

# El Paso Consistory

## *Officers' Duties*

### Master of Kadosh

#### **Bylaws Duties:**

The Master of Kadosh shall preside at all meetings and shall see that the statutes, edicts, rules, and regulations of the Supreme Council and the bylaws of this Consistory are enforced. It shall be his special duty to see that the dignity and standing of Scottish Rite Freemasonry is preserved and maintained. He shall not vote, except when electing officers, balloting on candidates, and when members are equally divided on other questions.

#### **Monitor Duties:**

Presiding officer of the Body. Responsible to hold meetings, instruct members, and maintain laws of the Order.

#### **Installation Duties:**

Master of Kadosh: The office which you have accepted imposes upon you very important duties. It cannot be necessary that I should recite them. In Masonry, as in every other State, Order and Commonwealth, the peace and harmony, the progress and prosperity of the whole, will in the greatest measure depend upon the capacity and fidelity of those who govern. With you is the great Constellation of the five Stars, FAITH, HOPE, CHARITY, TOLERATION and TRUTH. I commit them to your charge. Look well to them, my Brother, and let them never cease to burn in your Consistory; for if one of them should ever disappear, and be seen no more among you, Masonry also will have departed, to seek some more congenial region.

#### **Fraternal Duties:**

1. Preside at all stated meetings, Reunions and fraternal events throughout the year.
2. Notify the Prior in the event that you will be unable to attend a meeting or event and charge him with assuming your station and responsibility.
3. Degree Teams of the Consistory:
  - a. See that each degree team from the 31° and 32° are properly staffed and proficient by maintaining contact with the degree masters.
  - b. Obtain current degree team member information for the 31° and 32° for publication in the Reunion program.
  - c. Encourage team rehearsals.
  - d. Personally attend each conferral of the 32°.

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4. Work with the presiding officers of each of the other three Scottish Rite Bodies to coordinate efforts and to obtain the support of their officers for events of the Consistory.

Administrative Duties:

- Maintain weekly contact with the Registrar's office to monitor the status of projects relating to the fraternity.
- Notify the Prior in the event that you will be unable to maintain communication with the Secretary's office and charge him with assuming your responsibility.
- Communicate with members via articles in "The Scottish Rite News".
- Attend monthly Executive Committee meetings.

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## *Officers' Duties*

### Prior

#### **Bylaws Duties :**

The Prior shall assist the Master of Kadosh in the performance of his duties and shall assume that office in his absence.

#### **Monitor Duties:**

Second in command. Must be acquainted with the *Statutes* of the Supreme Council. Responsible for reconciliation of dissensions.

#### **Installation Duties:**

Prior and Preceptor:

It may chance to either of you to succeed to the office of the Master of Kadosh, and to be required to assume its responsibilities and perform its duties. Your offices are next in importance to those of the Master of Kadosh. The efficiency of the Master must always depend much upon that of his Officers; and if they are incapable or unfaithful, indolent or lukewarm, his labors, besides being largely and unjustly increased, will to a great extent prove unavailing. While you promptly obey your Chief, and faithfully second his exertions, you are especially charged with the supervision of your columns. You have the right, possessed on more than one valid ground, to instruct, advise, guide and warn the Brethren, and, in cases of urgent necessity, to reprove and censure. In your zeal remember the wise maxim, to stand upon the ancient ways, and thence make progress. We should better be content to remain stationary, than to open our doors to all men indiscriminately. I especially give it to you in charge to endeavor to settle all difficulties and reconcile all dissensions among the Brethren and Fellow-Soldiery of the Holy House of the Temple; to watch all approaches to misunderstanding, and repress every tendency to acrimony in debate. Teach the Brethren, by precept and example, to bear with the infirmities of each other, and especially to beware of obstinacy and pride of opinion, out of which grow most difficulties among men and Masons. Prior (p. 104-105): With you is the bright Constellation composed of the three Stars, LIBERTY, EQUALITY and FRATERNITY. They will govern in this Consistory, as they do everywhere else in the Scottish Masonry: LIBERTY, with Constitutional Law; EQUALITY, with Order and Subordination; FRATERNITY, with Precedence of the best and wisest. I commit the three Lights to your charge. Never forget, nor ever fail to remind the Brethren, how sadly misunderstood and abused these three grand words have been, and how many crimes have been committed in their name. And yet never forget that they contain a whole creed, when rightly understood, of which every Mason ought to be an Apostle.

