

**FINAL REPORT  
of the  
AD HOC COMMITTEE TO COORDINATE AND DOCUMENT OFFICER POSITION  
DESCRIPTIONS FOR THE ALEXANDRIA SCOTTISH RITE VALLEY BODIES**

**Charter/Task:** Personal Rep e-mail of July 13, 2014, 10:04 PM

“The committee is to establish job responsibilities and draft job descriptions for each of the officer positions in each of the Bodies... I would like the committee to present its report with job responsibilities and job descriptions at the 10 October Executive Committee meeting for discussion and vote. If possible, a preliminary report could be presented at the 8 August Executive Council meeting.”

The Committee is composed of the following members of Alexandria Valley: Ill. David Morris, 33°; Ill. James Loudermilk, 33°; Bro. Paul Evancoe, KCCH; Bro. Keith Butler, KCCH; Bro. Peter Terrill; Ill. Norman Hoff, 33° (Chairman).

**Summary Report.** Your Committee is pleased to provide the attached Job Descriptions for the progressive-line Officers, as well as the non-progressive Officers of all four Bodies of Alexandria Valley. The major guideposts followed by the Committee are as follows:

1. The primary goal of this task is to prepare each progressive-line Officer to assume his position as Presiding Officer of his Valley Body. Accordingly, the progressive Officers' Job Descriptions describe the assigned responsibilities during the Officers' progression from initial appointment until the election of their successors as Presiding Officers. Duties for appointed progressive Officers are intended to provide training/exposure to Valley responsibilities and programs. Elected progressive officer duties include leadership functions involving enlisting and guiding the efforts of others; this is intended to exercise/test the Officers' leadership abilities and his ability to encourage the participation of other Valley members.
2. The Job Descriptions for the non-progressive Officers of all four Bodies are included as a separate attachment, since the secondary objective is to document their various roles and functions rather than to prescribe a system of preparation for and validation of their readiness to perform.
3. Assigned duties are consistent with those described in the Installation Ceremony, Valley Bylaws, Valley Strategic Plan and the Personal Representative's annual and emergent guidance to the Presiding Officers of Valley Bodies.

Your Committee recommends that these Job Descriptions be approved by the Alexandria Valley Executive Council, for publication on the Valley website and distribution to Valley Officers.

Norman L. Hoff, Jr., 33°  
Chairman

Attachments:

- (1) Alexandria Lodge of Perfection Progressive Officer Job Descriptions
- (2) Alexandria Chapter of Rose Croix Progressive Officer Job Descriptions
- (3) Alexandria Council of Kadosh Progressive Officer Job Descriptions
- (4) Alexandria Consistory Progressive Officer Job Descriptions
- (5) Summary of Job Responsibilities
- (6) Alexandria Non-Progressive Officer Job Descriptions

## **ALEXANDRIA LOGE OF PERFECTION PROGRESSIVE OFFICER JOB DESCRIPTIONS**

### **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.

Specifically, the Venerable Master shall:

- 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.

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).

The Venerable Master shall assign:

- The two senior Lodge Officers as a representative 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 a representative 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;
- Assign one Lodge officer to assist at the Valley hospitality suite during the annual Scottish Rite Conference;
- Two or more Lodge officers to support the Valley Vice President in the year before and year when Alexandria hosts the Scottish Rite Conference.

### **Senior Warden**

The Senior Warden is the next in line to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Venerable Master. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Venerable Master. While not required, completion of the Supreme Council's Master Craftsman Course I is strongly encouraged and will significantly aid in preparing for the leadership of his Body.

Specifically, the Senior Warden shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Lodge;
- Lead or assist such duties and activities assigned to him by the Venerable Master;
- Serve as a member of the Alexandria Valley Executive Council;
- Serve as an *ex officio* member of the Budget and Finance Committee;
- Complete the Alexandria Valley Officer Training course prior to his nomination for election to the position of Venerable Master.

### **Junior Warden**

The Junior Warden is the next in line, after the Senior Warden, to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Venerable Master and that of the Senior Warden. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Venerable Master.

Specifically, the Junior Warden shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Lodge;
- Lead or assist all duties and activities assigned to him by the Venerable Master.

### **Orator**

The Orator's title is descriptive of his function. It is his duty, when requested by the Venerable Master, to present a lecture upon the history, philosophy, or symbolism of the Order.”

Specifically, the Orator shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his Station in the South, in the opening, conduct and closing of all meetings of the Lodge;
- Provide one feature article Bulletin;
- Lead or assist all duties and activities assigned to him by the Venerable Master.

