

Region Deputies

Job Description



Appointments:

Each Region Deputy is appointed by the Executive Officer to serve a one year term. This term runs from the annual State Convention to the next Convention. With or without notice, either the appointed Region Deputy can resign or the Executive Officer may remove your appointment. Additional Region Deputies may be appointed at different times during the year based on the needs of the Chapters and geographic areas.

Basic Duties:

- Serve as a liaison between the Executive Officer and the Chapters in your Region.
- Serve as a liaison between the State Corps Officers and your Chapters in your Region as needed and with the help of your Region Master Councilor.
- Serve as the Dad Advisor to the Region Master Councilor.
- Provide for DeMolay Advisor Development (DAD) Training as needed in your Region.
- To attend the Advisory Council meetings of the Chapters in your Region at least once per quarter.
- Assist the Advisory Council Chairmen conduct the annual Advisory Council meeting (November/December) and ACR/AWA registration process.
- Assist the Region Master Councilor with scheduling and planning the quarterly Region Meetings (first one being within 30 days following the State Convention and the last meeting will be the Region Conclave and is to be held within 60 days prior to but not later than the 2 weekends before the State Convention and will not be held at the same time as another Region's Conclave).
- Attend the Installation of Officers and the Official Visits of the Chapters within your Region.
- Follow and adhere to the Region By-Laws.

Region Term Calendar:

You should meet with the new Region Master Councilor within two weeks following his election (and prior to State Convention). This will be your opportunity to get to know each other and start to develop your Regions Term Calendar. You will receive a copy of the State Calendar once it is approved for publication. It will include the SMC's Official Visits to the Chapters. This will be the start of your Region Term Calendar. Include as many items as you can, including the Region Master Councilor OV to the Chapters (once per Chapter Master Councilors term), Installations, events of the Chapters that are open to the Region, your Region Meetings, Region Conclave (February/March), Region Big Event (Summer/Fall), Region Degrees and State Events.

This Region Term Calendar needs to be completed at your first Region Meeting within 30 days following State Convention. Once finalized your Region Master Councilor must supply a copy of it to the State Master Councilor and the Executive Officer.

Region Degrees:

Both degrees are to be portrayed at least twice during the year. This is an opportunity to include the Chapter Master Councilor's in the planning process. The Region Master Councilor needs to take charge of the degree, get the names of those who know ritual parts and build the degree teams, coordinate practices and the proficiency of the team. The Region Master Councilor will perform the Master Councilors initiation ritual part at one of the initiations and a speaking part in the DeMolay Degree at the other. The ideal method would be to have different Chapters host each degree at their meeting location.

The Region Degrees will be an opportunity to invite the local Masonic Lodges to a meeting that are within your Region. This is a great "PR" tool and gets them talking about DeMolay plus an opportunity to witness the good work our members are capable of. As an additional suggestion, invite them to dinner prior to or refreshments after the degrees (remember to involve the Chapter's Advisors and put them in charge of it). Remember to invite the Candidate's parents to witness the degrees. The approval of the Executive Officer will be required if you want to allow other guests to watch the DeMolay Degree (the play portion). His requirement is that the degree be done with proficient ritual skills and pride of its members. This request must happen at least 30 days in advance of the degree. If this approval is given, don't forget to invite the local Eastern Star and Amaranth groups. We can use their support and it helps with Advisor Recruitment from these groups.

Region Fundraisers:

The Region Master Councilor is responsible for having fundraisers to fund all expenditures incurred by his programs throughout his term of office. With proper financial planning he will be eligible for reimbursement, with the approval of the Region Deputy, for any expenses incurred during his term. As Region Deputy you need to assist and encourage him to plan out these activities and be realistic about his expectations. During the Region meetings ask the Chapter Councilors what kind of fundraisers they would help support. Remember that you do not want to compete with your Chapters, so plan accordingly.

The Region shall pay the registration fees for State Convention for the Region Master Councilor providing there is at least \$500.00 in the Region account prior to start of registration and with the approval of the Region Deputy. This will be a starting point for goal setting of the Region Master Councilor and gives him the knowledge of what he needs to earn during the term.

