

TALAKO LODGE ORGANIZATION

LODGE CHIEF: Joe Barton

Lodge Adviser: Berne Holman

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| <ul style="list-style-type: none"> • Work closely with the Lodge Adviser; seeks advice and training. • Preside over the Executive Committee. • Appoint Officer Nominating Committee | <ul style="list-style-type: none"> • Delegate duties to Lodge officers and committee chairmen • Appoint operating committees chairmen and assign members | <ul style="list-style-type: none"> • Undertake Lodge service projects with the advice and approval of the Adviser. • Plan and conduct Lodge activities • Adhere to Lodge programs and policies. | <ul style="list-style-type: none"> • Promote the correct wearing of the Scout uniform by personal example and special Lodge educational programs. • Leadership training for Officers |
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<p>TREASURER Michael Holman</p> <p><i>Adviser: William A. Talmage</i></p>	<p>VICE CHIEF CEREMONIES & MEMBERSHIP Trevor Guyton</p> <p><i>Adviser: Bill Talmage</i></p>	<p>VICE CHIEF ADMINISTRATION & PROGRAM Michael Swalberg</p> <p><i>Adviser: Berne Holman</i></p>	<p>SECRETARY D. Nathan Hyams</p> <p><i>Adviser: Robert Tong</i></p>
<ul style="list-style-type: none"> • Collect members' dues and other funds as appropriate. • Account for all income and expense of the Lodge including reconciling the Lodge's account maintained at the Council office. • Lead fundraising projects • Sell OA patches and other items • Manage Lodge assets (except regalia). 	<ul style="list-style-type: none"> • Supervise all matters relating to ceremonies, including Ordeals, training of Elangomats, making of OA regalia and training and conducting a Dance Team. • Supervise the recruitment and election of new members, the progress to Brotherhood, and all other matters pertaining to Lodge membership. 	<ul style="list-style-type: none"> • Perform the duties of Chief when needed. • Provide backup to the chairmen of all operational committees. • Determine the program interests of members and plan Lodge programs. • Maintain an Activity File • Supervise the Camp Promotion Program for Marin Council • Supervise Lodge service projects 	<ul style="list-style-type: none"> • Record and publish the minutes of Executive Committee meetings and the business portion of Lodge Meetings. • Responsible for all Lodge communications, including: <ul style="list-style-type: none"> Lodge membership Roster High Eagle newsletter Lodge website Letters and Email notices

Operating Committees

<p><u>Finance Committee</u> (Treasurer serves as Chairman)</p> <ul style="list-style-type: none"> • Help operate the Lodge Trading Post (store) at meetings. • In the absence of the Treasurer, assist with the collection of dues. • Assist with taking an inventory of Lodge equipment and with its storage. (Excludes regalia.) 	<p><u>Ceremonies Committee</u> Open, Chairman, <i>Willy Coronado, Adult Adviser</i></p> <ul style="list-style-type: none"> • Teach regalia making • Train Elangomats • Conduct Ordeals and ceremonies • Manage Lodge-owned regalia. <p><u>Dance Committee</u> Open, Chairman <i>Willy Coronado, Adult Adviser</i></p> <ul style="list-style-type: none"> • Perform Native American dances. <p><u>Elections Committee</u> Will Amos, Chairman <i>, Paul Schafer, Adult Adviser</i></p> <ul style="list-style-type: none"> • Promote OA & conduct Unit elections • Encourages members to Brotherhood • Maintains the Lodge Telephone Tree. • Recognize achievements of members <p><u>Training Committee</u> Open, Chairman <i>, Mischell Tong, Adult Adviser</i></p> <ul style="list-style-type: none"> • Conduct Leader Development seminars. 	<p><u>Activities and Service Committee</u> Open, Chairman <i>, Deanne Wilson Adult Adviser</i></p> <ul style="list-style-type: none"> • Plan and implement Lodge activities, and Annual Dinner(s). • Plan Lodge's role at conclaves/NOAC. • Plan Service Projects <p><u>Camp Promotion Committee</u> Open, Chairman Open, Adult Adviser</p> <ul style="list-style-type: none"> • Promote camping in Troops. • Publish "Where to Go Camping" <p><u>Annual Dinner Committee</u> Open, Chairman <i>, Mischell Tong, Adult Adviser</i></p> <p><u>Klondike Committee</u> Open, Chairman Open, Adult Advisor</p>	<p><u>Secretary Committee</u> (Secretary serves as Chairman)</p> <ul style="list-style-type: none"> • Assist with the writing, publication and preparation for mailing of the <i>High Eagle</i> newsletter. • Update and publish the Lodge Plan Book (in time for Conclave in April). • Assist with Lodge mailings. <p>* The Adviser to the Secretary performs other Lodge duties:</p> <ul style="list-style-type: none"> • Prepares administrative reports. • Recommends improvements in all areas • Mentors the Quality Lodge program. • Coordinates website changes • Publishes minutes of the Lodge Advisers meetings.
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