

Duties, Assignments and Responsibilities - Armed Forces Scottish Rite Bodies Valley of Fort Leavenworth

10 January 2017

All business of the Armed Forces Scottish Rite Bodies (AFSR) will be conducted in accordance with the Constitution, Statutes and Regulations of the Supreme Council, Southern Jurisdiction, Ancient and Accepted Scottish Rite and the By-Laws of the Valley of Fort Leavenworth of the Ancient and Accepted Scottish Rite, submitted to and approved by the SGIG in February 2008. The official duties are more fully described during the ceremony of installation, which is published in the book Forms and Traditions of the Scottish Rite.

The officers of the four Scottish Rite Bodies are of two types: elective and appointive. Except and when otherwise specially designated in the rituals, they are:

ELECTIVE

LOP	ROSE CROIX	KADOSH	CONSISTORY
Venerable Master	Wise Master	Commander	Master of Kadosh
Senior Warden	Senior Warden	1st Lt. Commander	Prior
Junior Warden	Junior Warden	2d Lt. Commander	Preceptor
Chancellor		Chancellor	
Orator	Orator	Orator	Minister of State
Almoner	Almoner	Almoner	Almoner
Secretary	Secretary	Recorder	Registrar
Treasurer	Treasurer	Treasurer	Treasurer

APPOINTIVE

LOP	ROSE CROIX	KADOSH	CONSISTORY
Prelate	Master of Ceremonies	Marshal of Ceremonies	Marshal of Ceremonies
Turcopilier			
Draper			
Expert	Expert	First Deacon	Expert
Assistant Expert	Assistant Expert	Second Deacon	Assistant Expert
Standard Bearer		Bearer of the Beauseant	
Bearer of the White Standard			
Bearer of the Black Standard			
Captain of the Host	Guardian of the Temple	Lieut. of the Guard	Captain of the Guards
Tiler	Tiler	Sentinel	Tiler

A. THE DUTIES OF ALL PRESIDING OFFICERS

1. You will be given access to a copy of Forms and Traditions of the Scottish Rite. Familiarize yourself with the contents of this book. It provides guidance and the information you will need to train the officers of your Body in their duties. It provides specific instruction on the opening, closing and balloting for each Body of the Rite, which will not be repeated here.
2. You should become familiar with the By-laws of the Valley. You were provided a hard copy when you were installed and it is available at our website.
3. You will be expected to train both your first and second officers such that they can move up if you are absent:
 - a. Delineate their responsibilities in the functions of the lodge meetings
 - b. Delegate your authority and responsibilities to facilitate the accomplishment of a successful Lodge meeting.
 - c. Direct your officers to notify you in the event they cannot attend a meeting so that you may arrange for a pro-tern and give them adequate notice.
4. You are responsible for setting up the Lodge for your meeting nights. The officers of your Lodge should assist you and be able to set it up in your absence but you are ultimately responsible. You may wish to co-ordinate this with the Properties Manager or the Director of the Work.
5. You shall arrange for the dinners for which you are responsible, or cause it to be done coordinating this thru the General Secretary.
 - a. You will serve as the Master of Ceremonies for the dinner, offer welcome remarks and introduce the Prelate. Should the Prelate not be available you will either find another brother to fill this position or deliver the prayer yourself.
 - b. Lead the Pledge of Allegence.
 - c. Normally the people who prepare and serve the dinner are introduced after the meal.
6. It is your responsibility to plan a program for your meeting. In the event that you have a speaker who is a non-mason the presentation can still be made in either the dining room or the Lodge Room.

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a. Should special equipment or material be required you shall coordinate the procurement of that equipment, or cause it to be done, with the Secretary.

b. Your Programs can be entertainment, Masonic education or civic education.

7. You are charged to learn and practice the correct way to introduce:

a. Visiting Masters of the Blue Lodge;

b. Grand Lodge Officers.

c. Elected heads of the York Rite and other Masonic Bodies

d. 50 Year Members

e. Recipients of the Scottish Rite Legion of Merit,

f. Valley reigning officers,

g. Knights Commander of the Court of Honor;

h. Inspectors General Honorary and the

i. The Personal Representative (PR) of the Sovereign Grand Inspector General (SGIG).

