

# El Paso Lodge of Perfection

## *Officers' Duties* Venerable Master

### **Bylaws Duties:**

The Venerable Master shall preside at all meetings and shall see that the statutes, edicts, rules, and regulations of the Supreme Council and the bylaws of this Lodge of Perfection 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:**

The Ancient Charges and Regulations, which define the duty of a Master of a Lodge of Perfection :

- 1° You admit that it is not in the power of any man, or body of men to make innovations in the essential and fundamental principles of Freemasonry.
- 2° You agree to hold in veneration the ancient landmarks and great principles of Masonry; to respect and obey the Authorities of the Ancient and Accepted Scottish Rite, Supreme and Subordinate, according to their stations; to uphold the dignity and honor of the Rite, and strictly to conform to all Edicts of the Supreme Council, not subversive of the principles and groundwork of the Ancient and Accepted Scottish Rite of Freemasonry.
- 3° You agree that an avowed atheist cannot be lawfully made a Mason; and that any Power, calling itself Masonic, which permits its Lodges to initiate atheists, or its higher bodies to receive them, is necessarily not Masonic.
- 4° You agree to assert and defend the rights of the People, and to maintain their liberties, holding those only to be valid laws which have been enacted with their consent, constitutionally expressed.
- 5° You promise to be the advocate and supporter of good government, law and order, in harmony with individual freedom and the rights of man; to engage in no plots or conspiracies against such a government; to submit peacefully to the will of the majority, constitutionally and legally expressed; to pay proper respect to the

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constituted authorities of your country, and to endeavor to be of service to it, and to the Society in which you live.

6° You agree that every Mason should pursue some respectable occupation; should live decorously, and should act with honor, fidelity and generosity towards all men.

7° You are to permit none to visit your Lodge, except such as are Perfect Elus of the obedience of some Supreme Council recognized as legitimate by the Supreme Council of the Southern Jurisdiction of the United States; and you will give no countenance to persons who belong to spurious organizations pretending to be Powers of the Scottish Rite.

8° You promise not to consent to admission into, or honor in the Ancient and Accepted Scottish Rite, of men who traffic in Masonic Degrees, or who live upon Freemasonry without returning it a full equivalent.

9° You agree to endeavor to diffuse the principles of the Scottish Freemasonry; to attend regularly the meetings of your Lodge; to make yourself familiar with the Ritual, and to commit to memory so much of it as will enable you to do handsomely the work, especially of opening and closing; and to instruct the Brethren from time to time by lectures upon the history, symbolism, morality, philosophy, and religion of the Ancient and Accepted Scottish Rite, or cause this to be done.

10° You agree to be cautious to admit none but good men into your Lodge, to receive no one who does not do his duty as a Blue Mason, and who is not of good character, intelligent and respectable.

11° You are not to countenance idle and unprofitable display and parade, or wasteful and excessive expenditures of money by your Lodge, whereby its charities to the needy shall become meager and pitiful.

12° You promise courteously to receive and hospitably to entreat all genuine Brethren, of whatever land, who may seek to visit your Lodge; to be modest in your carriage and behavior, courteous to all men, and faithful to your Lodge and Brethren; and carefully to refrain from debauchery, intemperance and excess.

13° You promise to be impartial and upright, in your seat as Master, and to be strictly governed by the Constitutions and Statutes of the Order.

14° You promise to avoid disputes and quarrels; to try to be at peace with all men; to seek no revenge on any; to harbor no malice, and readily consent to a reconciliation.

#### ***Charge to the Master:***

Whenever your Lodge is closed, and an evening has passed away without your having given the Brethren some new and useful information, you will have failed to do your duty.

You are to arouse the indolent, encourage the desponding, and invite the unreflecting Brethren to do something, the influences whereof shall be felt beyond the limits of the Lodge;

something for society, something for the State, something for humanity.

Above all, see to it that their Masonry does not evaporate in words and professions; that

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they do not lay it aside when they retire from the Lodge; that their vows, lightly taken, be not vaguely remembered and little regarded. Charge them to practice out of the Lodge the duties taught in it; and by their forbearance, toleration, fairness, frankness, discretion, equity and profound regard for truth and honor, to convince all who know them of the excellence of our Institution, so that it may again come to be the case that one shall need no other voucher, with worthy and good men, than that he is a Mason of the Ancient and Accepted Scottish Rite; so that, when any one is a Member of our Order, the world may know that he is not only one whose conduct is governed by justice, and his heart expanded by benevolence – not only one whom the sad soul will never in vain make known its sorrows and distress – never in vain prefer its suit – but one to whom the Oppressed may confidently appeal for aid against the Oppressor; the People against its Tyrants, the Conscience against those who hold it bound in chains, and repress as crimes even its quivering convulsions.

