unit Representatives of what to announce at their Unit Meeting. It will also be sent to the Unit Leader.
- There also may be an optional flier attached to hand out at the meeting, if desired.

Part 5 - The Unit Representative Adviser

- The adviser to the OA unit representative assists the youth OA unit representative so that they might succeed in their role as the communication link between the unit and the lodge.
- The Unit Representative Adviser is appointed by and reports to the Unit Leader.
- Attend meetings with the youth they advise.
- Enables the Youth Unit Representative to fulfill their duties.
- Assists the Lodge by reporting the impact that Lodge Programs has had on the Unit and provides feedback and suggestions for the future.
- Set a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout Spirit.

Part 6 - The Role of the Unit Representative in the Unit Election

- The Unit Representative and their appointed adviser share the responsibility of ensuring their Unit holds a Unit Election or Unit Visit once during each calendar year.
- Their main responsibility is to ease the election process, and to promote it to the Unit.
- Unit Representatives and their advisers, as well as the Unit Leader, may schedule a Unit Election through our website, or through the Unit Portal of OA LodgeMaster.
 - More guidelines can be found on our website in the documents *Unit Election Process for Units* and *LodgeMaster Guide for Units*.
- After the Election, Unit Representatives should promote and encourage newly elected candidates to attend the next scheduled Induction Weekend.
- The Unit Representative will also encourage the Unit's OA members to attend the next Induction Weekend and the next event.

Part 7 - Reporting a Change of Unit Representative

- If there is a change in the Unit Representative, it is the responsibility of the Unit Leader to notify the Lodge so that we can send the Unit Representative Newsletters to the new Unit Representative.
- The suggested way to do this is through the form on our website in the *Unit Representative* tab.
- Another way you may do this is by emailing secretary@lenape8.org.