8. You should also be prepared to form the Honor Guard and orchestrate the proper ceremony for introduction of the SGIG should he choose to visit during your meeting. The heads of other Bodies may be asked to stand and introduce themselves if you do not know them or their titles. You should learn all Valley titles. (The Director of the Work can provide you with the ceremonial portion of this requirement)

9. You are charged to learn and to practice with your officers:

a. The ceremonies of the degrees;

b. The opening and closing of your Lodge;

c. The proper procedure for conducting both a candidate ballot and an election.

10. Assure that the Orator, or the equivalent officer, is qualified to give short presentations concerning a Scottish Rite or another Masonic subject. *NOTE: Your selection of an Orator and his speaking ability will lend well to the success of your Lodge.*

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11. Assure that the Orator is able to do a short eulogy and Masonic history of a Brother who has passed to the Celestial Lodge. The Prelate, or equivalent officer, should be prepared to offer a special prayer for such an occasion. The Secretary can provide you with the Brother's Masonic history.

12. You should be prepared to give recognition to any brother who has taken a prominent role in the community or made some special contribution to Masonry. Praise is the cheapest, yet best form of payment for most people.

13. You should, when possible, attend other Masonic meetings and represent the Scottish Rite. Your participation in these meetings will help convince other Masons that they should become Scottish Rite Masons.

14. Welcome your brothers to the meetings individually with a handshake when possible. A special welcome should be given to visitors.

15. It is the responsibility of each Presiding Officer of the four Bodies to assure that every elected and appointed position of their respective Valley Body is filled and that they, or a pro-tem representative, attend their respective meetings.

16. It is the responsibility of each Presiding Officer of the four Bodies to plan and execute one additional meeting/activity per year. This may be any type of activity including only brethren, families, the Masonic community, and/or the general public. Examples might be a trip to a ball game, a bus trip to Leavenworth for the Christmas tree lighting, a dinner for prospective members, or any other activity that you can dream up. The only requirement is that the date is approved by the Executive Council and the budget be approved by the PR and the Secretary in advance.

B. DUTIES OF THE VENERABLE MASTER, LODGE OF PERFECTION

1. You are responsible for, and will preside over, the Lodge of Perfection and its affairs. Normally all stated meetings of the Armed Forces Scottish Rite will be conducted in the Lodge of Perfection, as such any Mason who has attained the 14^o – Perfect Elu, may sit in a stated meeting. The regular business and financial affairs of the Valley will be conducted in the Lodge of Perfection.

As in a Masonic Blue Lodge one of the most important duties of your office is to prepare, through mentoring and coaching, the junior officers of your lodge for their year as Venerable Master of the Lodge of Perfection. Your meetings and events will be held in accordance with the Section A. DUTIES OF ALL PRESIDING OFFICERS, the current By-Laws of the Valley, the Statutes of the Supreme Council and as further discussed below.

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2. In accordance with the By-Laws, you are appointed to and will serve as chairman of the Executive Committee of the Valley for each operating year (from the June stated meeting in year (1) through the June stated meeting in year (2).

3. You shall coordinate stated meeting agendas with the PR, Secretary and Treasurer as well as the other Body Masters.

4. The Degrees of the Lodge of Perfection are ultimately your responsibility.

a. You may appoint a Degree Master for each dramatized degree for this purpose.

b. The Degree Master shall be delegated authority to execute the degree: for knowing what equipment and paraphernalia is required, where it is located and who is playing what role in the cast. He will coordinate this activity with the Director of the Work and the Stage Manager.

c. The execution of the ceremony for the Presentation of the 14th Degree Ring is your responsibility. An outline of the Ring Ceremony is contained in Chapter 9 of the Forms and Traditions of the Scottish Rite. Coordinate this ceremony with the Director of the Work.

d. You will assist the Degree Master in assigning brothers as cast members for the degree and in scheduling rehearsals prior to dramatizations. The Director of the Work may assist you in this.

C. THE WISE MASTER OF THE CHAPTER OF ROSE CROIX

1. You are charged to preside of the Chapter of the Rose Croix and its affairs. As in a Masonic Blue Lodge one of the most important duties of your office is to prepare, through mentoring and coaching, the junior officers of your lodge for their year as Wise Master of the Chapter of Rose Croix.

Your meetings and events will be held in accordance with the Section A. DUTIES OF ALL PRESIDING OFFICERS, the current By-Laws of the Valley, the Statutes of the Supreme Council and as further discussed below.

