

**El Paso  
Scottish Rite**

***Serving all Bodies***

**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.

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. The Sovereign Grand Inspector General has appointed a Treasurer to assist you in maintaining a comprehensive and transparent financial record of the Valley's assets, income and expenses, including the filing of all mandatory financial reports with the Supreme Council, the Sovereign Grand Inspector General and appropriate governmental agencies.

7. 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 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.
8. 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).
9. Timely payment of the per capita fees to the Supreme Council (Form 330) are your responsibility.
10. 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.
11. 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.
12. 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.
13. The timely and prompt submission of reports, responses to communications, and requests from the Supreme Council to the Sovereign Grand Inspector General is expected.
14. 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.
15. 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.

16. 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.
17. 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.
18. 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.
19. Provide for the appropriate observance of all Observances and Feasts in your Valley as provided by the Statutes:
  - a. Feast of Tishri (*Article XV, sec. 10 Lodge of Perfection*)
  - b. Renewal and Remembrance (*Article XV, sec. 10 Rose Croix*)
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.

26. 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.

**Skills and Expertise:**

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