

Grand Officers Duties

Grand Deputy Master

1. oversee all committees
 - a. make sure all committee reports are in 45 days before the Grand Assembly
 - i. Allocution Committee
 - ii. Charters and Dispensation Committee
 - iii. Constitution and By-Laws Committee
 - iv. Jurisprudence Committee
 - v. Necrology Committee
 - vi. Registration and Credentials Committee
 - vii. Ladies of the Circle of Perfection Committee
2. coordinate the dates the Auditors need to review the Treasurers book
3. oversee the Super Excellent Master degree work

Grand Principle Conductor of the Works

1. work with the Asst Recorder to get all Illustrious Companions information
 - a. make sure new Illustrious Companions are attending Grand Assembly to receive their 10 degree
 - b. implement a plan to increase new membership

Grand Recorder

1. maintain all records and forms
2. send out correspondence
3. record Grand Assembly minutes

Grand Assistant Recorder

1. send out receipts
2. record and verify all Illustrious Companions personal information

Grand Treasurer

1. maintain all financial records

Grand Captain of the Guard

1. work with Council to prepare Diabetes project
 - a. Council hosting Diabetes project the year after the Grand Assembly need to present their entire project at the Grand Assembly for approval (dates and location must be included).
 - i. Council must present the results of the Diabetes Project at the next Grand Assembly
2. make sure Grand Council Diabetes Tee-Shirts are available for Illustrious Companions and supporters

Grand Conductor of the Council

1. work with the Grand Historians to make sure their reports are complete and updated daily
2. work with the Executive Board of Lifetime members
 - a. make sure they are getting applicants in a timely manner to be reviewed
3. make sure the website is updated daily

Grand Stewart and Grand Sentinel

1. check all Illustrious Companions credentials
 - a. ensure Royal Arch traveling card are present and current
 - b. ensure Royal and Select traveling card are present and current
 - c. ensure all Illustrious Companions are dressed appropriate
 - d. visit and educate Councils on proper regalia and Council furniture needed for opening of a Council and during greeting on new Illustrious Companions

Grand State and District Lectures

1. ensure election reports are in 45 days after Grand Assembly
 - a. election reports need Council Seal
2. ensure Councils have Council Seal
3. Councils pay \$200.00 for diabetes project
4. Councils register for the Grand Assembly
5. be notified 2 weeks before Greetings by Council
6. check regalia and Masonic furniture at each Council
7. make sure all New members receive 10 degree at Grand Assembly

Grand Trustee

1. Report on the operation of the Grand Council at the Grand Council Session and make recommendations.