Region Big Event:

Your Region Master Councilor needs to plan at least one Big Event during the term to be held in the summer or fall. This event can be very simple such as a Region wide picnic with activities such as relay games. You should include the other youth groups in events that require more planning, such as a weekend camping trip or games tournament (i.e. Gull Dummy), or going to a pro-sport game (i.e. Hockey Night). Whatever you choose, make sure that the proper planning and communication goes into the event so it is a success. Remember that you do not want to compete with your Chapters, so plan accordingly.

Region Convention:

Your Region Master Councilor needs to plan a Region Conclave to be held within 60 days prior to but not later than the 2 weekends before the State Convention. The date of this function cannot be scheduled on top of another Regions Convention and/or State Event. This event can be very simple or elaborate as he wants to plan. The main focus of the Conclave is to accomplish three things. First is to elect a new Region Master Councilor following the outline in the Region By-Laws and guidelines established by the State Master Councilor. Second is to build Region enthusiasm going into the State Convention (planning matching shirts, cheers, etc). And lastly to give those running for state office an opportunity to visit with the members. Remember that this could be a very simple meeting to something including ritual competitions or degrees. Make it a fun event.

Visitations:

Each Region Deputy will attend the Advisory Council meetings of the Chapters in your Region at least once per quarter or more often if requested/needed. This will allow for continuous education, training and support to the Advisory Councils. It also gives you an opportunity to spot "issues" before they can get out of hand. Remember that you are not there to run their meeting or step on any toes - but rather as an answer man and support system for the Advisors. You will be able to increase communications and the transfer of information from Chapter to Chapter and from the State level to the local level.

During the months of November and December will be the Annual meeting of the Advisory Council and you will attend each of them to assist the Chairman with anything needed. You will also ensure that the ACR/AWA registration process is done in a timely manner and submitted to the Executive Officer by the deadline.

You will attend all the Installations of Officers and all the State Master Councilors Official Visits of the Chapters within your Region. The DeMolay members want to see you and know that you are there to support them. It is also an opportunity to spot issues, answer questions and hopefully mingle with the visitors attending the event.

Each Region Deputy should plan to attend the Masonic Regional/District Meeting and/or District Lodge Officer's meeting when possible. This allows you to keep the Masonic Lodges informed of what is being done in your Region. It allows them to hear about DeMolay and its growth. It gives you an opportunity to invite them to the Region degrees, Chapter Installations and other events. It gives you a platform to ask for more support and an opportunity to invite them to participate.

You are to encourage Chapter visitations and other joint activities with the other Youth Groups and the Masonic Family. Don't forget to invite the Rainbow or Job's Daughters to your fun activities. Also look for opportunities to get prospects to your Region events.

DAD Training:

When you became an Advisor, you were required to take the DeMolay Advisor Development (DAD) Training. You need to become very familiar with the training materials.

It is wise to schedule DAD Training when you first publish the Region Term Calendar at least twice in the coming year (one should be scheduled around ACR time, the other is flexible). By pre-scheduling the classes it will help you and others plan your time. Be sure to communicate with the Chairman of your Advisory Councils, asking them if there is a need for training now or if they have a need in the future for training.

Make sure you offer any new people any assistance they may need during their tenure as an Advisor. Ideally you want to make personal contact with them as you see them.

Resources:

As the Region Deputy you are not expected to know all the answers or have the magic sauce to solve all problems. However you are expected to help and support your Advisors, Chapters and Region Representative. You know where to go to get answers and help. You are a listening ear and willing to do what they need and ask. You will be a real asset to them as you are in the position to find out the answers to their questions and follow-up with them.

Your first level of resources is your common sense and experiences as an Advisor. Look for the simple answer before making thing too complicated. Don't over react, stay calm, talk out issues, and brainstorm solutions.

Second resource is the Director of Regions, Dad Frank Rinehart. He is your most direct and primary link to all things related to the Region and State. He will have lots of opportunities to share knowledge and again discuss solutions to most issues and questions.

Your last resource is the Executive Officer. His phone and email are always on to provide services to you and the Chapters. He will respond to your requests for help or materials. Our focus is 100% support of the local Chapters. Without them we don't exist.