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## **Fraternal Duties:**

1. In the absence of the Venerable Master of Kadosh, preside at all stated meetings, Reunions and fraternal events throughout the year.
2. Notify the Preceptor in the event that you will be unable to attend a meeting or event and charge him with assuming your station and responsibility.
3. Monitor the needs of each degree team for the 31° and 32° to evaluate repair or replacement of costumes, props and scenery.

## **Administrative Duties:**

1. Communicate with the Registrar's office on a weekly basis in the absence of the Master of Kadosh.

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## *Officers' Duties*

### Preceptor

**Bylaws Duties:** The Preceptor and Chancellor, respectively, shall assist the Master of Kadosh in the performance of his duties, and perform such other duties as may be required of them.

**Monitor Duties:**

Second in command. Must be acquainted with the *Statutes* of the Supreme Council. Responsible for reconciliation of dissensions.

**Installation Duties:**

Prior and Preceptor: It may chance to either of you to succeed to the office of the Master of Kadosh, and to be required to assume its responsibilities and perform its duties. Your offices are next in importance to those of the Master of Kadosh. The efficiency of the Master must always depend much upon that of his Officers; and if they are incapable or unfaithful, indolent or lukewarm, his labors, besides being largely and unjustly increased, will to a great extent prove unavailing. While you promptly obey your Chief, and faithfully second his exertions, you are especially charged with the supervision of your columns. You have the right, possessed on more than one valid ground, to instruct, advise, guide and warn the Brethren, and, in cases of urgent necessity, to reprove and censure. In your zeal remember the wise maxim, to stand upon the ancient ways, and thence make progress. We should better be content to remain stationary, than to open our doors to all men indiscriminately. I especially give it to you in charge to endeavor to settle all difficulties and reconcile all dissensions among the Brethren and Fellow-Soldiery of the Holy House of the Temple; to watch all approaches to misunderstanding, and repress every tendency to acrimony in debate. Teach the Brethren, by precept and example, to bear with the infirmities of each other, and especially to beware of obstinacy and pride of opinion, out of which grow most difficulties among men and Masons. Preceptor (p. 104): With you is the bright Constellation composed of the two Stars, Justice and Equity, which to the Mason should ever be as inseparable as we are taught they are, as attributes of the Deity. I commit them to your special charge, and hope that enforcing them among the Brethren, you will ever regulate by them your official and private conduct.

**Fraternal Duties:**

1. Notify the Chancellor in the event that you will be unable to attend a meeting or event and charge him with assuming your station and responsibility.

**Administrative Duties:**

None.

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## ***Officers' Duties***

### **Chancellor**

**Bylaws Duties:** The Preceptor and Chancellor, respectively, shall assist the Master of Kadosh in the performance of his duties, and perform such other duties as may be required of them.

**Monitor Duties:**

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

**Installation Duties:**

Chancellor: You are the Privy Councillor of the Master of Kadosh. Through you, also, he issues his edicts and promulgates his decisions. You are to be the legal adviser of the Consistory, will draft its By-Laws, and see that they contain nothing contrary to the Statutes of the Supreme Council. The Master of Kadosh may, on any matter or question which he or the Consistory is to decide, require your opinion; and through you the Consistory will promulgate its decisions and edicts. You will conduct its correspondence, and maintain its rights under the law, and defend and justify its action wherever the former may be in jeopardy or the latter impeached. It is, therefore, indispensable that you should be thoroughly familiar with the Constitutions, Institutes, Regulations, Statutes, Rituals and Formulas of the Order. You must be familiar, also, with the doctrine and philosophy of the Ancient and Accepted Scottish Rite.

**Fraternal Duties:**

1. Notify the Minister of State in the event that you will be unable to attend a meeting or event and charge him with assuming your station and responsibility.
2. Contact the appointed officers of the Consistory on a regular basis to ensure their attendance at stated meetings, Reunions and other fraternal events.

**Administrative Duties:**

None.

# **El Paso Consistory *Officers' Duties***

## ***Officers' Duties***

### **Minister of State**

#### **Bylaws Duties:**

None.

