Subject; Chapter Presidents Duties and Responsibilities

Reference:  (a) National By-Laws
(b) National Regulations (ALL)
(c) Chapter Officers Handbook
(d) Hero’s of “76” Manual
(e) BOL hand book
(f) Order of Ceremonies Handbook

1. PURPOSE: To prescribe the duties and responsibilities of the Chapter President.

2. CHAPTER PRESIDENT: Is the Chief operating officer of the Chapter and is responsible for the effective operation of all committees/functions of the Chapter.

A. the Chapter President must familiarize himself with all duties, and make committees appointments to mandatory committees as soon as possible after Installation (Other Committees may be appointed as needed.)

(1) Americanism, (NR 8.2.1) This Committee covers functions non-Masonic, JROTC/ROTC, YLC, Patriotic actives for other organizations.

(2) Bridge of Light (BOL) (NR 8.2.2) This Committee covers all Masonic functions, provided to Masonic lodges, and other Masonic organizations such as Scottish Rite, York Rite, and Shrine.

(3) Membership: (NR8.2.7) Ensure a vigorous membership development program is maintained in your Chapter that includes, (a) Recruitment of new members, (b) Retention of current members, (c) Reinstatement of delinquent members, (d) Encouragement of Membership- In-Perpetuity.
B. Presides over all meetings of the Chapter. Supervise and direct the general activities of the Order, ensuring that all officers, committees and other elements are functioning efficiently and acting in accordance with appropriate directives.

C. Meeting Activities: The President must ensure that each meeting has a speaker or some activity that will motivate and encourage attention of members and guest. Interesting meetings will draw members; purely social meetings are not enough.

D. REPORTS: Must Insure that all Chapter, Hero, and IRS Reports are prepared in a timely manner and submitted to required office to arrive prior to the required date required date, with copies to required committee or office.

E. AWARDS: the president is responsible to submit recommendations for awards for deserving individuals and actives/originations.

3. Area and Regional Representatives are available to help USE THEM.

4. Each President should have a CHAPTER EXCELLENCE AWARD work sheet at each meeting and check the progress of all Committees.
Subject: Vice Presidents Duties

Reference: (a) Chapter Officers Hand Book
(b) ALL National Regulations
(c) National By-Laws
(d) Hero’s of “76” Manual
(e) BOL Hand book
(f) Order of Ceremonies Hand Book

1. PURPOSE: To prescribe the duties and responsibilities of the Chapter Vice Presidents.

2. Chapter Vice Presidents are extremely important for the successful operation of all functions of the Chapter. Vice Presidents must be completely familiar with the duties of the President and be prepared to assume the duties in his absence.

3. The Chapter President will normally appoint the Vice-Presidents to be chairman of one or more committees, depending upon their abilities and the need of the Chapter. As Follows:

   (1) FIRST VICE: Americanism, (NR 8.2.1) This Committee covers non-Masonic functions, ROTC/JROTC, YLC, Patriotic actives for other organizations, SUB-Committees should be appointed for each function.

   (2) SECOND VICE: (By Directive is the Collingwood representative) Bridge of Light (BOL) (NR 8.2.2) This committee covers all Masonic functions, provided to Masonic Lodges, and other Masonic organizations such as Scottish Rite, York Rite, and Shrine. (Get together and visit these actives, tell them about our organization).

   (3) THIRD VICE: Membership (NR 8.2.7 Ensure your Chapter has a vigorous membership development program that includes;

      (a) Recruitment of new Members.
      (b) Retention of current members.
      (c) Reinstatement of delinquent members.
4. A Vice-President must preside in the absence of the President; First Vice, Second Vice and Third Vice, in order of precedence.

5. Committee Chairman MUST INSURE that ALL REPORTS are completed, signed, and submitted to the proper office in a timely manner.

6. Awards: provide to the President recommendations of awards for those deserving individuals and actives/organizations.

7. Area and Regional Representatives are available to help, USE THEM.
Subject: Secretaries Duties

Reference: (a) Chapter III, Chapter officers Handbook.
           (b) All National Regulations, By-Laws and Directives.
           (c) BOL Handbook.

The Chapter Secretary is essential in the success of the Chapter, His duties are varied and numerous.

1. Correspondence.
   (a) The secretary receives material and correspondence from National and other sources he must ensure that Chapter officers and committee chairman are kept aware of developments and that they are furnished copies of changes in By-Laws, National Regulations, etc.
   (b) The Secretary will have to answer and maintain files for outside correspondence, as directed by the President.

2. Rosters: The secretary is charged with maintaining an accurate roster of members. National Headquarters furnishes an alphabetical roster of all chapter members once a year, additional rosters can be requested if needed.

3. Reports: Local reports by the Secretary are generally “on call by the President” unless the Secretary is also the Treasurer. As Secretary-Treasurer, such reports will be minimal. As Secretary/Treasurer, he will submit a financial report with minutes for chapter approval. At the end of the fiscal year, a financial report must also be furnished for audit and filing. Article 14.1 of National By-laws list those reports required by National Headquarters.

4. ANNUAL REPORTS: Due 31 July must be submitted in a timely manner, Required reports are listed in Article 14.1 of the National By-Laws, The annual Hero’s report is also due on 31 July. This report is prepared by the Camp Adjutant (usually the Chapter Secretary) and is signed by the Camp Commander and the Chapter President.

5. DUES: The main income of any Chapter is dues, they must be collected in a timely manner and the Per Capita tax sent to National without delay.