

OFFICERS MEETING

REFER TO "OFFICERS & COMMITTEE MEN HANDBOOK " AND OTHER INSTRUCTIONAL AIDS FOR MORE DETAILED EXPLANATION OF DUTIES AND RESPONSIBILITIES.

1. ROLL CALL.

- a. OFFICERS ARE REQUIRED TO ATTEND ALL LODGE, OFFICERS, HOUSE COMMITTEE, ENROLLMENTS AND SPECIAL MEETINGS. GOVERNOR OR PRESIDING OFFICER IS ONLY ONE THAT CAN EXCUSE ATTENDANCE. MAY DECLARE OFFICE VACANT AFTER THREE UNEXCUSED ABSENCES.

2. REPORTS OF SICKNESS AND DISTRESS.

- a. PRELATE SHOULD REPORT. HE IS TO INSURE THAT SICK AND DISABLED MEMBERS ARE VISITED WHENEVER POSSIBLE.

3. APPLICATIONS FOR MEMBERSHIP.

- a. OFFICERS HEAR THE REPORT OF THE INVESTIGATING COMMITTEE. THEY DO NOT VOTE TO ACCEPT OR REJECT APPLICATIONS. (ANY APPLICATION REJECTED BY THE APPLICATION COMMITTEE IS NOT TO BE VOTED ON AT A LODGE MEETING. GOVERNOR RESPONSIBLE TO INSURE REJECTED APPLICANT IS CONTACTED AND THAT ANY ENROLLMENT FEE OR PREPAID DUES BE RETURNED. REJECTED APPLICANTS CAN RE-APPLY IN SIX MONTHS.

4. EXAMINATION OF BILLS.

- a. PRIMARILY TRUSTEES RESPONSIBILITY (ALL OFFICERS CAN PARTICIPATE). INSURE ALL GOODS AND SERVICES HAVE BEEN DELIVERED. WHEN FOUND IN ORDER, BILLS ARE RECOMMENDED FOR PAYMENT AND INITIALED BY THE THREE TRUSTEES. EXCEPT FOR RECURRENT OVERHEAD ITEMS THE LODGE MUST APPROVE ALL BILLS. ITEMS SUCH AS THE PURCHASE, REMODEL OR LEASE OF PROPERTY REQUIRE DISPENSATION FROM THE GENERAL GOVERNOR.

5. FINANCES.

- a. CHECK LAST MONTHLY REPORT AND COMPARE IT WITH PREVIOUS MONTHS TO DETERMINE FINANCIAL TREND. (BE SURE TO OBSERVE NET ASSETS ON BALANCE SHEET. (HOLDING STEADY, INCREASING ,DECREASING) PRIMARY RESPONSIBILITY OF OFFICERS IS TO DEVISE AND DEVELOP AND IMPROVE SOURCES OF REVENUE. REVIEW ANNUAL BUDGET MONTHLY TO INSURE YOU ARE MEETING OR EXCEEDING YOUR GOALS.

6. OLD AND NEW BUSINESS.

- a. CONSIDER UNFINISHED BUSINESS FROM PREVIOUS MEETINGS OR BUSINESS REFERRED TO OFFICERS DURING LODGE MEETING. ADMINISTRATOR READS ALL CORRESPONDENCE, ESPECIALLY FROM SUPREME LODGE INCLUDING LEADERSHIP MAGAZINE.
- b. THE STATUS OF TAXES AND OTHER REQUIRED EXPENDITURES MAY ALSO BE DISCUSSED.

7. REPORTS OF COMMITTEES.

- a. PRIMARILY MEMBERSHIP, FAMILY ACTIVITIES, SPORTS AND COMMUNITY SERVICE.