#### **Monitor Duties:**

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

#### **Installation Duties:**

Minister of State: You, as well as the Chancellor, are the Privy Councillor of the Master of Kadosh. Upon all important questions based in the Consistory, it is your special duty to state your conclusions, before the matter is put to vote. It is your province to pronounce such discourses, to visitors of distinction, to Brethren newly received, to the Consistory on solemn occasions, and in honor of the dead, as may be required by the customs of the Order or directed by the competent authority. You should therefore study the Constitutions and Regulations, become familiar with the history of the Order, and thoroughly understand its philosophy. Not satisfied with knowing all that has been re-discovered as to the meaning of the symbols of Masonry, you should, by study and reflection, endeavor to make new discoveries and bring to light the hidden meanings.

#### **Fraternal Duties:**

Contact the appointed officers of the Consistory on a regular basis to ensure their attendance at stated meetings, Reunions and other fraternal events.

#### **Administrative Duties:**

None.

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## *Officers' Duties*

### Almoner

#### **Statutory Duties :**

1. Almoners shall report to the Sovereign Grand Inspectors General or Deputies of the Supreme Council in the Orients each January, showing their yearly total receipts and disbursements, amount on hand, and any investments.
2. The Almoners shall be included in the bonds of those handling funds for the Bodies, with protection in line with the operations.
3. Contributions shall be verified by the signatures of any two officers at the time of collection and deposited in checking bank accounts.
4. Disbursements for all purposes shall be made by check signed by both the Almoner and either the Secretary or the Treasurer.

#### **Bylaws Duties:**

The Almoner shall make disbursements from the Almoner's fund for charitable purposes. He shall work independently of the Bodies, reporting only to the Personal Representative in this Valley and giving an annual accounting to the Auditing Committee or auditor, showing receipts, disbursements, amounts on hand, and any investments. Disbursements from the Almoner's fund shall be made by check, signed by the Almoner and countersigned by either the Treasurer or Secretary.

#### **Monitor Duties:**

Seeks out worthy objects for the charity of the four Bodies. Should visit the homes of the sick, widowed, and orphaned, and minister comfort to them.

#### **Installation Duties:**

Charge to the Almoner:

You are to dispense the Charities of the Lodge.

It is your particular duty to seek out deserving objects for these charities, to see the widows and orphans of the Order provided for, and the sick watched and tenderly cared for. You will particularly see that your Lodge never closes until the Box of Fraternal Assistance has been passed round; and that no Brother withdraws before that time arrives, without depositing his contribution with one of the Wardens. And you will always be careful, in bestowing funds so obtained, never to let it be known by the recipient from what source such relief proceeds.

#### **Fraternal Duties:**

1. Assure that the box of fraternal assistance is available at all stated meetings, Reunions and other fraternal activities where appropriate.
2. Arrange for sympathy cards to be sent to the families of deceased members.
3. Arrange for "get well" cards to be sent to sick and/or infirm members.

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## **Administrative Duties:**

1. Collect alms at stated meetings and Reunions and pay them over to the Treasurer for deposit.
2. Coordinate with the Secretary's office for the dispensing of alms to needy individuals and approve all such disbursements.
3. Maintain a list of sick and/or infirm members for distribution at stated meetings.

## **Guidelines:**

### SELECTION OF AN ALMONER

A new Almoner should be selected with much thought and care before he is recommended and nominated by the Brethren for election.

The following questions should be given consideration:

- What kind of man is he?
- What is his background?
- Is he married and are he and his wife known for their acts of charity?
- What is his personality and is he well suited to meet people?
- Is he cautious and successful in business?
- Has he a good mind and is he capable of good judgment?
- Is he active in church and other civic affairs and other organizations?
- Is he going to be able to give the time that is required to make his duties a success?

### ASSISTANCE FOR THE ALMONER

The Almoner should not have to do the job all by himself. He should have an assistant who has been trained and is experienced in the Almoner's duties and who is capable of acting in the Almoner's absence or illness. This will allow for the continuity and orderly function of the Almoner's office. Always, of course, it should be understood that the Almoner himself is primarily responsible, and that a qualified assistant, though he may be capable of acting individually, acts under the Almoner's supervision. The Almoner should be bonded, just as those handling funds for the Bodies are, with adequate protection for his operations. The Almoner should have Brethren representatives in the various outlying areas of the Valley. These Brethren should be trained to investigate cases that come to their attention and, after making the investigation, telephone the Almoner and report their findings. If the Almoner feels that the people in need are deserving of assistance, he should give the go-ahead to help, subject to certain maximums, of course. HANDLING CALLS FOR HELP. When the Almoner receives a call from a Master Mason in distress, he should contact the Master or Secretary of the Brother's Blue Lodge and ask permission to give him temporary assistance. We sometimes forget that everything starts at the Blue Lodge level. The Almoner can assure the Blue Lodge that he is willing and ready to give further assistance, if necessary.