### **Master of Ceremonies**

The Master of Ceremonies is an appointed Officer of the Lodge of Perfection and, as such, serves at the pleasure of the Venerable Master.

Specifically, the Master of Ceremonies shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his place in the North, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Venerable Master in coordinating the Spring Reunion 1<sup>st</sup> day Luncheon;
- Lead or assist all duties and activities assigned to him by the Venerable Master, such as the 14th Degree Ring Ceremony.

### **Expert**

The Expert is an appointed Officer of the Lodge of Perfection and, as such, serves at the pleasure of the Venerable Master.

Specifically, the Expert shall:

- Assist, from his place on the floor in the Northeast, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Venerable Master on the Feast of Tishri event;
- Assist in all duties and activities assigned to him by the Venerable Master.

### **Assistant Expert**

The Assistant Expert is an appointed Officer of the Lodge of Perfection and, as such, serves at the pleasure of the Venerable Master.

Specifically, the Assistant Expert shall:

- Assist, from his place on the floor in the Northwest, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Venerable Master on the Feast of Tishri event;
- Assist in all duties and activities assigned to him by the Venerable Master.

**Captain of the Host**

The Captain of the Host is an appointed Officer of the Lodge of Perfection and, as such, serves at the pleasure of the Venerable Master.

Specifically, the Captain of the Host shall:

- Assist, from his place on the floor in the Southwest, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Venerable Master on the Teacher Awards Dinner;
- Assist in all duties and activities assigned to him by the Wise Master.

**LODGE OF PERFECTION OFFICER RESPONSIBILITIES**

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

\* Assigned role

## **ALEXANDRIA CHAPTER OF ROSE CROIX PROGRESSIVE OFFICER JOB DESCRIPTIONS**

### **Wise Master**

As the Chapter never closes, the Wise Master presides over the resumption of labor for, and directs the deliberations of all meetings of the Alexandria Chapter of Rose Croix. He is charged at Installation to “Teach the Knights to learn something more than the mere formulas and phrases of the Degree, persuade them to read the history and study the philosophy of Masonry; induce them to seek to learn the meanings of the symbols; show them how, among the mass of Masonic writings, to separate the diamonds from the sands, and endeavor to improve them by your conduct and conversation.” 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 SGIG’s Personal Representative in the Valley of Alexandria. This position description highlights the primary responsibilities and assigned duties of the Wise Master of the Chapter of Rose Croix.

Specifically, the Wise Master shall:

- Call on the Chapter from Refreshment to Labor and preside over its deliberations before calling off from Labor to Refreshment;
- Provide speakers for programs in March and July to educate, inform or entertain the Brethren and as otherwise directed by the Personal Representative;
- Provide the Wise Master’s message for the March – April Valley Bulletin message and if directed by the Personal Representative for the September – October Bulletin);
- Serve as an *ex officio* member of both the Membership Development Committee and the Budget and Finance Committee of Alexandria Valley.

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

- Chapter observation of the Ceremony of Remembrance and Renewal (assisted by the Standard Bearer and the Guardian of the Temple);
- Chapter conduct of any requested Scottish Rite Funeral Ceremony;
- Chapter coordination of Valley participation in the “Celebrating the Craft” web event (assisted by the Master of Ceremonies);
- Chapter hosting duties for the Spring Reunion 2nd day lunch (assisted by the Standard Bearer).

The Wise Master shall assign:

- The two senior Chapter Officers as a representative 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 Chapter Officers as a representative 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 Chapter Officer to assist that Committee;
- In consultation with the Brother running the ROTC and JROTC awards program, two Chapter officers to assist in the presentation of awards;
- Assign one Chapter officer to assist at the Valley hospitality suite during the annual Scottish Rite Conference;
- Two or more Chapter officers to support the Valley Vice President in the year before and year when Alexandria hosts the Scottish Rite Conference.

### **Senior Warden**

The Senior Warden is the next in line to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Wise Master. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Wise Master. While not required, completion of the Supreme Council's Master Craftsman Course I is strongly encouraged and will significantly aid in preparing for the leadership of his Body.

Specifically, the Senior Warden shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Chapter;
- Lead or assist such duties and activities assigned to him by the Wise Master;
- Serve as a member of the Alexandria Valley Executive Council;
- Serve as an *ex officio* member of the Budget and Finance Committee of Alexandria Valley;
- Complete the Alexandria Valley Officer Training course prior to his nomination for election to the position of Wise Master.

### **Junior Warden**

The Junior Warden is the next in line, after the Senior Warden, to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Wise Master and that of the Senior Warden. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Wise Master.

