

# 2016 Officer Responsibilities & Guidelines

Cincinnati-Lafayette Lodge No. 483 F&AM

Guideline of Officers Responsibilities

## ***Social Responsibilities:***

WM – Overseer of all functions, attend FMDOA Meetings

SW – Children's Holiday Party, October Past Master's Meeting

JW – Chair Investigation Committees and Picnic

Treas. – Responsibilities as spelled-out in the Code

Sec. – Responsibilities as spelled-out in the Code,

– 1 Day Class Coordination

SD – Event Invitations, Reservations IN/OUT

JD – Advisor to Stewards on meals,

– Primary on Inspection & Installation meals

SS – Primary on all meals except Inspection & Installation  
(assistant on those 2 meals)

– Pass out Minutes/Aprons before meetings

JS – Assistant on all meals

– Pass out Minutes/Aprons before meetings

Tyler – Set-up and Break-down of Lodge Rooms

– Special Banquets (Sept/Oct. banquet to thank  
Fellowcraft Team, Widows, Misc. Awards, etc.)

Chap. – Prayers at all Lodge functions

Trustees – Responsibilities as spelled-out in the Code

Other not-assigned functions are at the WM's discretion:

### ***Ritual Responsibilities:***

	EA	FC	MM
Confer Degree	WM, JW	WM, SW	WM, SW
Lecture (Part 1 of FC)	JW	SD	SW
G Lecture		WM, SD	
Operate DVD player	JS, SD	JD	SD, JW
Apron Presentation	JW		
Charge	JS, SS	JS, SS	SS, JD
Examinations	JS, JW	SS, SW	JD, SD
Prayers	Chap.	Chap.	Chap.
Prep. Candidate	PS, Tyler	PS, Tyler	PS, Tyler

These guidelines are not steadfast, but are intended to:

A. Spread the social workload around so all the burden isn't placed on a few brethren

B. Keep officers on track in their preparation for the East. A small steady workload is far easier to handle than a pressured workload at JW and above.

(As always, this is open to discussion)