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When a call for assistance comes from a Master Mason who is temporarily traveling through the area, this call should first be referred to the Masonic Services Bureau, and the Almoner can let them know that he is ready to assist, if and when needed.

### DISBURSEMENTS

It is fundamental that all properties of the Almoner may be disbursed or used only for charitable purposes. These properties consist of contributions to the Box of Fraternal Assistance. Contributions shall be verified by the signatures of any two officers at the times of collections and deposited in bank checking accounts. The Almoner may dispense these funds to the poor, the destitute, and the afflicted, without regard to race, religion, or color. There are two restrictions: the recipients must not know from where the assistance comes, and the membership must not know who receives it.

Disbursements for all purposes shall be made by check signed by both the Almoner and either the Secretary or the Treasurer or similar officer, except in emergency cases with small sums. (*see Transactions of the Supreme Council 1931, page 89; 1949, pages 31-32; and Ceremony of Joint Installation 1970*). It is important that the Almoner's fund not be diverted to other than charitable purposes, not only in light of the above, but because such a diversion would imperil the tax-exempt status of the charitable fund.

### LIMITATIONS ON ALMONER'S FUND

Each Almoner should transfer annually to the Lodge of Perfection of his respective Valley, for charitable purposes, that portion of his properties which exceeds the approximate sum total of the immediate past year's disbursements of the Almoner. The Lodge of Perfection should hold, earmark and invest these portions of the Almoner's Fund, in accordance with our Statutes, so far as applicable, as a special charitable fund and for the Almoner's charitable purposes, and should replenish to the Almoner there from such portion of said special charitable fund as may be needed from time to time for charitable purposes; provided, however, that if the total of said funds of the Almoner and of the Lodge of Perfection so held exceeds the sum total of \$25,000, then the excess should be transferred to the Scottish Rite Foundation of the Orient in which his Valley is a part. Each January, Almoners should report to the Sovereign Grand Inspector General or Deputy of the Orient the yearly total receipts and disbursement, amounts on hand, and any investments. The Internal Revenue Service has confirmed that the Almoner's Fund should be included on the Valley's Form 990. The Secretary should make sure this is done.

### **Skills and Expertise:**

- Respected by membership
- Patient
- Sympathetic heart

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## *Officers' Duties*

### Secretary

#### **Statutory Duties:**

1. Collect all fees and assessments and transmit the same to Supreme Council as provided by the Statutes or other directives from the office of the Grand Executive Director. See Article XI, Sec. 5 & 6.
2. A report, giving inventory of Rituals, Secret Works, and Rubrics as of December 31, shall be submitted annually by the Secretary of the Subordinate Body to the Grand Executive Director's office on forms provided by the latter's office. See Article XV, Section 17[2].
3. Report to the Sovereign Grand Inspector General each January showing yearly total receipts and disbursements, amounts on hand, and any investments in the Almoner's Fund. See Article XV, Sec. 19.
4. Submit an audited report of the status of the life or endowed membership plan to the Sovereign Grand Commander prior to April 15th of each year. Provide a copy of same to the Sovereign Grand Inspector General concurrent with the filing to the Sovereign Grand Commander. See Article XVII, Sec. 29.
5. Report to the Sovereign Grand Inspector General all rejections of petitions for degrees or applications for affiliations. Report all expulsions or suspensions to the Sovereign Grand Inspector General and to the Grand Executive Director. The report of all suspended members NPD to the Sovereign Grand Inspector General shall include the date on which such members were contacted prior to suspension. See XVII, Sec. 37.

#### **Bylaws Duties (Article VII, Section 4):**

The Secretary shall keep the minutes of meetings of the Bodies and of those meetings of their committees which require minutes. He shall direct the mailing of all bulletins, notices and dues statements as required by the Bodies. He shall receive all monies due the Bodies, keep just and accurate record thereof and pay them over to the Treasurer. He shall make out and transmit to the Supreme Council such returns and reports as may be required by it and shall perform such other duties as may be delegated to him by the Bodies.