Specifically, the Junior Warden shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Chapter;
- Lead or assist all duties and activities assigned to him by the Wise Master.

### **Orator**

The Orator's title is descriptive of his function. It is his duty, when requested by the Wise Master, to present a lecture upon the history, philosophy, or symbolism of the Order.

Specifically, the Orator shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his Station in the South, in the opening, conduct and closing of all meetings of the Chapter;
- Provide one feature article for the Bulletin;
- Lead or assist all duties and activities assigned to him by the Wise Master.

### **Master of Ceremonies**

The Master of Ceremonies is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Master of Ceremonies shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his place in the North, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Lead or assist all duties and activities assigned to him by the Wise Master.

### **Expert**

The Expert is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Expert shall:

- Assist, from his place on the floor in the Northeast, in the opening, conduct and closing of all meetings of the Chapter;
- Assist the Wise Master to coordinate the Valley participation in the "Celebrating the Craft" web event;
- Assist in all duties and activities assigned to him by the Wise Master.

### **Assistant Expert**

The Assistant Expert is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Assistant Expert shall:

- Assist, from his place on the floor in the Southeast, in the opening, conduct and closing of all meetings of the Chapter;
- Assist Wise Master at the Spring Reunion lunch 2<sup>nd</sup> Day

- Assist in all duties and activities assigned to him by the Wise Master.

### **Standard Bearer**

The Standard Bearer is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Assistant Expert shall:

- Assist, from his place on the floor in the Northwest, in the opening, conduct and closing of all meetings of the Chapter;
- Assist the Wise Master re the Ceremony of Remembrance and Renewal;
- Assist in all duties and activities assigned to him by the Wise Master.

### **Guardian of the Temple**

The Guardian of the Temple is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Captain of the Host shall:

- Assist, from his place on the floor in the Southwest, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Wise Master re the Ceremony of Remembrance and Renewal;
- Assist in all duties and activities assigned to him by the Wise Master.

**CHAPTER OF ROSE CROIX OFFICER RESPONSIBILITIES**

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

\* Assigned role

## **ALEXANDRIA COUNCIL OF KADOSH PROGRESSIVE OFFICER JOB DESCRIPTIONS**

### **Commander**

The Commander is the presiding officer of the Alexandria Council of Kadosh. 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 SGIG's Personal Representative in the Valley of Alexandria. This position description highlights the primary responsibilities and assigned duties of the Commander of the Council of Kadosh.

Specifically, the Commander shall:

- Preside over the opening, conduct and closing of all meetings of his Council;
- Provide speakers for programs in April and August to educate, inform or entertain the Brethren and as otherwise directed by the Personal Representative;
- Provide the Commander's message for the May – June Valley Bulletin, and if directed by the Personal Representative for the September – October Bulletin);
- Serve as an *ex officio* member of both the Membership Development Committee and the Budget and Finance Committee of Alexandria Valley.

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

- Council preparations and hosting of the January Awards Dinner;
- Council preparations and execution of the annual Blue Lodge Event;
- Council hosting duties for the Fall Reunion 1st day lunch.

The Commander shall assign:

- The two senior Council Officers as a representative to the Committee organizing and running the annual Friends and Family Dinner and Charity Auction (the 1<sup>st</sup> and 2<sup>nd</sup> Lt. Commander);
- The next two most senior Council Officers as a representative to the Committee organizing and running the annual Valley Picnic (The Chancellor and Orator);
- In consultation with the Chair of the Member Retention Committee, one Council Officer to assist that Committee;
- In consultation with the Brother running the ROTC and JROTC awards program, two Council officers to assist in the presentation of awards;
- Assign one Council officer to assist at the Valley hospitality suite during the annual Scottish Rite Conference;
- Two or more Council officers to support the Valley Vice President in the year before and year when Alexandria hosts the Scottish Rite Conference.

### **1st Lieutenant Commander**

The 1st Lt. Commander is the next in line to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Commander.

Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Commander. While not required, completion of the Supreme Council's Master Craftsman Course I is strongly encouraged and will significantly aid in preparing for the leadership of his Body.

Specifically, the 1st Lt. Commander shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Council;
- Lead or assist such duties and activities assigned to him by the Commander;
- Serve as a member of the Alexandria Valley Executive Council;
- Serve as an *ex officio* member of the Budget and Finance Committee;
- Complete the Alexandria Valley Officer Training course prior to his nomination for election to the position of Commander.

