

## Amangi Newo Chapter Positions

**Chapter Chief:** The Chapter Chief is responsible for the overall coordination of Chapter activities and operations. His responsibilities include, but are not limited to: working with the vice chiefs to appoint committee chairmen, presiding over all meetings of the Chapter and attending all Lodge Executive Committee meetings, implementing the Chapter Guidelines, representing the Chapter at Lodge events as necessary, works out a suitable schedule for the upcoming year with the Chapter and Staff Advisers. In addition, the Chapter Chief is required to provide the Lodge Tipi Committee with an article on a quarterly basis.

**Vice Chief of Program:** The Vice Chief of Program is responsible for the execution of all program areas within the Chapter. This includes the selection and management, in conjunction with the Chapter Chief, of the following committee chairmen: American Indian Affairs (including Dance, Drum, and Ceremonies Sub-committees), Service (including Maintenance, Capital, and External Sub-committees), Training, and Twelfth Point. He is also to serve as an assistant to the Chapter Chief and act as Chief in his absence.

**Vice Chief of Administration:** The Vice Chief of Administration is responsible for the facilitation of any logistical aspects of Chapter events or functions. He is responsible for the selection and management, in conjunction with the Chapter Chief, of the chairman of the following committees: Health and Safety, Food, Ordeal, Brotherhood, Vigil, and Recognition

**Vice Chief of Communications:** The Vice Chief of Communications is responsible for the entire communication infrastructure of the Chapter and any other duties as assigned by the Chapter chief. He is responsible for the selection and management, in conjunction with the Chapter Chief, of the chairman of the following committees: Records, News Letter, Website, Camping Promotions, Troop Representative, New Member Handbook, Historical, Registration, and Photography. In addition, the Vice Chief of Communications is responsible for the accurate recording and publication of the minutes of the Chapter meetings.

**Vice Chief of Finance:** The Vice Chief of Finance is responsible for all financial aspects of Chapter operation. His responsibilities include, but are not limited to: keeping, with the cooperation of the Chapter Staff Adviser, records of all Chapter debits and credits; determining, with the cooperation of the Chapter Chief, Chapter Adviser, and Staff Adviser, and approval of the Chapter Executive Committee, any changes to the fee structure at Chapter events; submitting a Chapter treasury report to the Chapter Executive Committee at the end of each Chapter event; proposing, with the cooperation of the Finance Adviser, a budget for the next year that incorporate requests from vice chiefs and committee chairmen; and the selection and management, in conjunction with the Chapter Chief, of chairmen to the following committees: Trading Post, Special Events, Patch and Fundraising.