#### **Monitor Duties:**

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

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## **Installation Duties:**

Charge to the Secretary:

It is your duty to record all the proceedings of the Lodge, to receive all moneys due the Lodge, and pay them over to the Treasurer, and keep a just and true account of the same; to keep and affix the seal of the Lodge, and carefully to preserve its archives. These are very important duties, on which, in a very great measure, the usefulness of the Lodge depends.

## **Fraternal Duties:**

1. Provide copies of previous minutes and an agenda for each stated meeting.
2. Present petitions and other membership requests for voting at each stated meeting.
3. Announce recently deceased members at each stated meeting.
4. Support the efforts of each presiding officer at the feast days of each Body.

Administrative Duties:

1. Maintain the membership records of the fraternity.
2. Oversee the office staff in the performance of their duties.
3. Coordinate with the Treasurer for payment of all bills incurred by the fraternity.
4. Coordinate with the Almoner for the disbursement of all charitable funds.
5. Keep a written record of all meetings.
6. Publish "The Scottish Rite News" edited by the Communications Director.
7. Maintain the Scottish Rite website with the assistance of the Information Technology Committee.
8. Provide logistical support to all fraternal events at the Scottish Rite.

## **Job Description:**

Serving as the Secretary of a Scottish Rite Valley is a position of distinction and honor as well as one of great responsibility. The Valley's success, or lack thereof, can often be measured by the effectiveness of its Secretary. Within any organization an individual can best discharge his duties and remain effective when there is a clear understanding and delineation of the task before him. We understand their first must be designs on the trestle board by which we might pursue our labor. The Secretary of the four Bodies of each Scottish Rite Valley is the Chief Administrative Officer (CAO) of the Valley. To him devolves the duty of the day-to-day management of the business affairs of the Valley. The following summary of responsibilities of the Secretary is not exhaustive, but is designed to provide you with the minimum standards of performance in Texas to successfully discharge the duties of your office. Please accept this job description in the spirit in which it is intended which is to further your success as a Scottish Rite Secretary through which your Valley in particular and the Scottish Rite in general may prosper.

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1. First and foremost, the Secretary is the principal spokesman for Scottish Rite in the geographical area of the state served by your Valley. To that end, when others see you, it is desired that they "think Scottish Rite:" You are the visible presence of Scottish Rite in your area. At meetings of Blue Lodges, Shrine, York Rite, High Twelve and others, be sure to represent the Scottish Rite and announce Valley meetings, upcoming Reunions, and other events. "Be visible" Is Rule No. 1. Remember that you serve all Scottish Rite members and never by your department or actions should you do anything to bring disrepute on the Rite in particular or the Fraternity in general.
2. Closely related is your obligation to "shepherd the flock." As far as practicable, be aware of those members in the Valley who have experienced a death in the family, sickness or hospitalization, or other family crisis or perhaps a job layoff or impending transfer. When appropriate, visit in the hospital or homes and let those brothers and their families know that their Valley is concerned about them and is represented through your visit. Of equal importance, celebrate with our members those milestones in every family - a child's graduation, a member's 90th birthday, wedding anniversaries and the like. When our members hear from the office of the Secretary only at dues time, it's easy to decide to discontinue membership. Likewise, attempt to keep a current listing of our widows and remember to contact them when possible.
3. The office of the Valley and its employees are your responsibility. Ensure that the office is staffed during normal business hours or that you can be reached if no one is present in the office. Employment matters such as payroll, withholding, pensions, medical insurance and the like are your responsibility. Ensure that the office is clean and presents a favorable impression to visitors.
4. Attend all stated meetings of your Valley, meetings of the Advisory Conference, Reunions and Obligatory Days. Attend the Bi-Annual Executive Officers of the Orient conferences twice yearly. Executive Officers' Conferences of the Orient are meetings for strategic planning at the Orient level. It is your responsibility to make arrangements for the Conference on the occasion as directed by the Sovereign Grand Inspector General.
5. The Sovereign Grand Inspector General has appointed a Personal Representative to each Valley. The Statutes of the Supreme Council set forth the duties, powers and responsibilities of the Personal Representative in Article IV, Section 18. Basically, the Personal Representative is empowered to represent and act for the Sovereign Grand Inspector General with respect to the affairs of the Valley or the Orient as the case may be. The acts and decisions of the Personal Representative are as though made by the Sovereign Grand Inspector General. Work with the Personal Representative as your "partner" in strategic planning for your Valley. The Secretary and Personal Representative represent the continuity of leadership in the Valley and it is important that they enjoy a good working relationship. Focus on the big picture or long-range view of Scottish Rite planning in your Valley. Work with the Personal Representative to accomplish your goals.
6. With the assistance of the Personal Representative, Treasurer, Venerable Master and others of your choosing, present to the Advisory Committee and the Bodies a

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working budget for each fiscal year. Your budget is to be presented to the Sovereign Grand Inspector General for approval. The budget is to be made available to each member of the Valley on request and monthly financial reports are to be distributed and available to each member at the stated meetings of the Valley.