### **2nd Lieutenant Commander**

The 2nd Lt. Commander is the next in line, after the 1st Lt. Commander, to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Commander and that of the 1st Lt. Commander. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Commander.

Specifically, the 2nd Lt. Commander shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Council;
- Lead or assist all duties and activities assigned to him by the Commander.

### **Chancellor**

The Chancellor is the councilor or legal officer of the Council of Kadosh. It is his duty, upon request of the Commander to give him opinions to the *Constitutions, Statutes* and *Bylaws* of the Fraternity. It is essentially necessary that the Chancellor be thoroughly familiar with the laws and regulations of the Scottish Rite.

Specifically, the Chancellor shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his station in the South, in the opening, conduct and closing of all meetings of the Council;
- Provide, when directed by the Commander, a Bulletin article or educational program on the *Constitutions, Statutes* and/or Valley Bylaws;

- Lead or assist all duties and activities assigned to him by the Commander.

### **Orator**

The Orator's title is descriptive of his function. It is his duty, when requested by the Commander, to present a lecture upon the history, philosophy, or symbolism of the Order.”

Specifically, the Orator shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his Station in the North, in the opening, conduct and closing of all meetings of the Council;
- Provide one feature article for the Bulletin;
- Lead or assist all duties and activities assigned to him by the Commander.

### **Master of Ceremonies**

The Master of Ceremonies is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Master of Ceremonies shall:

- Assist, from his place on the floor in the Northeast, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander at the January Awards Banquet;
- Lead or assist all duties and activities assigned to him by the Commander.

### **Turcopiler**

The Turcopiler (traditionally the Commander of the Cavalry) is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Turcopiler shall:

- Assist, from his place on the floor in the Southeast in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander re the Blue Lodge event;
- Assist in all duties and activities assigned to him by the Commander.

### **Draper**

The Draper (traditionally the Commander of the Infantry) is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Draper shall:

- Assist, from his place on the floor in the South-southeast, in the opening, conduct

- and closing of all meetings of the Council;
- Assist the Commander re the Blue Lodge event;
- Assist in all duties and activities assigned to him by the Commander.

### **First Deacon**

The First Deacon is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the First Deacon shall:

- Assist, from his place on the floor in the South-southwest, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander at the Fall Reunion 1<sup>st</sup> day Luncheon;
- Assist in all duties and activities assigned to him by the Commander.

### **Second Deacon**

The Second Deacon is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Second Deacon shall:

- Assist, from his place on the floor in the North-northeast, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander at the January Awards Banquet;
- Assist in all duties and activities assigned to him by the Commander.

### **Bearer of the Beauseant**

The Bearer of the Beauseant is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander. (The Beauseant is the black and white banner of the Knights Templar.)

Specifically, the Bearer of the Beauseant shall:

- Assist, from his place on the floor in the North-northwest, in the opening, conduct and closing of all meetings of the Council;
- Assist in all duties and activities assigned to him by the Commander;
- Work with the General Secretary to compile and maintain the Valley's Widows list.

### **Bearer of the White Standard**

The Bearer of the White Standard is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander. (The white standard is described in the SR Ritual, *Monitor and Guide*, 30th Degree, as commemorating the date MCXVIII (A.D. 1118), when the Order of the Templars was organized in Jerusalem.)

Specifically, the Bearer of the White Standard shall:

- Assist, from his place on the floor in the West-northwest, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander with the January Awards Banquet;
- Assist in all duties and activities assigned to him by the Commander.

### **Bearer of the Black Standard**

The Bearer of the Black Standard is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander. (The black standard is described in the SR Ritual, *Monitor and Guide*, 30th Degree, as commemorating the date MCCCXII (A.D. 1312), when Jacques de Molay, the Grand Master of Knights Templar, was martyred.)

Specifically, the Bearer of the Black Standard shall:

- Assist, from his place on the floor in the North-northeast, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander in the planning and conduct of the Blue Lodge event;
- Assist in all duties and activities assigned to him by the Commander.

### **Lieutenant of the Guard**

The Lt. of the Guard is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Captain of the Host shall:

- Assist, from his place at the door of the Council, in the opening, conduct and closing of all meetings of the Council;
- Assist in all duties and activities assigned to him by the Commander;
- Work with the General Secretary to compile and maintain the Valley's Widows list.