### **Fraternal Duties:**

1. Preside at all stated meetings, Reunions and fraternal events throughout the year.
2. Notify the Senior Warden in the event that you will be unable to attend a meeting or event and charge him with assuming your station and responsibility.
3. Conduct the Feast of Tishri in October of each year.
  - a. Set the date.
  - b. Plan the program and secure a speaker or entertainment
  - c. Prepare an announcement for "The Scottish Rite News" announcing the event and encouraging attendance.
  - d. Contact the presiding officers of each of the other three Bodies to secure their support and the attendance of the officers of their Body at this event.
  - e. Preside over the Feast.
4. Degree Teams of the Lodge of Perfection:
  - a. See that each degree team from the 4° to the 14° is properly staffed and proficient by maintaining contact with the degree masters.
  - b. Obtain current degree team member information for the 4° to the 14° for publication in the Reunion program.
  - c. Encourage team rehearsals.
  - d. Personally attend each conferral of the 14°.
5. 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 Lodge of Perfection.

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### **Administrative Duties:**

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

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## ***Officers' Duties***

### **Senior Warden**

#### **Bylaws Duties :**

The Senior Warden shall assist the Venerable Master 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:**

Charge to the Senior Warden: In the absence of the Master, you are to govern the Lodge and perform the duties of his office; and in that case, you are bound by all the pledges and promises that he has made for himself; and will consider all that has been said to him as addressed equally to you. When he is present you are to assist him and second all his efforts.

#### **Fraternal Duties:**

1. In the absence of the Venerable Master, preside at all stated meetings, Reunions and fraternal events throughout the year.
2. Notify the Junior Warden 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 from the 4° to the 14° to evaluate repair or replacement of costumes, props and scenery.
4. Feast of Tishri:
  - a. Distribute ceremonial parts to each of the officers participating in the Feast and hold at least one practice prior to the date of the Feast.

#### **Administrative Duties:**

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

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## ***Officers' Duties***

### **Junior Warden**

**Bylaws Duties:** The Junior Warden shall assist the Venerable Master in the performance of his duties and perform such other duties as may be required of them.

**Monitor Duties:**

None.

**Installation Duties:**

You may be called to fill the place of the Senior Warden, or even of the Master; and in such case, the promises they have respectively made become yours; and what has been said to them has been addressed to you. You should therefore be as fully instructed as they; and your office demands of you the same diligent study and thoughtful reflection. During the hours of refreshment the Craft are under your Charge. You are to be careful to see that none of them degrade the innocent and temperate conviviality of Masonry into intemperance and excess.

**Fraternal Duties:**

1. In the absence of the Venerable Master and Senior Warden, 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. Feast of Tishri:
  - a. Ensure that the meal and additional ceremonial food items are prepared according to the needs of the ceremony.

**Administrative Duties:**

1. None.

# Almoner

## **Statutory Duties :**

1. Almoners shall report to the Sovereign Grand Inspectors General or Deputies of the Supreme Council in the Orientals 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.

### **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.

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

# ***El Paso Lodge of Perfection***

## ***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:** 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.

### **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 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

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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 or 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.

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.

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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 (*Article XV, sec. 10 Lodge of Perfection*)
- 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.

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

- Computer knowledge and literacy
- Good work ethic
- Degree of authority exercised by Chairman

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- Accounting knowledge
- Good relationship with members and Blue Lodges
- Passion for Scottish Rite
- Minimum outside commitments
- Compensation level
- Skilled in administrative detail

**El Paso Lodge of Perfection**

## ***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

## *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.

## *Officers' Duties*

### **Prior**

**Bylaws Duties:**

None.

**Monitor Duties:**

None.

**Installation Duties:**

Charge to the Prior:

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

**Fraternal Duties:**

None

**Administrative Duties:**

None

## *Officers' Duties*

### **Expert and Assistant Expert**

#### **Bylaws Duties:**

None.

#### **Monitor Duties:**

None.

#### **Installation Duties:**

Charge to the Expert and Assistant Expert (p. 25-26):

It will be your duty to examine visitors not vouched for, and to examine and prepare the candidates. You will attend respectively on the Venerable Master and Senior Warden, and execute their orders in the Lodge, and will perform such other duties as, by usage and custom and according to the Rituals, appertain to your offices.

#### **Fraternal Duties:**

1. Collect alms at each stated meeting at the direction of the Venerable Master and turn them over to the Almoner, Treasurer or Secretary.
2. Act as greeters during the pre-meeting meals.

#### **Administrative Duties:**

1. None.

## ***Officers' Duties***

### **Tiler**

(In Lieu of Captain of the Host in Valley of El Paso)

#### **Bylaws Duties:**

None.

#### **Monitor Duties:**

None.

#### **Installation Duties:**

Charge to the Tiler:

You will command the Sentinels of the Arches, and see that they are duly posted, vigilant and faithful. You will guard the immediate entrance into the Temple, and see that no spies of Power or emissaries of Persecutors obtain admission by force or fraud.

#### **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:**

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.