7. The Valley is to have a yearly audit and it is your responsibility to arrange same. Provide a copy of the completed audit and IRS Form 990 to the Sovereign Grand Inspector General and a copy of both documents to the Office of the Grand Executive Director. (See Secretary's Manual, page 45 at paragraph 43).

8. Timely payment of the per capita fees to the Supreme Council (Form 330) are your responsibility.

9. Timely reporting to the Supreme Council of those dropped for non-payment of dues and death of members is your responsibility. The deadline for reporting is provided each year from the Office of the Grand Executive Director.

10. No constituent member of a Valley in Texas is to be dropped for non-payment of dues until each such member has been personally contacted by you or your designated representative if at all possible. These contacts shall consist of a telephone call or personal visit and should be completed by December 31st of each calendar year.

11. The scheduling and conducting of semi-annual reunions in which the degrees of the Scottish Rite are exemplified for candidates in your Valley are jointly your responsibility with the Personal Representative. Much of the responsibility of the Reunions, obviously, will be delegated by you and/or the Personal Representative to qualified persons in your Valley. The responsibility, even shared with the Director of Work, however, is ultimately that of the Personal Representative.

12. The timely and prompt submission of reports, responses to communications, and requests from the Supreme Council to the Sovereign Grand Inspector General is expected.

13. The Statutes of the Supreme Council are the governing body of Masonic law in Scottish Rite for the Southern Jurisdiction. Obtain and be familiar with the Statutes and Insure that your Valley operates in accordance with the same. Refer questions of interpretation to the Sovereign Grand Inspector General. Do not deviate from the Statutes without prior consultation and approval from the Sovereign Grand Inspector General. Requests for demits to another Valley in the Orient of Texas or another Orient must be submitted to the Sovereign Grand Inspector General for approval unless the applicant is physically moving his place of residence to the Valley or Orient for which the request is made.

14. Obtain and familiarize yourself with a current copy of the Secretary's Manual from the Supreme Council. This is your "Bible" for keeping the Valley in compliance with the reporting requirements and several deadlines mandated by the Supreme Council.

15. As directed by the Sovereign Grand Inspector General, the Personal Representative, or the Advisory Committee, enthusiastically promote and implement in your Valley those programs and activities adopted for the Orient. Be a team player.

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16. Actively support, publicize and encourage membership awareness of the activities of the Texas Scottish Rite Foundation, the Childhood Learning Centers, and your Valley's scholarship programs. Your support and advocacy of its missions and activities are expected.
17. Collect all fees and assessments and transmit the same to Supreme Council as provided by the Statutes (Article XI Sec. 5 & 6) or other directives from the office of the Grand Executive Director.
18. Provide for the appropriate observance of all Observances and Feasts in your Valley as provided by the Statutes:
  - Feast of Tishri
  - Renewal and Remembrance
19. See to the safekeeping and maintenance of the physical assets and property of your Valley, including maintaining adequate insurance coverage on the same. Maintain a current inventory of all such properties.
20. As required by Article XVII, Sec. 29 of the Statutes, submit an audited report of the status of your life or endowed membership plan to the Sovereign Grand Commander prior to April 15th of each year. Provide a copy of same to the Sovereign Grand Inspector General concurrent with the filing to the Sovereign Grand Commander.
21. Report to the Sovereign Grand Inspector General each January showing yearly total receipts and disbursements, amounts on hand, and any investments in the Almoner's Fund. Article XV, Sec. 19. The Secretary is responsible to assure that the Almoner's Fund is included on the Valley's IRS Form 990.
22. As required by Article XVII, Sec. 37 of the Statutes, report to the Sovereign Grand Inspector General all rejection of petitions for degrees or applications for affiliations. Report all expulsions or suspensions to the Sovereign Grand Inspector General and to the Grand Executive Director. The report of all suspended members NPD to the Sovereign Grand Inspector General shall include the date on which such members were contacted prior to suspension.
23. In the unlikely event of a trial of a member of your Valley, fulfill all duties of the Secretary thereunto appertaining and as provided in the Statutes.
24. The salary of the Secretary is fixed by the Sovereign Grand Inspector General. All suggested changes in salary or other employment benefits from the Advisory Committee with respect to the Secretary or other personnel of the Valley shall be submitted to the Sovereign Grand Inspector General for approval prior to implementation.
25. The appointment of the Valley Secretary is the responsibility of the Sovereign Grand Inspector General. The Secretary serves at the pleasure of the Sovereign Grand Inspector General. The term of office for any Valley Secretary in Texas is fixed at two years beginning with the date of his appointment. The term of office is subject to renewal by the Sovereign Grand Inspector General and with the consent of the Secretary.
26. The effective date hereof is May 5, 2009, and replaces all previous drafts of the same.

