

Officer Responsibilities

Each of the officers in a DeMolay Chapter has specific responsibilities to meet in order to help the Chapter run efficiently and smoothly. Some of these duties are outlined by the ISC Statutes, some are suggested in the Leaders Resource Guide, and others have developed over time as reasonable duties for particular offices.

The Master Councilor

1. Shows enthusiasm and dedication; is democratic.
2. Recognizes people's accomplishments.
3. Strives for excellence – his and the Chapter members'.
4. Realizes every member is unique.
5. Has committees running the Chapter while he oversees.
6. Sets goals for himself and the Chapter.
7. Realizes that communication is essential to success.
8. Provides for observance of Obligatory Days.
9. Must motivate others.
10. Have a commitment to good ritual.
11. Provide a term plan and budget.
12. Represent the Chapter at official functions.
13. Provide a complete agenda for meetings.
14. Meets with Councilors and Chapter advisor regularly.
15. Reports to the Advisory Council monthly.
16. Oversees the Scribe's efficiency.
17. Is responsible for compliance with ISC Statutes.
18. Sees that all remittances to DeMolay International and the Jurisdiction are made in a timely manner.
19. Shall see that both degrees are held at least once during his term.
20. Shall preside over all Chapter meetings.
21. Appoint Chapter officers based on interests and needs of the Chapter.
22. Appoint and oversee appropriate committees.
23. Perform all duties appropriate to his office, and those assign to him by the Statutes, Chapter by-laws, Executive Officer, or Advisory Council.

The Senior Councilor

1. Must be prepared to step into the M.C.'s chair if needed.
2. Is the M.C.'s right hand man, provides support at all times.
3. Oversees any committees that are assigned to him.
4. Responsible for the fundraising activities of the Chapter.
5. Responsible for any Chapter of the Year programs that may be running.
6. Should be planning to attend, or previously attended the DLC program.
7. Should be actively preparing for his term as M.C. by developing a term plan and budget.
8. Is ritually proficient, and learning the M.C. parts to be ready in the event he is needed.
9. Oversees the presentation of the Degrees of Initiation.

The Junior Councilor

1. Oversees the Chapters membership programs.
2. Provides assistance in coaching new members with their obligations.
3. Oversees any committees assigned to him.
4. Assists the M.C. and S.C. in execution of Chapter activities.

The Scribe

1. Must be accurate, dependable, and a self-starter.
2. Appointed by the Advisory Council for a full year term.
3. Keeps all meeting minutes, Chapter records, and financial information.
4. Reports new members to DI and the Jurisdiction (FORM 10).
5. Reports all Chapter officer changes via the (FORM 11).
6. Receives Chapter mail and communications.
7. Prepares Chapter roster and any changes.
8. Keeps accurate inventory of all Chapter property and renews each year for insurance.
9. Collects Chapter income and initiation fees and provides a receipt for it. Once recorded it is transferred to the Treasurer and receives a receipt for it.
10. Pays Chapter bills after Chapter votes by obtaining a check from the Treasurer.
11. Keeps possession of the Chapter seal.
12. Prepares ballot materials for necessary votes.
13. Keeps a copy of the Chapter By-Laws on hand and available.

The Treasurer

1. Keeps accurate account of receipts and payments, providing receipts to the Scribe.
2. Keeps balance of Chapter funds and accounts.
3. Prepares checks for the payment of Chapter bills.
4. Provides monthly report to the Advisory Council of Chapter funds and accounts.
5. Elected by the Chapter to serve one year term (calendar year).
6. Prepares a report at the end of each year, to assist in any audits.

Senior Deacon

1. Appointed by the Master Councilor
2. Escorts candidates through initiation.
3. Conducts the proficiency examinations in open Chapter.
4. Helps distribute the Word of the day before Chapter meetings.

Junior Deacon

1. Appointed by M.C. and assists the Senior Deacon with his duties.

The Stewards

1. Responsible for seeing that the paraphernalia is set up and taken down at meetings.

Marshall

1. Assists the Sentinel in greeting visitors.
2. Informs the M.C. of any special guests or visitors
3. Is prepared to escort and introduce any visiting dignitaries.
4. Is usually in charge of Government Day observance.

Chaplain

1. Should be prepared to give non-denominational prayers at chapter functions.
2. Leads Chapter in prayer at meals, saying grace.
3. Is usually responsible for planning Devotional Day observance.

Sentinel

1. Official greeter of the Chapter.
2. Responsible for the attendance register, making sure all in attendance have signed it.
3. Distributes the Word of the Day as members enter the Chapter room.



Standard Bearer

1. With the 7th Preceptor, usually plans the Patriot's Day observance.
2. Responsible for seeing that the flag is present at all Chapter functions.
3. Leads the audience in the Pledge of Allegiance at special Chapter functions, by request of the Master Councilor.

Almoner

1. Under direction of the M.C. or Advisory Council, he shall disburse charity funds of the Chapter, as secured by passing the box of fraternal assistance at meetings of the Chapter (or other methods as determined by Chapter by-laws). The amounts received shall be first disbursed to the relief of distressed worthy members, or the relatives of one. If no such need exists, then it may be used for the relief of needy deserving people.
2. Usually responsible for the Day of Comfort observance.
3. Sends cards and cheers to ill members and their families.

The Preceptors

1. Responsible for the set up and storage of the pedestals.
2. Usually responsible for corresponding activities of DeMolay week.
3. Assist the Deacons in collecting the Word of the Day and other passwords at functions where there is a large attendance.