

El Paso Lodge of Perfection

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.