# El Paso Consistory

## **Skills and Expertise:**

- Computer knowledge and literacy
- Good work ethic
- Degree of authority exercised by Chairman
- Accounting knowledge
- Good relationship with members and Blue Lodges
- Passion for Scottish Rite
- Minimum outside commitments
- Compensation level
- Skilled in administrative detail

# El Paso Consistory

## *Officers' Duties*

### Treasurer

#### **Bylaws Duties:**

The Treasurer shall receive from the Secretary all monies received for the Bodies and the Almoner's fund, keep an accurate record thereof, and pay them out on order of the Lodge of Perfection. All funds shall be disbursed by check with at least two signatures.

#### **Monitor Duties:**

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

#### **Installation Duties:**

Charge to the Treasurer:

It is your duty to receive all moneys from the Secretary, make due entry of the same, and pay them out on the order of the Lodge, rendering accounts thereof at the proper season.

#### **Fraternal Duties:**

1. Provide regular financial reports to the membership.

#### **Administrative Duties:**

1. Maintain the financial records of the fraternity.
2. Coordinate with the Secretary for payment of all bills incurred by the fraternity.
3. Monitor the financial investments of the fraternity and make adjustments, if necessary, to maximize returns to the fraternity.
4. Review financial activity conducted by office staff and recommend policies, procedures and controls to assure safekeeping of the fraternity's assets as well as compliance with governmental regulations and policies set forth by the Scottish Rite leadership.

#### **Skills and Expertise:**

- Accounting knowledge
- Trustworthiness with membership

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## *Officers' Duties*

### Prelate

**Bylaws Duties:**

None.

**Monitor Duties:**

None.

**Installation Duties:**

Prelate:

You will be required to lead the devotions at our communications and public ceremonies.

**Fraternal Duties:**

Offer invocations and benedictions using the Formulas as directed by the presiding Officer.

**Administrative Duties:**

None.

# El Paso Consistory

## *Officers' Duties*

### Expert and Assistant Expert

#### **Bylaws Duties:**

None.

#### **Monitor Duties:**

None.

#### **Installation Duties:**

Expert and Assistant Expert:

Your duties are analogous to those of the Senior and Junior Deacons of the Lodge. The Expert receives his orders from the Master of Kadosh and conveys them as may be directed. He examines such visitors as it is found necessary to interrogate and prove, and also examines and, with the aid of the Assistant Expert, prepares all Candidates. The Assistant Expert receives his orders from the Prior of the Kadosh and conveys them as he may be directed. Both are conservators of order in the Consistory.

#### **Fraternal Duties:**

1. Act as greeters during the pre-meeting meals.

#### **Administrative Duties:**

None.

# El Paso Consistory

## *Officers' Duties*

### Tiler

#### **Bylaws Duties:**

None.

#### **Monitor Duties:**

None.

#### **Installation Duties:**

Tiler: You are to guard the approach to the Consistorial Chamber. Your duties there are known even to the Apprentice Mason. It is also your duty to take charge of the apartments at the close of meetings, to see the furniture safely bestowed, and to prepare the rooms for communications and receptions.

#### **Fraternal Duties:**

1. Act as a greeter for members entering the meeting room.
2. Guard the outer door to prevent non-members from entering tiled meetings.

#### **Administrative Duties:**

1. Work with the Internet Committee regarding establishing, executing and maintaining a system of recording attendance at all Scottish Rite stated meetings, called meetings including Reunions and at other times when directed by the Chairman of the Executive Committee.