



Situational Awareness Resource

Using the list of 26 items below, identify a few skills (or they may just be interests) that you have by ***circling the items***, and read more about how those skills can be applied in specific situations in your chapter or lodge. The ideas next to each skill are merely a few examples – hopefully they can spur you on to come up with your own ideas as well (see next page).

Skillset

- | | | | |
|---------------------------|-----------------------|-------------------------|--------------------------|
| A. Leadership | H. Project Management | N. Painting | V. Dancing / Performance |
| B. Computers | I. Cooking | O. Forestry | W. Record Keeping |
| C. Woodcarving | J. Writing / Editing | P. Landscaping | X. Audio / Visual |
| D. HVAC | K. Graphic Design | Q. Legal | Y. Sales / Marketing |
| E. Beading | L. Plumbing | R. Education | Z. Engineering |
| F. Accounting | M. Carpentry | S. Medical / Healthcare | |
| G. General Administration | | T. Retail | |
| | | U. Music | |

- A. Leadership – help out wherever you can! Some outlets for that skillset include helping out with training wherever possible, taking ownership of an event at a conclave or even as an adviser / chairman to run a special event for the lodge / chapter.
- B. Computers – there is no shortage of non-position roles for people with computer skills. You can assist the secretaries with their work, help out with the lodge website, be a social media manager, help write programs to automate tasks for the lodge (perhaps with communication), assist record keepers with their work in lodge master...
- C. Woodcarving – someone with this skillset could be employed in a variety of ways, including making special gifts for an adviser / chairman to hand out as “Thank yous”, assisting Native American Affairs or Ceremonial Circle Committees with the creation of a totem pole, assisting candidates with the creation of personal totems during their induction experiences
- D. HVAC – Assist with maintenance of camp buildings’ HVAC systems.
- E. Beading – Assist with the costume / ceremonies / drum and dance committees to create / maintain costuming materials. Give demonstrations on how to create beaded items such as pocket or full-size sashes.
- F. Accounting – Helping with budgeting for events or reconciling finances of the event, assisting the lodge finance adviser
- G. General Administration – Help with registration during lodge events, manage administrative resources for lodge events, including printing of materials;
- H. Project Management – Assist conclave or other event committees with developing a project plan. Coordinate activities of those members who are dedicated to that project.
- I. Cooking – There are plenty of opportunities to use this skill in the OA. If the lodge hosts an annual banquets, cooks may be needed to assist with the meal. The food service committee may also need people to cook at induction / service weekends. Special events in the lodge or chapter may require skilled cooks as well.



More Than A Position: When Does A Position Not Matter

- J. Writing / Editing – Assisting with the lodge newsletter, writing articles for the lodge website or social media accounts, provide content to the National Communications team, helping with the program booklets for a banquet or conclave.
- K. Graphic Design – Creating logos for events or patch designs, assisting with any marketing materials for various committees
- L. Plumbing – Assist with maintenance of camp buildings and showering facilities during service weekends. Develop maintenance plans for the camp.
- M. Carpentry – Assist with building, campsite, or picnic table repair / maintenance for council camp, or the like for lodge property.
- N. Painting – Assist during lodge weekends with painting projects for the council camp and/or for lodge property. If painting skill is artistic in nature, assist with making a mural for ceremonial circle or perhaps painting totem poles.
- O. Forestry – Develop and/or maintain a Lodge Trail Crew program for your council camp. Create a camp nursery.
- P. Landscaping – Help with maintaining the camp property landscape in particular before events; assist with the lodge building landscaping. Assist with developing a water runoff plan for heavily eroded areas of camp.
- Q. Legal – Assisting with changes to the lodge bylaws, assisting with implementing *Roberts Rules of Order* at LEC meetings, develop a Policies and Procedures guide for your lodge.
- R. Education – Work with the lodge LLD committee to develop various trainings. Run a short course on public speaking for officers and the LEC.
- S. Medical / Healthcare – Run medical services at lodge weekends and/or during lodge induction ceremonies. Assist with safety and/or evacuation plans for lodge events.
- T. Retail – Assist the Trading Post committee with the sale of lodge goods at events or possibly online.
- U. Music – Performing as part of a Drum / Dance team, bugling during flag ceremonies at lodge events, singing as part of a choir during religious services at lodge events, singing during meals at events in the Dining Hall
- V. Dancing / Performance – Participate with the lodge drum and dance team
- W. Record Keeping – Assisting the Records / Finance Adviser with inputting data in Lodgemaster
- X. Audio / Visual – Assist with presentations for lodge events such as a banquet slideshow or in particular for conclave. Assist with any teleconference needs for LECs. Maintain equipment as part of Lodge Communications committee.
- Y. Sales / Marketing – Assist with developing marketing materials for camp promotion purposes, marketing conclaves or special lodge events, assist the Trading Post committee with a sales strategy.
- Z. Engineering – Assisting with any structural / mechanical / electrical work on lodge property, including but not limited to lodge buildings / museums / ceremonial circles.