2. In accordance with the By-Laws, you are appointed to will serve as a member of the Valley Executive Committee for each operating year.

3. You will schedule meeting of the Chapter as needed and will provide Secretary with a copy of each meeting plan and coordinate the evening's activities.

4. The degrees of the chapter of Rose Croix are your responsibility. The Secretary and the Director of the Work will coordinate with you to schedule the conferral of degrees.

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a. You may delegate authority for execution of the dramatization of the degrees to a Degree Master, who will: learn what equipment and paraphernalia is required, where it is located and make cast assignments; schedule adequate rehearsals to assure a quality presentation (the Director of the Work may assist this)

b. You must be willing and able to assist the Degree Master in assigning brothers as cast members for the degree.

5. The scheduling preparation and presentation of Valley ceremonial activities is the principal area of responsibility for the Chapter. You are responsible to organize the Valley to carry out the following activities.

a. The dinner and Ceremony of Remembrance and Renewal is a Rose Croix ceremony and will require advance planning for the purposes of securing a speaker, or hosting of a special program appropriate for the occasion. This event is outlined in and should be conducted in accordance with the Forms & Traditions of the Scottish Rite. Adequate practice for the ceremonies is especially important since these meetings are open to the public and therefore reflect upon all Scottish Rite Masonry.

b. The Chapter is also responsible for hosting The Feast of Tishri. This event is outlined in and should be conducted in accordance with Chapter 7, Forms & Traditions of the Scottish Rite. This celebration is held at a special meeting in early October of each calendar year to coincide with the Jewish Observation of Tishri.

(1) You are to prepare and submit an event plan for this special meeting to the General Secretary and the Personal Representative for their approval. This should be accomplished by your stated communication in the month of September of each calendar year.

(2) You may use the resources of the Research and Education Committee in planning and developing this event. The Research and Education Committee chairman should be able to assist you in finding a guest speaker. The Director of the Work should be able to provide you with the proper ceremonial format for this event.

D. THE COMMANDER, COUNCIL OF KADOSH

1. You are charged to preside over The Kadosh and its affairs. As in a Masonic Blue Lodge one of the most important is to prepare, through mentoring and coaching, the junior officers of your lodge for their year as Commander of the Kadosh. Your meetings and events will be held in accordance with the Section A. DUTIES OF ALL PRESIDING OFFICERS, the current By-Laws of the Valley, the Statutes of the Supreme Council and as further discussed below.

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2. In accordance with the By-Laws, you are appointed a member of the Valley Executive Committee for each operating year.

3. You should provide the Valley General Secretary with a copy of each meeting plan and coordinate the evening's activities.

4. The Degrees of the Council are ultimately your responsibility. The Secretary and the Director of the Work will coordinate with you to schedule the conferral of degrees.

a. You may delegate authority for execution of the dramatization of the degrees to a Degree Master, who will: learn what equipment and paraphernalia is required, where it is located and make cast assignments; schedule adequate rehearsals to assure a quality presentation (the Director of the Work may assist this)

b. You must be willing and able to assist the Degree Master in assigning brothers as cast members for the degree.

5. The Council of Kadosh is responsible for executing those functions which are not ceremonial and may involve interactions with both Masonic and non-Masonic organizations outside of the Valley.

a. The Council will select, train and assign Valley Ambassadors to Blue Lodges located in the local area.

b. The Council is responsible for planning and hosting the reception for visiting Masonic dignitaries, when scheduled: the SGIG, the Grand Master and dignitaries from other appendant Bodies.

6. The Knights of St. Andrew (KSA) are positioned under the Council for administration and support. The Council will coordinate scheduled activities and support requirements with the Venerable Master, KSA on an as required basis.

E. THE MASTER OF KADOSH OF THE CONSISTORY

1. You are charged to preside over the Consistory and its affairs. Your duties are not unlike the function of the Master of the Blue Lodge. As in a Masonic Blue Lodge one of the most important, if not the most important duty, of your office is to prepare, through mentoring and coaching, the junior officers of your lodge for their year as Commander of the Kadosh of the Consistory. Your meetings and events will be held in accordance with the Section A. DUTIES OF ALL PRESIDING OFFICERS, the current By-Laws of the Valley, the Statutes of the Supreme Council and as further discussed below.

2. In accordance with the By-Laws, you will serve as member of the Executive Committee during each operating year.

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3. You should provide the Valley Secretary with a copy of your meeting plan to coordinate the evening's activities.