**COUNCIL OF KADOSH OFFICER RESPONSIBILITIES**

	LoG	BBS	BWS	BB	2D	1D	Drpr	Turc	MC	Or	Chan	2LC	1LC	Cdr	
<b>RITUAL</b>															
Fall Reunion Lunch 1	*	*	*	*	*	X	*	*		*	*	*	*	X	
<b>EDUCATION</b>															
Pgm Lecture Law of Rite											X				
Valley mtg speaker (2)										X				X	
Feature Bulleting Article										X					
<b>OUTREACH</b>															
Blue Lodge Night	*	X	*	*	*	*	X	X	*	*	*	*	*	X	
J/ROTC Award Supt (2)	*	*	*	*	*	*	*	*	*						
JMU RiteCare Visit Supt	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
<b>PHILANTHROPY</b>															
Celebrating Craft supt	*	*	*	*	*	*	*	*	*						
Friends/Fam Pgm Spt(2)	*	*	*	*	*	*	*	*	*			X	X		
<b>SOCIAL</b>															
January Awards Dinner	*	*	X	X	*	*	*	*	X	*	*	*	*	X	
Annual Picnic Supt (2)	*	*	*	*	*	*	*	*	*	X	X				
2015 Conf Support	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
<b>VALLEY BUSINESS</b>															
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

## **ALEXANDRIA CONSISTORY PROGRESSIVE OFFICER JOB DESCRIPTIONS**

### **Master of Kadosh**

The Master of Kadosh is the presiding officer of the Alexandria Consistory. 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 SGIG's Personal Representative in the Valley of Alexandria. This position description highlights the primary responsibilities and assigned duties of the Master of Kadosh of the Consistory.

Specifically, the Master of Kadosh shall:

- Preside over the opening, conduct and closing of all meetings of his Consistory;
- Provide speakers for programs in May and November to educate, inform or entertain the Brethren and as otherwise when directed by the Personal Representative;
- Provide the Master of Kadosh's message for the July – August Valley Bulletin messages and if directed by the Personal Representative for the September – October Bulletin);
- Serve as an *ex officio* member of both the Membership Development Committee and the Budget and Finance Committee of Alexandria Valley.

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

- Consistory preparations and execution of the May Ladies and Widows Banquet;
- Consistory preparations and execution of a major family event, e.g., Alexandria Little Theater visit;
- Coordinate program to increase attendance at the annual Valley visit to the David Kruger Scottish Rite Summer Speech and Language Clinic at JMU (assisted by the Expert and Assistant Expert);
- Consistory hosting duties for the Fall Reunion 2nd day lunch.

The Master of Kadosh shall assign:

- The two senior Consistory Officers as a representative to the Committee organizing and running the annual Friends and Family Dinner and Charity Auction (the Prior and Preceptor);
- The next two most senior Consistory Officers as a representative to the Committee organizing and running the annual Valley Picnic (The Chancellor and Minister of State);
- In consultation with the Chair of the Member Retention Committee, one Council Officer to assist that Committee;
- In consultation with the Brother running the ROTC and JROTC awards program, two Council officers to assist in the presentation of awards;
- In consultation with the Chair of the Member Retention Committee, one Council Officer to assist that Committee;

- Assign one Consistory officer to assist at the Valley hospitality suite during the annual Scottish Rite Conference;
- Two or more Consistory officers to support the Valley Vice President in the year before and year when Alexandria hosts the Scottish Rite Conference.

### **Prior**

The Prior is the next in line to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Master of Kadosh. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Master of Kadosh. While not required, completion of the Supreme Council's Master Craftsman Course I is strongly encouraged and will significantly aid in preparing for the leadership of his Body.

Specifically, the Prior shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Consistory;
- Lead or assist such duties and activities assigned to him by the Master of Kadosh;
- Serve as a member of the Alexandria Valley Executive Council;
- Serve as an *ex officio* member of the Budget and Finance Committee of Alexandria Valley;
- Complete the Alexandria Valley Officer Training course prior to his nomination for election to the position of Master of Kadosh.

### **Preceptor**

The Preceptor is the next in line, after the Prior, to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Master of Kadosh and that of the Prior. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Master of Kadosh.

Specifically, the Preceptor shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Consistory;
- Lead or assist all duties and activities assigned to him by the Master of Kadosh).

### **Chancellor**

The Chancellor is the councilor or legal officer of the Consistory. It is his duty, upon request of the Master of Kadosh to give him opinions to the *Constitutions, Statutes* and *Bylaws* of the Fraternity. It is essentially necessary that the Chancellor be thoroughly

familiar with the laws and regulations of the Scottish Rite.

