

# Region Master Councilor Job Description



## Expectations:

The Region Master Councilor is the leader of their Region and works directly with the Chapter Master Councilors in his Region. He must at all times exemplify the teachings of our Order. He is to be available to the Chapters for help and advice on event planning, budgeting, calendar coordination, membership recruitment, retention and all things DeMolay. He is to work constantly on building the bonds of brotherhood between the Chapters in his Region. He is to be committed to the tasks assigned to him by the SMC and be diligent in their completion. Should he ever feel overwhelmed he will ask for assistance from the SMC and/or Region Deputy. He is to communicate often with the Master Councilors, distribute and promote information from the SMC about State Events and Programs and report back to the SMC on the happenings, successes and challenges of his Chapters.

During your term in this Region you are expected to plan and execute:

- a. all Region events, including Region Degrees (held twice a year).
- b. a “Region Big Event” (Summer/Fall).
- c. Quarterly Region meetings:
  - a. Discuss Chapter membership programs and opportunities for growth.
  - b. Develop outline/calendar of Region/Chapter programs and events.
  - c. Discuss upcoming events of the Chapters.
  - d. Provide insight into any assistance and/or resources that the Region may be able to provide them to assist in development of their Chapters.
- d. Region Convention (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)

During your term of office you are expected to hold fundraisers to make enough money to be able to be reimbursed for your expenses and to pay your way to State Convention with approval of your Region Deputy. There must be \$500.00 minimum in the Region account at the time that registration is due for Convention in order to have your way paid.

## Duties:

1. Communicate with your Chapter Master Councilors at least twice a month. This will include information on State Events and Programs, Region Events, other Chapters Events and how things are going in the chapter. You will seek out how you can assist and help.
2. Plan and hold one Official Visit at each Chapter in your Region during each Master Councilor's term. This should be at a regularly scheduled Chapter meeting.
3. Attend the SMC's Official Visit of the Chapters within your Region.

4. Attend the Chapter Installations in your Region and actively seek to take an installing part. You will inform the SMC of the date, time and location of the installations.
5. Plan and run a Region Initiation twice a year. You are expected to perform the Master Councilors initiation ritual part, from memory, at one of these initiations and a speaking part in the DeMolay Degree. You will inform the SMC of the date, time and location at least 30 days prior to the scheduled initiations.
6. Plan and run a Region Big Event. The date and type of event must be communicated to the SMC at least 30 days prior to the event. The Region Big Event must be held sometime in the Summer/Fall and cannot be scheduled on top of another Region and/or State Event.
7. Plan and run a Region Conclave. This must 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. This should include the election of the new Region Master Councilor and be a fun event. The details of this event should be communicated to the SMC at least 30 days prior to the event.
8. Attend at least two other Region Events (not your own). These can be 2 other Region Conventions, 2 other Region Big Events, or one of each, Convention and Big Event.

## **Region Meetings:**

The Region Master Councilor will hold quarterly Region Meetings with the Chapter Master Councilors or his representatives. These are to be setup on a format that works for each region and will be for the purpose of coordinating schedules and calendars, promoting each chapter's activities, sharing information about state events and programs, membership ideas, communications and building the bond of brotherhood within their regions.

This will also give the Region Master Councilor an opportunity to promote Region Identity through the following examples~

- Region T-Shirts
- Region Chants and Cheers
- Region Mascots
- Region Traditions
- Region signature Big Event (Summer/Fall)
- Region Convention (February/March)
- Region Fundraisers

## **Conduct:**

1. Attend all Region and State events – unless you present the Region Deputy with a reasonable excuse. (school function for a grade, family function, and/or illness). This includes all installations, official visits, workshops, rush parties, and other events you are invited to by any Chapter within your Region and/or your Region Deputy.
2. Behavior/Code of Conduct shall be governed by the teachings of the Order. “DeMolay Public” is any function that is labeled DeMolay, Sorority, State Chapter, or Chapter – function. These events begin and end at your doorstep unless authorized by the Region Deputy. There shall be no PDA - no foul language - no implications of drug or alcohol use/abuse.

3. Dress Code: This is an essential part of your office. You are to arrive at the function dressed in the appropriate attire, keeping with the dress code of Washington DeMolay and arriving at least 30 minutes prior to the start time of the function. Dress code for some functions may be determined by the Region Deputy or by invitation.

Normal Meeting attire: Clothes should be clean and pressed. Dress Shirt, Dark socks with Dark suit or sport coat and slacks, dress shoes and tie of the Year.

If these expectations and responsibilities are not met, you may be subject to disciplinary action, up to and including loss of your office.

### **Region Master Councilor's Personal Goals:**

You should set personal goals for your term of office. They should include the following items and be reviewed with you Region Deputy quarterly.

1. Enthusiastic ~
2. Have FUN ~
3. New Members ~
4. Attendance ~
5. Purpose ~