



The NOAC Contingent Leader

Please use this document as a reference guide in selecting your NOAC contingent leader. Until you have made that selection, NOAC will communicate with the Lodge Key 3. If you have any additional points of contact for the interim, please email their contact information to noac@oa-scouting.org.

National Order of the Arrow Conference (NOAC) | July 26-31, 2027 | Hosted at the University of Illinois Urbana-Champaign
Attending NOAC fosters leadership development, service, and fellowship across the thousands of members in attendance. The Contingent Leader is your council's responsible person for bringing your lodge to NOAC and the spirit of the event back home.

Who is a Contingent Leader? Position Overview

The adult contingent leader should be selected in consultation with the lodge adviser and staff adviser. Ultimately, their central working relationship will be with the youth contingent leader. This role is responsible for leading the lodge contingent through the logistical and operational processes of successfully taking a lodge contingent to NOAC, as well as advising the youth contingent leader on ideation, recruitment, motivation, and support for the lodge's contingent members throughout the planning process and during the conference itself. The position offers the opportunity to mentor youth and other adult leaders in advanced leadership skills, strengthen lodge spirit, and ensure a meaningful experience for all attendees of your lodge. The adult contingent leader should mentor the youth contingent leader throughout the process and remain strategically aligned with the lodge's NOAC priorities.

What do they do? Key responsibilities beginning through NOAC

- **Leadership:** Serve as the primary point of contact for lodge attending NOAC.
- **Planning:** Support the lodge's interest in pre-NOAC promotion, fundraising, and registration.
- **Coordination:** Manages all NOAC logistics, including travel, registration, and scheduling.
- **Communication:** Maintain clear and timely communication with contingent members, adult leaders, and Lodge Key 3.
- **Conference Engagement:** Encourage and support contingent members in actively participating in NOAC programs, training, and activities.
- **National Coordination:** Attend and actively participate in any contingent information meetings held by the national conference staff before NOAC to ensure the lodge is fully informed and prepared.

Who do I select? Skills & qualities to look for

When selecting a contingent leader, lodges should look for adult leaders who demonstrate:

- **Leadership Experience:** Previous service in lodge, chapter, or unit leadership roles. Prior attendance at NOAC is highly preferred.
- **Strong Communication:** Ability to speak clearly, listen actively, and share information effectively.
- **Organizational Ability:** Skilled at managing details, deadlines, and group coordination. Strong ability to develop, maintain, and adhere to approved event budget.
- **Dependability:** Responsible, reliable, and able to follow through on commitments. Able to delegate responsibilities when warranted.

What are their Conference Expectations? Duties as your lodge's NOAC representative

Responsibilities to NOAC Contingent & Staff Services, and NOAC Planning Operations:

The adult contingent leader should strive to maintain a solid working relationship with their Contingent Concierge, who will be assigned by the Contingent & Staff Services team. Understand deadlines, which will be communicated in advance, and attend all virtual information meetings. When appropriate, share deadlines, milestones, and next steps contingent on ensuring the best possible outcome for all.



How do I select a youth contingent leader? Position Overview

The youth contingent leader should be selected in consultation with the lodge chief, adviser, and staff adviser. Ultimately, their central working relationship will be with the contingent leader. This role is designed to enable youth leadership in the NOAC planning & execution process for your lodge. This role is responsible for leading ideation, recruitment, motivation, and support of the lodge's contingent members throughout the planning process and during the conference itself. The position offers the opportunity to develop advanced leadership skills, strengthen lodge spirit, and ensure a meaningful experience for all attendees of your lodge. The contingent leader should mentor the youth contingent leader throughout the process and stay strategically aligned on NOAC priorities for your lodge.

What do they do? Key responsibilities beginning through NOAC

- **Leadership:** Serve as the primary point of contact for lodge members attending NOAC.
- **Planning & Coordination:** Collaborate with the youth contingent leader and lodge leadership to manage logistics, including travel, registration, and scheduling.
- **Team Building:** Foster a sense of unity, enthusiasm, and lodge pride within the contingent.
- **Communication:** Maintain clear and timely communication with contingent members, adult leaders, and the lodge adviser.
- **Conference Engagement:** Encourage and support contingent members in actively participating in NOAC programs, training, and activities.
- **National Coordination:** Attend and actively participate in any contingent information meetings held by the national conference staff before NOAC to ensure the lodge is fully informed and prepared.

Who do I select? Skills & qualities to look for

When selecting a contingent leader, lodges should look for youth leaders who demonstrate:

- **Leadership Experience:** Previous service in lodge, chapter, or unit leadership roles.
- **Strong Communication:** Ability to speak clearly, listen actively, and share information effectively.
- **Organizational Ability:** Skilled at managing details, deadlines, and group coordination.
- **Dependability:** Responsible, reliable, and able to follow through on commitments.
- **Team Builder:** Capable of motivating peers and fostering group unity.
- **Maturity & Judgment:** Able to represent the lodge respectfully and handle challenges appropriately.