Specifically, the Chancellor shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic.
- Assist, from his station in the South, in the opening, conduct and closing of all meetings of the Consistory;
- Provide, when directed by the Master of Kadosh, a Bulletin article or educational program on the *Constitutions, Statutes* and/or Valley Bylaws;
- Lead or assist all duties and activities assigned to him by the Master of Kadosh.

### **Minister of State**

The Minister of State is also a councilor or legal officer of the Consistory. It is his province to pronounce discourses upon such subjects and on such occasions as may be directed by the Master of Kadosh.

Specifically, the Minister of State shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Provide one feature article Bulletin;
- Assist, from his station in the North, in the opening, conduct and closing of all meetings of the Consistory;
- Provide, when directed by the Master of Kadosh, an educational program on the Law of the Rite, symbols of Freemasonry or other subjects as required;
- Lead or assist all duties and activities assigned to him by the Master of Kadosh.

### **Master of Ceremonies**

The Master of Ceremonies is an appointed Officer of the Consistory and, as such, serves at the pleasure of the Master of Kadosh.

Specifically, the Master of Ceremonies shall:

- Assist, from his place on the floor in the Northeast, in the opening, conduct and closing of all meetings of the Consistory;
- Assist the Master of Kadosh at the Fall Reunion 2<sup>nd</sup> day Luncheon;
- Lead or assist all duties and activities assigned to him by the Master of Kadosh, such as coordinating the Fall Reunion 2<sup>nd</sup> Luncheon or the Valley Family Night Out event (such as an evening at the Alexandria Little Theater).

### **Expert**

The Expert is an appointed Officer of the Consistory and, as such, serves at the pleasure of the Master of Kadosh.

Specifically, the Expert shall:

- Assist, from his place on the floor in the Southeast, in the opening, conduct and closing of all meetings of the Consistory;
- Assist the Master of Kadosh to promote attendance at the annual Valley visit to the David Kruger Scottish Rite Summer Speech and Language Clinic at JMU;
- Assist in all duties and activities assigned to him by the Master of Kadosh.

### **Assistant Expert**

The Assistant Expert is an appointed Officer of the Consistory and, as such, serves at the pleasure of the Master of Kadosh.

Specifically, the Assistant Expert shall:

- Assist, from his place on the floor in the Northwest, in the opening, conduct and closing of all meetings of the Consistory;
- Assist the Master of Kadosh to promote attendance at the annual Valley visit to the David Kruger Scottish Rite Summer Speech and Language Clinic at JMU;
- Assist in all duties and activities assigned to him by the Master of Kadosh.

### **Captain of the Guard**

The Captain of the Host is an appointed Officer of the Consistory and, as such, serves at the pleasure of the Master of Kadosh.

Specifically, the Captain of the Host shall:

- Assist, from his place on the floor in the Southwest, in the opening, conduct and closing of all meetings of the Consistory;
- Assist in all duties and activities assigned to him by the Master of Kadosh;
- Assist the Personal Representative by suggesting improvements to the Valley website.

**CONSISTORY OFFICER RESPONSIBILITIES**

	CoG	AE	Ex	MC	MS	Chan	Pcptr	Prior	MoK
<b>RITUAL</b>									
Reunion Open/Close	X	X	X	X	X	X	X	X	X
Fall Reunion Lunch 2	*	X	*		*	*	*	*	X
<b>EDUCATION</b>									
Valley Mtg speaker (2)						X			X
Feature Bulletin Article					X				
<b>OUTREACH</b>									
JMU RiteCare Visit Supt	*	*	*	*	*	*	X	*	*
J/ROTC Award Support	*	*	*	*					
<b>PHILANTHROPY</b>									
Celebrating Craft supt	*	*	*	*					
Friends/Fam Pgm Supt	*	*	*	*			X	X	
<b>SOCIAL</b>									
Ladies/Widows Banquet	*	*	*	X	*	*	*	*	X
Blue Lodge Event	*	*	*	*	*	*	*	*	
Annual Family Night Out	*	*	*	*	*	*	*	X	*
Annual Picnic Support	*	*	*	*	X	X			
2015 Conf Support	*	*	*	*	*	*	*	*	*
<b>VALLEY BUSINESS</b>									
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

**ALEXANDRIA VALLEY  
SUMMARY OF OFFICER JOBS BY BODY**

**LODGE OF PERFECTION: Venerable Master + 7 officers.**

Assigned jobs:

**Venerable Master:** Organize and run the Feast of Tishri observance, host the Teacher Award dinner, present the welcoming remarks at Spring and Fall Reunions and host the lunch at the Spring Reunion 1<sup>st</sup> day, get speakers for February, September, and December, Message in the January-February and the November-December Bulletins.

