

91st Scottish Rite Conference
of Virginia

Alexandria Valley Job Descriptions

25 September 2015



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Why Have Position Descriptions?

Better Results with Documented Expectations

- ~ Membership Awareness of Duties
- ~ Officer Preparation and Development
- ~ Top Line Signers, Mentors and SR Reps to Lodges





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VMAP Tasks for Membership Growth

Area 1. Membership Recruitment:

“The Valley has a position description for Top Line Signers.”

Area 7. Officer Responsibilities and Engagement:

“The Valley maintains a list of duties and job descriptions for each elected [and] appointed officer.”



What are the Objectives?

1. Planning Tool to Improve Officer Leadership through:

- A. Improving understanding of Officers' responsibilities prior to their seeking or accepting appointment to office.
- B. Providing schedule for introduction to Valley planning and execution activities.
 - 1) Early involvement of junior Officers in supporting positions for those responsibilities that will be assumed in subsequent years.
 - 2) Increased participation throughout Officer line.

2. Written Guidance to Assist/Improve Performance of Top Line Signers, Mentors and Scottish Rite Representatives



Information Sources

Installation Ceremony

- ~ Presiding Officers of Bodies
- ~ Other Elected Progressive Officers and Almoner
- ~ Appointed Secretary and Treasurer

Valley Bylaws

- ~ Article III (Presiding Officers, Almoner, General Secretary, Treasurer and Trustees)

Valley Strategic Plan

- ~ Named Positions are Assigned Actions to Achieve Goals under 7 Specific Objectives

Personal Representative's Annual Guidance





Where to Find the Documents

Officer Job Descriptions

asrva.org (go to pulldown menu > all publications > 2014 10 10 Jobs Report (Final).pdf)

Installation Ceremony

John W. Boettjer, 33°, G. C. & Arturo de Hoyos, 33°, G. C., ed., *Forms and Traditions of the Scottish Rite* (Washington, D.C.: The Supreme Council, 33°, for the Scottish Rite Research Society, 2000)

Alexandria Valley Bylaws

asrva.org (pulldown menu > all publications > By-Laws Current as adopted 06 12 2015 and approved 06 15 2015)

Alexandria Valley Strategic Plan

asrva.org (pulldown menu > all publications > 2010 04 09 Alex Valley Strategic Plan Final.pdf)

Alexandria Valley Personal Representative's Annual Guidance

asrva.org (pulldown menu > all publications > 2016 Officer Guidance by month final.pdf)



Pos. Description Document Format

- 1. Lodge of Perfection Progressive Officers**
- 2. Chapter of Rose Croix Progressive Officers**
- 3. Council of Kadosh Progressive Officers**
- 4. Consistory Progressive Officers**
- 5. Summary of Job Responsibilities**
- 6. Non-Progressive Officer Descriptions**

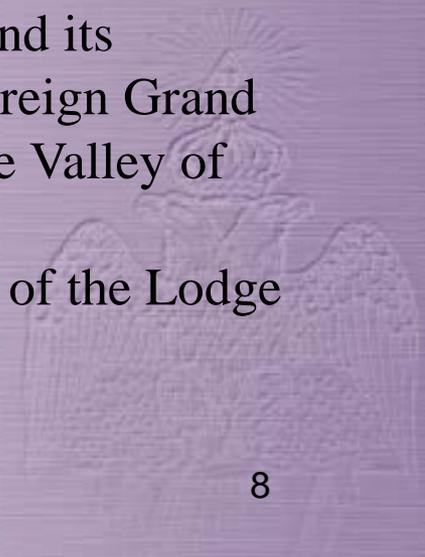




Example of Format/Content

Lodge of Perfection: Venerable Master

“The Venerable Master is the presiding officer of the Alexandria Lodge of Perfection and is charged at Installation with a broad range of Masonic responsibilities, the nature of which are not to be found in the Charges to the presiding officers of the Chapter, Council or Consistory. He must read and study the “certain charges and regulations which define the duty of a Master of a Lodge of Perfection,” to ensure he understands and is prepared to execute the duties of his office. His various duties are described in the Installation Ceremony, the Statutes of the Supreme Council, both the Alexandria Valley By-laws and its Strategic Plan, and, finally, the written direction of the Sovereign Grand Inspector General’s (SGIG’s) Personal Representative in the Valley of Alexandria. This position description highlights the primary responsibilities and assigned duties of the Venerable Master of the Lodge of Perfection.”