4. The degrees of the Consistory are your responsibility. The Secretary and Director of work will coordinate the schedule for conferral of the degrees with you.

a. You are to learn what equipment and paraphernalia is required, where it is located and make cast assignments. You may delegate authority to perform these functions to a Degree Master for this purpose.

b. You should ensure the scheduling of adequate rehearsals to assure a quality presentation. The Director of the Work will assist you in this task

5. The Consistory is responsible for planning and hosting the All Masonic Night with assistance of the Lodge of Perfection. All Brethren in the Valley who are Honor Men will be recognized during this event. The Consistory is also responsible for planning and hosting the Capping Banquet following each Reunion.

6. You will appoint a Funeral Director who will create a Funeral Team, and will coordinate with the Secretary to provide support for Scottish Rite Funerals and/or Memorial Services.

(1) When requested, The Scottish Rite will conduct a Funeral Ceremony for qualified Brothers. It will be your responsibility as Commander to organize, coordinate and conduct the ceremony as delineated in Chapter 13, Forms & Traditions of the Scottish Rite.

(2) A cast should be designated for this task at the beginning of your year and practice the service occasionally.

F. DUTIES OF THE DIRECTOR OF THE WORK AND THE STAGE MANAGER

This section outlines the duties and responsibilities of the Director of the Work and the Stage Manager of the AFSRB. These duties may be modified from time to time as appropriate.

1. The Director of the Work shall be responsible for the proper presentation of all 29 degrees of the Scottish Rite within the Valley. These degrees shall include both the exemplified as well as the communicated degrees. The Director of the Work shall ensure that the communication of all non-dramatized degrees is conducted in a dignified and proper manner and that the presentation meets the requirements of the SC. He shall be responsible for maintaining the written portion of the ritual of all degrees and ceremonies.

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2. The Director of the Work shall directly coordinate with the Stage Manager on the dramatization of each exemplified degree. The Stage Manager shall be responsible for the purchase, storage and maintenance of all properties. He, or his designated representative, shall supervise the set- up and take down of all props and properties used in the presentation of degrees in the Valley. This includes audio/visual equipment and sound systems. He shall insure that an annual inventory of properties, be conducted and a written report be made to the Director of the Work by September 1st of each calendar year. Documented justification will be provided for equipment purchase requests.

3. The Director of the Work, along with the Stage Manager shall submit an annual budget for purchase and maintenance of properties to the Secretary by April 1 of each year. After review and approval, these funds will be included in the next annual budget. The actual purchase of properties or repair that involves expenditure of funds must be approved by the Secretary prior to incurring any expense.

4. The Director of the Work shall assist the Body Masters in the selection of the Degree Masters. He shall interview candidates them and ensure that they have

a. A good working knowledge of the degree and its significance within the degree hierarchy of the Scottish Rite

b. That they understand and are they willing to dedicate the extra time in the Spring and in the Fall for the scheduling and practice sessions for their degree.

c. That they understand that the Degree Master assumes the responsibility for assisting the Body officers in the execution of each degree or ceremony.

d. That they understand the time lines and a need to supply feeder reports to the Director of the Work.

5. The heads of the four Valley Bodies are not relieved of their responsible for ensuring that they are enough brothers to assist the Degree Masters.

6. The Director of the Work shall work with the Mentoring Chairman in developing and implementing a mentoring/coaching program for the junior officers of the four Bodies of the Valley to assist them in becoming more confident and productive in their assignments within their respective bodies.

7. The Director of the Work shall work with the Director of the Knights of St. Andrew (KSA) in to coordinate casting for the exemplification of the 29th Degree.

8. The Director of the Work Mission Statement: To ensure that all dramatized and communicated degrees of our Rite are presented in a dignified and professional

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manner, for the benefit of the Initiate and the pleasure of the brethren. "Scottish Rite is a journey of pageantry and allegory, don't miss the performance"

G. KNIGHTS OF ST. ANDREW

The Knights of St. Andrew are governed by their Approved By-law's (separate attachment) and provides assistance as requested by the Personal Representative of the SGIG and/or the officers.