**Senior Warden:** Friends and Family Committee.

**Junior Warden:** Friends and Family Committee.

**Orator:** Picnic Committee, Feature article for the Bulletin.

**Master of Ceremonies:** Picnic Committee, Assist VM at the Spring Reunion lunch 1<sup>st</sup> Day.

**Expert:** Assist VM re Feast of Tishri.

**Asst. Expert:** Assist VM re Feast of Tishri.

**Capt. of the Host:** Assist VM re hosting Teacher Awards Dinner.

Jobs to be assigned by the Venerable Master:

Member Retention Committee – 1

ROTC/JRPTC award presentations – 2

Assist at Valley Hospitality suite SR Conference -1

(Assist Valley VP when Alexandria hosts SR Conference - 2

**Chapter: Wise Master + 8 officers.**

Assigned jobs:

**Wise Master:** Organize and run the Ceremony of Remembrance and Renewal, get speakers for March and July, Message in the March-April Bulletin, and if requested by the Personal Representative in the September-October Bulletin, host the lunch at the Spring Reunion 2<sup>st</sup> day.

**Senior Warden:** Friends and Family Committee.

**Junior Warden:** Friends and Family Committee.

**Orator:** Picnic Committee, Feature article for the Bulletin.

**Master of Ceremonies:** Picnic Committee.

**Expert:** Assist Wise Master to coordinate the Valley participation in the “Celebrating the Craft” web event.

**Asst. Expert:** Assist Wise Master at the Spring Reunion lunch 2<sup>nd</sup> Day.

**Standard Bearer:** Assist Wise Master on the Ceremony of Remembrance and Renewal.

**Guardian of the Temple:** Assist Wise Master on the Ceremony of Remembrance and Renewal.

Jobs to be assigned by the Wise Master:

Member Retention Committee – 1

ROTC/JRPTC award presentations – 2

Assist at Valley Hospitality suite SR Conference-1

(Assist Valley VP when Alexandria hosts SR Conference - 2

**Council: Commander + 13 officers.**

Assigned jobs:

**Commander:** Organize and run the January Awards Dinner, Organize and run the Blue Lodge event, host the lunch at the Fall Reunion 1<sup>st</sup> day, get speakers for April and August, Message in the May-June Bulletin, and if requested by the Personal Representative in the September-October Bulletin.

**1<sup>st</sup> Lt. Commander:** Friends and Family Committee.

**2<sup>nd</sup> Lt. Commander:** Friends and Family Committee.

**Chancellor:** Picnic Committee.

**Orator:** Picnic Committee, Feature article for the Bulletin.

**Master of Ceremonies:** Assist the Commander with the January Awards Banquet.

**Turcopiler:** Assist Commander on the Blue Lodge event.

**Draper:** Assist Commander on the Blue Lodge event.

**First Deacon:** Assist Commander at the Fall Reunion lunch 1<sup>st</sup> Day.

**Second Deacon:** Assist the Commander with the January Awards Banquet.

**Bearer of the Beauseant:** Work with the General Secretary to compile and maintain the Valley's Widows list.

**Bearer of the White Standard:** Assist the Commander with the January Awards Banquet.

**Bearer of the Black Standard:** Assist Commander on the Blue Lodge event.

**Lieutenant of the Guard:** Work with the General Secretary to compile and maintain the Valley's Widows list.

Jobs to be assigned by the Commander:

Member Retention Committee – 1

ROTC/JRPTC award presentations – 2

Assist at Valley Hospitality suite SR Conference -1

(Assist Valley VP when Alexandria hosts SR Conference - 2

**Consistory: Master of Kadosh + 8 officers.**

Assigned jobs:

**Master of Kadosh:** Organize and run the May Ladies and Widows Banquet, Organize and run a fall family event i.e., Alexandria Little Theater, Coordinate program to promote attendance at the JMU RiteCare summer clinic, host the lunch at the Fall Reunion 2<sup>nd</sup> day, get speakers for May and November, Message in the July-August Bulletin, and if requested by the Personal Representative in the September-October Bulletin.