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Venerable Master: *specific functions*

Preside over the opening, conduct and closing of all meetings of his Lodge;

Manage and control the business and financial affairs of the Valley of Alexandria;

Provide welcoming remarks at Spring and Fall Reunions;

Provide speakers for programs in February, September, and December to educate, inform or entertain the Brethren and otherwise when directed by the Personal Representative;

Provide the Venerable Master's message for the January - February, and the November - December Valley Bulletin messages;

Serve as a member of the Alexandria Valley Executive Council;

Serve as an *ex officio* member of both the Membership Development Committee and the Budget and Finance Committee of Alexandria Valley.



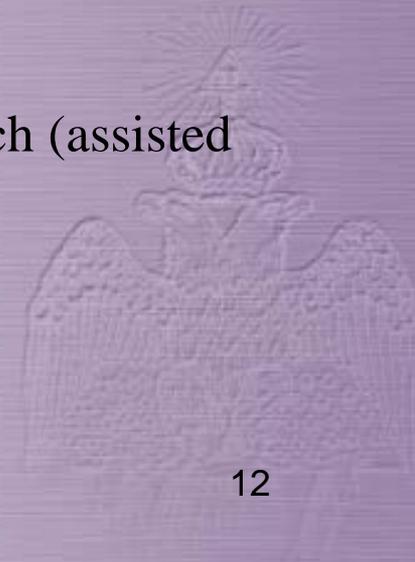
Venerable Master (cont.)

The Venerable Master shall assign and lead his subordinate officers to ensure the following activities are completed:

Lodge preparations and execution of the Feast of Tishri observance, including getting the speaker for the event (assisted by the Expert and Assistant Expert);

Lodge preparations and hosting of the Teacher Awards Dinner (assisted by the Captain of the Host);

Lodge hosting duties for the Spring Reunion 1st day lunch (assisted by the Master of Ceremonies).





Venerable Master (cont.)

The Venerable Master shall assign:

The two senior subordinate Lodge Officers as representatives to the Committee organizing and running the annual Friends and Family Dinner and Charity Auction (the Senior and Junior Wardens);

The next two most senior Lodge Officers as representatives to the Committee organizing and running the annual Valley Picnic (The Orator and Master of Ceremonies);

In consultation with the Chair of the Member Retention Committee, one Lodge Officer to assist that Committee;

In consultation with the Brother running the ROTC and JROTC awards program, two Lodge officers to assist in the presentation of awards;

One Lodge officer to assist at the Valley hospitality suite during the annual Scottish Rite Conference;

Two or more Lodge officers to support the Conference President in the year when Alexandria hosts the Scottish Rite Conference.

LODGE OF PERFECTION OFFICER RESPONSIBILITIES

	CoH	AE	Ex	MC	Or	JW	SW	VM
RITUAL								
Feast of Tishri	*	*	X	*	*	*	*	X
Reunion Remarks								X
Spring Reunion Lunch #1	*	*	*	X	*	*	*	X
14th Degree Ring Pgm	*	*	*	X	*	*	*	*
EDUCATION								
Valley meeting speaker (3)								X
Feature Bulletin Article (1)					X			
OUTREACH								
Teacher Awards Banquet	X	*	*	*	*	*	*	X
J/ROTC Award Presentation (2)	*	*	*	*				
JMU RiteCare Visit Supt	*	*	*	*	*	*	*	*
PHILANTHROPY								
Celebrating Craft Supt	*	*	*	*				
Friends/Fam Pgm Supt (2)	*	*	*	*		X	X	
SOCIAL								
Annual Picnic Support (2)	*	*	*	X	X			
2015 Conf Support (2)	*	*	*	*	*	*	*	*
VALLEY BUSINESS								
Stated Meeting Duties	X	X	X	X	X	X	X	X
Bulletin Article - VM Msg (2)								X
Executive Council							X	X
Membership Dev Comm (1)								X
Budget/Finance Comm (1)							X	X
Officer Trng Course					*	*	X	