H. DUTIES OF THE ELECTED OFFICERS OF THE ARMED FORCES SCOTTISH RITE BODIES

The Presiding Officers shall insure that the other officers of their Body are performing their duties as set forth below:

Senior Warden, 1st Commander, and Prior. Second in command: Must be acquainted with the Statutes of the Supreme Council. Responsible for reconciliation of dissension. He shall assist the Presiding Officer and be ready to fill his chair when absent. This officer is responsible for greeting all guests who are attending his particular Valley Body function. Further he is to insure that all the names of visiting brethren are given to the presiding officer for introductions.

Junior Wardens, 2nd Lieutenant Commander, and Preceptor. Third in command: Must be acquainted with the Statutes of the Supreme Council. He shall assist the Presiding Officer and the second in command and be ready to fill their chair when absent. This officer is responsible for supervising the dining room and meal preparation. He shall make certain that adequate refreshments are available and ready. In addition should there be refreshments following the function of his particular Valley Body he shall be responsible for supervising the serving of such refreshments and the cleanup which follows. The officer of the lodge that is hosting will supervise.

Chancellor. Functions as the councilor, or legal officer of the Bodies. Must be familiar with the Constitution, Statutes and Bylaws of the Order.

Minister of State. Council to the Master of Kadosh. Pronounces discourses when instructed to do so by competent authority.

Orators. Presents lectures on the history, philosophy and/or symbolism of the Order. The orator is the education officer for his Body. As such, he is automatically a member of the education committee. It is his duty to insure that an educational program is presented at every meeting that his lodge is hosting. The Orator should often give short presentations concerning a Scottish Rite or another Masonic subject. He should also be able to do a short eulogy and Masonic history of a Brother who has passed to the Celestial Lodge.

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Almoner. Seeks out worthy objects for the charity of the four Bodies and should visit the homes of the sick, widow, and orphan, and minister comfort to them. The Almoner is responsible to dispense charity to relieve the needy at his discretion and without publicity. He takes charge of moneys collected, turns them over to the secretary, and dispenses funds as needed with the consent of the General Secretary.

Secretary.

1. Records minutes and decisions of all meetings and conducts correspondence at the pleasure of the presiding officer.

2. Collects and records all funds and disbursements requiring same to be audited

3. With the assistance of the Treasurer and Finance Committee, develops annual budget for Valley

4. Assists in development of the yearly degree schedule

5. Administrator for Sentinel

6. Tracks membership changes and dues collection

7. With the assistance of the Treasurer, reports of Valley financial condition

8. Oversight of Leadership Committee duties and tasking's:

a. Assigns the Leadership Chairman to review Valley "policies and procedures" as he deems necessary.

b. Tasks Leadership Committee Chairman with creating committees that may be germane to Valley operations.

Treasurer

1. Receives all moneys from the Secretary, makes due entry thereof, and pays them out by order of the Body.

2. Treasurer will, in conjunction with the Secretary, be responsible for the funds of the AFSRB. He will assist in decisions on how and where Valley assets will be placed, transferred and spent. He will assist the Secretary in preparation of the annual budget. He will insure that the annual audit is performed and will review the results. The Treasurer will assist the Secretary in preparation of financial reports that will be made available to the general membership.

a. Along with the Secretary, develops annual budget for Valley

b. Oversight of investments and bank accounts in coordination with Finance Committee

c. Pays all bills

d. Responsible for IRS submissions and audits

e. Reports of Valley financial condition

I. DUTIES OF THE APPOINTED OFFICERS OF THE ARMED FORCES SCOTTISH RITE BODIES

This section outlines the duties and responsibilities of the officers appointed to serve all bodies of the Valley. These expectations may be modified from time to time as appropriate.

Prelate. The Prelate serves as the chaplain for all bodies. He will lead any devotional activities of the Valley. The Prelate should be prepared to offer a special prayer for such occasions as directed by the Presiding Officer or as required by the several Feasts and rituals.

Experts and First Deacon. These officers are responsible to set up the room to be used for the meeting. In most cases, this will be the lodge room. However, some special meetings may be held in the dining room or some other room. They should coordinate with the Stage Manager to insure proper setup. This responsibility also includes setup of any audio-visual equipment needed in either the dining room or the lodge room. The officers are responsible for ensuring that all of this equipment is returned to its proper place after they are finished using it.

