



OA Unit Representative Role Description

The Order of the Arrow unit representative is a youth liaison serving between the local OA lodge or chapter and their unit. In their unit, they help meet the needs of the unit and will serve as a communication and programmatic link to and from Arrowmen, adult leaders and Scouts who are not presently members of the OA. They will do this in a fashion that strengthens the mission of the lodge, purpose of the OA, and the mission of the Boy Scouts of America. By setting a good example, they will enhance the image of the OA as a service arm to their unit.

The OA unit representative is considered a position of responsibility within the unit. In the case of Scouts BSA troops, a separate position patch has been developed. Individual Scouts fulfilling this role assume the following leadership positions:

- Scouts BSA troop: Troop OA Representative
- Venturing Crew: Crew Guide
- Sea Scout Ship: Sea Scout Specialist



OA Unit Representative Duties:

- 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 and/or chapter activities
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout spirit.

Qualifications:

OA Unit Representative

- Under 18 years old
- Appointed by senior youth leader in the unit with unit leader approval
- OA member in good standing

Reports To: designated youth leader within the unit (e.g., assistant senior patrol leader in a troop, crew president in a Venturing crew or ship's boatswain in a Sea Scout ship)



Flow of Information

The following is a list of information that should flow between the OA unit representative and the lodge or chapter:

Lodge/Chapter to Unit:

- Lodge/Chapter Calendars
- Unit Elections visit information and schedules
- Camp Promotions visit information and schedules
- Community service project opportunities
- Invitations to elected candidates to attend their Ordeal
- Invitations to Arrowmen to attend OA events
- Resource lists
- OA Representative Registration Forms
- Encouragement for OA members to be active in their Lodge and Chapter

Unit to Lodge/Chapter:

- Does the unit have an active camping program?
- Does the unit attend a long-term camp?
- Do the unit's older Scouts participate in high adventure programs?
- Does the unit need assistance with its outdoor program?
- Does the unit need assistance with community service projects?
- Does the unit need assistance with training?
- Do the unit's OA members participate in lodge and chapter functions?
- Name of the new OA unit representative when changes occur
- Reaction of the unit's OA members to lodge and chapter programs and activities

Role of the OA Unit Representative in Unit Elections

As the OA representative for your unit, your responsibility is to make sure that your lodge and/or chapter has a unit elections team scheduled to come to your unit. It is not, however, your role to conduct this election, unless you have been trained by the lodge/chapter and the OA leadership has asked you to perform this duty. At the same time as the unit election procedure, it might be useful to schedule a camp promotional visit from the OA.

Unit elections can only be conducted by lodge authorized unit election teams. While your role is to arrange for and support the unit election team, conducting the election itself is the responsibility of the election team.



Role of the OA 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 and programmatic link between the unit and the lodge or chapter. The adviser helps to include the Order of the Arrow ideals and activities in the program of the unit. By setting a good example, the adviser enhances the image of the OA as a service arm to the unit.

Duties of the Adviser to the OA Unit Representative:

- Supports the youth they advise, helping them to fully understand the needs of the unit and the elements of the lodge and chapter structure that are responsible for support to the unit.
- Promotes the incorporation of OA ideals into the advancement program of the unit (e.g., in unit leader conferences, boards of review, and courts of honor). Promotes recognition of members who have completed their Ordeal, achieved Brotherhood, or been inducted into Vigil Honor membership within the unit.
- Attends lodge and chapter meetings with the youth they advise.
- Ensures that the OA unit representative has the necessary transportation to perform their duties.
- Helps the lodge, chapter, or extended elangomat in insuring that messages and documents regarding OA activities reach Arrowmen in the unit and works with the OA unit representative to assess their impact.

- Assists the OA unit representative in providing feedback to the lodge or chapter regarding the reaction of the unit and its OA members to OA programs which affect the unit, including Ordeals, unit elections, call-outs, camp promotion visits, meetings and service projects.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath, Scout Law and OA Obligation.
- Shows Scout spirit.

Qualifications:

- A unit assistant leader or committee member at least 21 years old.
- Appointed by the unit leader with the approval of the unit committee chair.
- OA member in good standing.

Reports To: Unit leader



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