* Assigned role

CHAPTER OF ROSE CROIX OFFICER RESPONSIBILITIES

	GOT	SB	AE	Ex	MC	Or	JW	SW	WM
<i>RITUAL</i>									
Ceremony of Rem/Ren	X	X	*	*	*	*	*	*	X
Funeral/Mem Svcs	*	*	*	*	*	*	*	*	X
Spring Reunion Lunch #2	*	*	X	*	*	*	*	*	X
<i>EDUCATION</i>									
Valley Meeting Speaker (2)									X
Feature Bulletin Article (1)						X			
<i>OUTREACH</i>									
J/ROTC Award Presentation (2)	*	*	*	*	*				
JMU RiteCare Visit Supt	*	*	*	*	*	*	*	*	*
<i>PHILANTHROPY</i>									
Friends/Fam Pgm Support (2)	*	*	*	*	*		X	X	
Celebrating Craft Support (1)	*	*	*	X	*	*	*	*	*
<i>SOCIAL</i>									
Annual Picnic Support (2)	*	*	*	*	X	X			
2015 Conf Support	*	*	*	*	*	*	*	*	*
<i>VALLEY BUSINESS</i>									
Stated Meeting Duties	X	X	X	X	X	X	X	X	X
WM Message for Bulletin									X
Executive Council								X	X
Membership Dev Comm									X
Budget/Finance Comm								X	X
Officer Trng Course						*	*	X	

* Assigned role

Council of Kadosh Officer Responsibilities

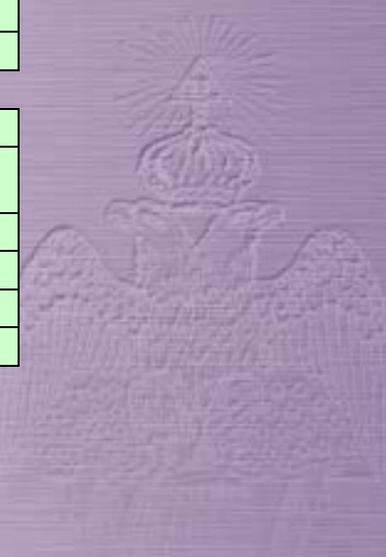
	LoG	BBS	BWS	BB	2D	1D	Drpr	Turc	MC	Or	Chan	2LC	1LC	Cdr
RITUAL														
Fall Reunion Lunch 1	*	*	*	*	*	X	*	*		*	*	*	*	X
EDUCATION														
Pgm Lecture Law of Rite											X			
Valley mtg speaker (2)										X				X
Feature Bulletin Article										X				
OUTREACH														
Blue Lodge Night	*	X	*	*	*	*	X	X	*	*	*	*	*	X
J/ROTC Award Supt (2)	*	*	*	*	*	*	*	*	*					
JMU RiteCare Visit Supt	*	*	*	*	*	*	*	*	*	*	*	*	*	*
PHILANTHROPY														
Celebrating Craft supt	*	*	*	*	*	*	*	*	*					
Friends/Fam Pgm Spt(2)	*	*	*	*	*	*	*	*	*			X	X	
SOCIAL														
January Awards Dinner	*	*	X	X	*	*	*	*	X	*	*	*	*	X
Annual Picnic Supt (2)	*	*	*	*	*	*	*	*	*	X	X			
2015 Conf Support	*	*	*	*	*	*	*	*	*	*	*	*	*	*
VALLEY BUSINESS														
Stated Meeting Duties	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Bulletin Article-Cdr Msg(1-2)														X
Executive Council													X	X
Membership Dev Comm														X
Budget/Finance Comm													X	X
Assist General Secretary to maintain Widows list	X			X										
Officer Trng Course										*	*	*	X	

* Assigned role

CONSISTORY OFFICER RESPONSIBILITIES

	CoG	AE	Ex	MC	MS	Chan	Pcptr	Prior	MoK
<i>TRITUAL</i>									
Reunion Open/Close	X	X	X	X	X	X	X	X	X
Fall Reunion Lunch 2	*	X	*		*	*	*	*	X
<i>EDUCATION</i>									
Valley Mtg speaker (2)						X			X
Feature Bulletin Article					X				
<i>OUTREACH</i>									
JMU RiteCare Visit Supt	*	*	*	*	*	*	X	*	*
J/ROTC Award Support	*	*	*	*					
<i>PHILANTHROPY</i>									
Celebrating Craft supt	*	*	*	*					
Friends/Fam Pgm Supt	*	*	*	*			X	X	
<i>SOCIAL</i>									
Ladies/Widows Banquet	*	*	*	X	*	*	*	*	X
Blue Lodge Event	*	*	*	*	*	*	*	*	
Annual Family Night Out	*	*	*	*	*	*	*	X	*
Annual Picnic Support	*	*	*	*	X	X			
2015 Conf Support	*	*	*	*	*	*	*	*	*
<i>VALLEY BUSINESS</i>									
Stated Meeting Duties	X	X	X	X	X	X	X	X	X
Bulletin Article-MoK Msg(1-2)									X
Executive Council								X	X
Membership Dev Comm									X
Budget/Finance Comm								X	X
Officer Trng Course					*	*	*	X	