Assistant Experts and Second Deacon. These officers will serve as Stewards for all meetings. They will do the necessary setup of the dining room to include wine, dinner, and/or refreshments. They will be directed by the Junior Wardens. These officers should take special care to check stocks of coffee, wine, condiments or other items that need to be purchased. They should notify the Secretary of all needed items to be replenished. These officers are responsible for the cleanup of the meeting area after the meeting is adjourned.

Tiler of all Bodies. The Tiler is to insure that all closed meetings of any lodge of the Rite are secure. In addition, he maintains the register for the meetings, and insures each brother signs in.

Newsletter Editor/Webmaster. Creates the monthly publication of the Valley and ensures it is posted to the website. He obtains information and articles as appropriate, composes and arranges the monthly document. The PR, Body Masters and Secretary will be provided a preview prior to live posting on the website. Additionally responsible

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to maintain the Bremerton Valley of the Scottish Rite website in an up-to-date and visually appealing fashion, coordinating as required with all groups and committees to obtain and publish information on the site. He will also maintain appropriate links to and from other Masonic Sites. The Secretary will maintain the mailing list of members who do not use email and mail a printed copy to those individuals.

J. DUTIES OF THE STANDING COMMITTEES OF THE ARMED FORCES SCOTTISH RITE BODIES

This section outlines the duties and responsibilities of the standing committees of the AFSRB. These expectations may be modified from time to time as appropriate. All committees will meet to formulate plans and ideas that will then be presented to the Executive Council for review and implementation. Such plans and programs should include budget recommendations that support the Secretary's presentation of the budget to the membership at the June stated meeting.

Leadership Committee

This committee's is responsible for establishing the leadership policies that improve the quality and performance of the officers and the Valley. The first product is this document. The committee members will be appointed from all levels in the organization such that recommendations are well rounded, not top-down. The committee will provide oversight and review of all policies and directives which impact the administration of the Valley. They shall use the By-Laws of the Valley of Ft. Leavenworth, the statutes of the Supreme Council and the results of the Scottish Rite Leadership Conferences (e.g. <http://scottishrite.org/members/leadership-conference-2012/>) for guidance. The committee is directly responsible to the Secretary, assisting him in his administrative burdens as directed and are to act as his advisory panel on the implementation of policies and procedures which clearly define the role of committees and the programs of the AFSRB. The committee shall make an annual review of all programs and committee reports. Their key product will include yearly policy and budget recommendations to the Secretary and the Personal Representative of the SGIG in all areas that concern the efficiency and image of the Valley and its footprint in the both the military and the local Leavenworth area communities. The Chairman shall prepare a written report of the Status of Committees and Policies of the Valley to the Secretary by April 1st of each calendar year to support budget planning cycle.

Long Range Planning Committee

This committee is responsible for producing ideas and plans for the future direction of the Valley in the three to 5 year time range. This includes development of plans and programs that will promote the long term health and growth of the Scottish Rite. The committee shall meet at least once a year but more often if necessary. They shall submit a set of minutes of that meeting, and proposed budget recommendations, no later than 1 April of each year to the Chairman of The Leadership Committee for incorporation into that committee's annual report to the Secretary. *Ex Officio* members

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are: Chairman of Leadership; Chairman of Membership; Chairman of Research and Education; Chairman of Public Relations; Secretary and PR.

Life Membership Committee.

This committee is responsible for promoting the Scottish Rite Life Membership program. The committee will report annually to the Chairman of the Leadership Committee on the income from the life membership fund to be incorporated into that committee's annual report and budgeting recommendations to the Secretary by 1 April.

Membership Committee

This committee is responsible for developing ideas and implementing plans for increasing the total membership of the AFSRB. The committee will concern themselves with programs that aid in the recruitment of new members, the retention of existing members, and the restoration of inactive members to active participation in the work of the Rite. The committee will meet at least twice a year at a time designated before the Spring and Fall Reunions and submit a report of that meeting to the Chairman of the Leadership Committee for the purposes of incorporation into that committee's annual report to the Secretary. The Secretary or the PR may direct more frequent meetings, as needed.

Research and Education Committee

This group is responsible for developing programs to further the study of Masonic Education within and outside of Scottish Rite and, as such, develops the syllabus for the conduct of the School of Light for each operating year. The committee coordinates with the Class Director to ensure that information concerning upcoming reunions, providing escorts for candidates between degrees, and coordinates with the Director of the Work on the communication of degrees. The Education Committee will also develop and provide the educational material that explains the various degrees presented by the Valley. The committee will also coordinate with the Orators of each Body to provide educational presentations within the Valley as needed and materials suitable for Masonic Education programs as local Blue Lodges. The committee shall meet at least twice a year at a time designated before the Spring and Fall Reunions and submit a report of that meeting to the Chairman of the Leadership Committee for the purposes of incorporation into that committee's annual report to the Secretary. They may meet more often if deemed necessary by the Secretary or the PR.

