

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)