* Assigned role





Officers of All Four Bodies

Descriptions are provided for the following:

Treasurer

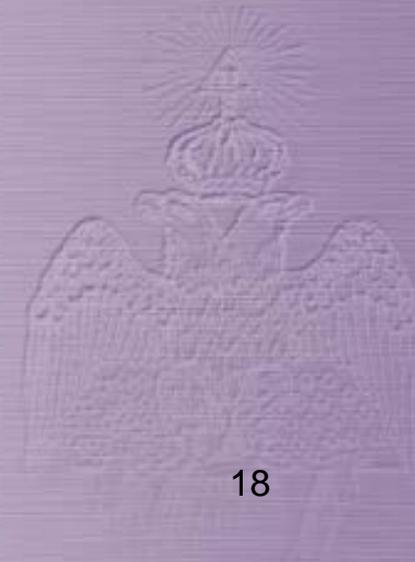
Secretary

Almoner

Prelate

Organist

Tiler





Top Line Signer Job Description

Signing a petition for a candidate for our Reunion Class is an important responsibility for every Scottish Rite Mason, but you are also in a position to make the candidate and the new Scottish Rite Brother feel at home in the Valley and become an active member. You can greatly help this process if you will:

1. Meet with the Petitioner prior to the Reunion, explain the Reunion schedule and answer any questions he has. If you encounter a question you don't know the answer to, call or email the Valley Secretary who will get the answer for you.
2. Accompany the Petitioner to, or meet him at the Valley Temple on the first morning of the Reunion. Your presence will make the whole experience more comfortable for him.
3. If possible, try to be present at the completion of the Reunion degrees to extend your congratulations to the new Master of the Royal Secret and to introduce him to his assigned Mentor.
4. Periodically call him and invite him to attend a Valley meeting or other Valley event. If you help him to get into the habit of coming to meetings and becoming active in one or more of our activities, he will become and stay active.



Mentor Job Description

The time between the end of the Reunion and the next Reunion is particularly important in determining whether or not the new Master of the Royal Secret will become an active member of the Valley and, as mentor, you can play a key role in ensuring that this happens. You can make a real difference in getting the new Scottish Rite member started right if you will:

1. Meet, call or have an email exchange with your mentee after the Reunion and before the next Valley stated meeting. Remind him when the meeting is, and what to expect at the meeting – and answer any questions he may have. Encourage him to attend.
2. A few days before the meeting, call him to remind him of the meeting. Depending on where you both live or work, you may be able to drive together to the meeting, but if not, arrange to meet him at Valley Temple for his first stated meeting.
3. Call him before each successive meeting to remind him of the meeting and arrange to meet him at the Temple.
4. Make it a point to talk about his interests and then how he can get more involved in Scottish Rite.
5. Finally, remind him of the next reunion. See if he knows someone who might wish to join and let him be a petition signer. Ensure that he attends the next Reunion so he can see the degrees a second time to get more out it.



Scottish Rite Representative Job Description

The SR Rep to the Symbolic Lodge plays a significant role in supporting the Scottish Rite and the Alexandria Valley. He keeps the Scottish Rite members in his Lodge informed about Valley activities and events to increase their participation in the Rite, and helps his non-Scottish Rite Lodge Brethren understand how the Scottish Rite can assist them in their quest for Masonic light and an expanded circle of friends and Brothers. The SR Rep will share information about upcoming events and the Spring and Fall Reunions each month when the Worshipful Master calls for announcements or other “Good of the Order”. More specifically, the SR Rep should:

1. Explain to the Senior Warden as he plans for his year in the East that Alexandria Valley has a speakers’ bureau that can provide programs on Freemasonry during the year.
2. Ask the Senior Warden if he will have a Scottish Rite program during his year as Worshipful Master, when a member of the Valley can come and make a presentation on Scottish Rite.
3. Funnel all requests for programs to the Chairman of the Valley Member Outreach Committee so that speakers are assigned to come to the Lodge at the invitation of the Worshipful Master to provide a Masonic education program or a presentation on the Scottish Rite.
4. Recruit candidates for the Spring and Fall Reunion Class.
5. In addition to attending meetings of the Valley and the Executive Council, read the monthly “Notes for the SR Reps”, and our Scottish Rite Bulletin which is mailed to you and available on our website. This will provide information to bring to the Lodge about upcoming events at the Scottish Rite.
6. Be sure to say a few words about the Alexandria Scottish Rite at each stated meeting of the Lodge.



Questions?