**Prior:** Friends and Family Committee.

**Preceptor:** Friends and Family Committee,

**Chancellor:** Picnic Committee.

**Minister of State:** Picnic Committee, Feature article for the Bulletin.

**Master of Ceremonies:** Assist the Master of Kadosh at the Fall Reunion lunch 2<sup>nd</sup> Day.

**Expert:** Assist the Master of Kadosh to promote attendance at the JMU summer clinic.

**Assistant Expert:** Assist the Master of Kadosh to promote attendance at the JMU summer clinic.

**Captain of the Guard.** Assist the Personal Representative by suggesting improvements to the Valley website.

Jobs to be assigned by the Master of Kadosh:

Member Retention Committee – 1

ROTC/JRPTC award presentations – 2

Assist at Valley Hospitality suite SR Conference -1

(Assist Valley VP when Alexandria hosts SR Conference - 2

**ALEXANDRIA VALLEY BODIES  
NON-PROGRESSIVE OFFICER JOB DESCRIPTIONS**

This section addresses the non-progressive Officers of all four Bodies, who, since they are not being prepared for assuming a presiding position in one of the Valley Bodies, are nominated or appointed on the basis of their specific skills, experience and ability to perform the functions of their positions. These positions include the Treasurer, Secretary (also titled Recorder or Registrar), Almoner, Prelate, Organist and Tiler.

**Treasurer**

The Treasurer is appointed by the Sovereign Grand Inspector General (SGIG) of Virginia to serve all four of the Alexandria Bodies.

Specifically, the Treasurer shall:

- Maintain custody of all funds, other than the Almoner's Fund and moneys in the hands of the Trustees;
- Receive all funds for the four Bodies from the Secretary, keeping an accurate accounting of them, and paying them out only in accordance with Valley By-Laws or by majority vote of the Lodge of Perfection;
- Report at each Stated Meeting the financial transactions of the Valley for the preceding period;
- Close the books as of December 31, so the Auditing Committee and Certified Public Accountant can audit the records;
- At the termination of his tenure, and after a complete audit by an outside firm, the Treasurer shall deliver to his successor all records, books, papers, and other property of the Valley in his possession and control.

**Secretary**

The Secretary is appointed by the Sovereign Grand Inspector General (SGIG) of Virginia to serve all four of the Alexandria Bodies.

Specifically, the Secretary shall:

- Record the proceedings of the Lodge, Chapter, Council and/or Consistory;
- Receive and account for all monies of the Alexandria Scottish Rite Bodies;
- Conduct the correspondence of the Valley, collect the dues and fees, make all returns and reports as required by the Supreme Council, have charge of the seal, ritual, and records, provide general supervision of the temple and its usage, and perform such other duties as pertain to his office;
- Close the books as of December 31, so the Auditing Committee and Certified Public Accountant can audit the records;
- At the termination of his tenure, and after a complete audit by an outside firm, The Secretary shall deliver to his successor all records, books, papers, and other property of the Valley in his possession and control.

**Almoner**

The Almoner is nominated by the Venerable Master for elective office to serve all four of the Alexandria Bodies.

Specifically, the Almoner shall:

- Receive, maintain custody of and account for the Almoner's Fund, including all receipts from the Box of Fraternal Assistance and other such contributions;
- Seek out worthy objects for the charity of the four Bodies and dispense the Almoner's Fund in accordance with the ancient charges and in accordance with the Statutes of the Supreme Council;
- Ensure that contributions are verified, by signature of two Officers at the time of collection, and deposited in appropriate Valley bank accounts;
- Ensure that disbursements for all purposes are made by check signed by the Almoner and either the Secretary or the Treasurer;
- Report to the SGIG each January, showing total receipts and disbursements for the year as well as amount on hand and any investments.

### **Prelate**

The Prelate is appointed by the Venerable Master to serve of all four of the Alexandria Bodies.

Specifically, the Prelate shall:

- Assist in the opening, conduct and closing of the Bodies, from his place in the East-Northeast, and at the request of each Body's presiding Officer;
- Provide the invocation, blessing and benediction, when directed by the presiding Officer, at Valley Reunions, banquets, ceremonies, and other special events.

### **Organist**

The Organist is appointed by the Venerable Master to serve all four of the Alexandria Bodies.

Specifically, the Organist shall:

- Offer his gift of music to Valley meetings, and other Valley events as may be requested by the presiding Officer;
- Support the Reunion Degree Team dress rehearsals and Degree conferrals with the accompanying music of each Degree.

### **Tiler**

The Tiler is appointed by the Venerable Master to serve of all four of the Alexandria Bodies.

Specifically, the Tiler shall:

- Remain outside the door during Valley meetings (to include Reunions when the Consistory is opened for the conferral of degrees) until otherwise directed by the presiding officer, to guard against intrusion by all who are not currently in good standing in the Scottish Rite;
- Confirm all members' currency by visually inspecting the dues card of each Brother wishing to enter;
- Vouch for and announce the presence of any qualified Brother who requests entrance after the meeting has been opened.