Mentoring Committee

This committee develops and oversees the execution of the Valley's Mentorship program. This program intends to insure that each new member of the Valley is assigned a trained mentor who will guide the member through his first year in the Valley. This committee will coordinate with the Education Committee, the Director of the Work and the Class Director to insure candidates receive proper instruction during

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Reunions. They shall meet at least twice a year at a time designated before the Spring and Fall Reunions and submit a report of that meeting to the Chairman of the Leadership Committee for the purposes of incorporation into that committee's annual report to the Secretary. They may meet more often if deemed necessary by the Secretary or the PR.

Public Relations Committee

This committee assists the Newsletter editor and develop and implement activities designed to make the general public aware of the activities of the AFSRB and to develop a favorable impression within the local communities. The committee shall meet at least twice a year and submit a report of that meeting to the Chairman of the Leadership Committee for the purposes of incorporation into that committee's annual report to the Secretary. They may meet more often if deemed necessary by the Secretary or the PR.

Program Director for the Valley Scholarship Program

This Program Director is responsible for the scholarship program in the Valley. He will coordinate the efforts of the Orient Scholarship committee to obtain and evaluate scholarship candidates. He shall recommend candidates for scholarships to the Executive Committee, and communicate essential information to both the candidates and recipients. He will be responsible for coordinating the presentation of scholarships, either as part of public ceremony at a school or other location or included in a separate event at Boughton Memorial Hall.

Program Director for Education and Americanism Committee

The Education and Americanism Program Director will be responsible for activities that promote the understanding of, and interest in, the American form of government. The committee shall be responsible for the presentation of the AASR Education and Americanism Award certificate and medal to JROTC recipient of each high school, with a JROTC unit and requests the Valley's support within the Kansas City metropolitan area. The Program Director shall provide a written report of the Award Recipients to the Chairman of the Leadership Committee for incorporation in that committee's annual report to the Secretary.

Finance Committee

This section outlines the duties and responsibilities of the Treasurer and the Finance Committee of the Bremerton Valley of the Scottish Rite. These expectations may be modified from time to time as appropriate.

1. The Finance Committee will review the work of the Treasurer and Secretary and will provide advice and assistance on any and all financial activities of the Valley. The Treasurer will serve as the Chairman of the Finance Committee.

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2. The Finance Committee will meet quarterly to review the Valley investments and assist in determining any required changes. An annual audit of Valley finances will be coordinated by the committee.

RESPONSIBILITIES OF PERSONAL REPRESENTATIVE OF SGIG

The Personal Representative shall serve as the eyes and ears of the SGIG or Deputy to the end that peace and harmony may be promoted and brotherly love prevail. Additionally, he will see that that customs, usages, and laws of the Supreme Council are properly observed, carry out the instructions of the SGIG or Deputy, and exercising such powers as may be delegated to him by the SGIG or Deputy in writing. (*Source: Statutes of the Supreme Council, Article IV, Section 18.*)

The duties of the Personal Representative for the Armed Forces Scottish Rite Bodies, Valley of Fort Leavenworth are outlined below:

- a. He appoints officers, directors and committeemen as needed or cause this to be done.
- b. He oversees development of the degree schedule
- c. He oversees all Executive Committee Meetings to offer guidance and direction
- d. He is an *ex officio* member of the Executive Meeting and will, upon request of the chairman provide guidance and information on issues before the committee.
- e. He attends Conferences of the Orient and Supreme Council events
He is responsible for State of the Rite report of the Valley.
- f. He attends public relations functions and Masonic events as representative for the Valley
- g. He maintains oversight of Committees and Directors
- h. He provide guidance and input to the Secretary regarding staffing and financial reporting issues, including the Valley budget
- i. He ensures that the interests of the Valley are clearly and fully represented to the board of the Boughton Memorial Association.
- j. He shall serve as the ultimate authority, in consultation with Secretary, for issues relating to the fraternal functions of the Valley, such decisions shall become a matter of record for posterity.