

Aide – de-Camp

A Companion who will act as the personal confidential assistant to the General Grand Master during his term of office.

Chief of Staff

The ranking appointed officer, who is responsible to the Board of Directors of General Grand Council, more specifically to the General Grand Master. He is to review the job performance of the lesser officers and committeemen; assist the Companions and report his findings and make recommendations.

Regional Deputy General Grand Master (Responsibilities)

The General Grand Council, shall have the power & authority to appoint in each of the Regions into which the constituent Grand Councils are divided, a Regional Deputy General Grand Master, who shall be a P.G.M., of a Grand Council, to represent the General Grand Council and have such duties & exercise such special powers and authority as may be granted to him by the General Grand Council, Cryptic Masons, International, Constitution & By-laws.

Regional Conferences

One of the primary responsibilities of the Regional Deputies/Department Commanders is to take charge, once each year, of a Regional Conference. They are in charge of all conferences. These are their conferences. Therefore, the following are a thumbnail background and an outline as a guide for the conference, by no means, is a blueprint to mandate the schedule or the contents of the conferences. It is noted, some Regions have a two-day program and others have one. If changes are necessary, the three representatives should collectively make them and inform the International presiding officer.

Background

In 1969 a mutual agreement was established to hold an annual three-way York Rite conference in each of the geographic areas established at that time.

The three (3) Representatives of the International bodies are: The Regional Deputy General Grand High Priest, The Regional Deputy General Grand Master and the Department Commander.

The three (3) presiding officers, in 1969, directed that all conferences would run from 1:30 p.m., starting times, Friday, to a noon or earlier, closing times, on Saturday, or at a decision of the

three (3) representatives, start time, 1:30 p.m., on Saturday to noon on Sunday. It is noted here that in some jurisdictions Sunday meetings are not permitted.

Purpose of the Conference and General Notes

1. The spirit of cooperation manifested in the International York Rite Council in 1969, demonstrates that more can be accomplished by the: Grand Chapter, Councils and Commanderies working together. The Regional Conferences are "Working Conferences", designed to be helpful to all who attend. Two (2) major proposals are:
 - a. To give opportunity for each Grand Jurisdiction to share their problems with the General Grand and the Grand Encampment Officers present, to share their successes and failures, to make suitable Regional plans when cooperation of all is needed and to learn of the solutions to problems from other Regions.
 - b. To provide opportunity for the: The General Grand High Priest, the General Grand Master, The Grand Master of the Grand Encampment and/or the International Officers, to relay specific information about plans, Triennials, objectives, etc., of the National or International bodies; to listen to the craft and answer questions that may arise.
2. The Conference is a constructive effort to promote York Rite Masonry; to provide opportunity for the Grand Officers and Regional York Rite Representatives to know each other better by promoting increased fellowship among several jurisdictions present.
3. On the first day, after a short combined opening session for keynote and inspirational remarks only, and the presentation of the Most Worshipful Grand Master of the host jurisdiction, if present, the three (3) bodies will start their separate sessions. Do allow for coffee breaks during the sessions.
4. Following the sessions, at least one night, a dinner is provided, some times with entertainment, but not necessary. This is usually informal in nature.
5. The final session usually ends around noon, allowing time for check out of the hotel. This is usually a combined session generally devoted to a summary by each Regional or Department Representative, of the main points covered in their separate sessions, as well as remarks of the elected of the General Grand Bodies and Grand Encampment.

Preparing for the Conference

1. The three (3) Regional Representatives in each area are to discuss and make plans for a successful conference. They should review previous conferences, noting the agenda of programs presented, and strive to avoid repetition year after year.
2. The Chairmanship rotates each year, with the three (3) Representatives as active planners. Conference dates should be held, as nearly as possible, to the same time and year, avoiding conflicts with other major Masonic events.
3. The Chairman will ascertain from each body their separate meeting room requirements, whether projector or power point equipment is required, including, cd's, video or overhead material is necessary, as well as flip charts, boards or other items as needed.

4. Check all meeting rooms for size and adequacy, ventilation, P.A. system, electrical plugs. See that there is a podium and flag or flags, plus a well located registration area.
5. Check for hotel monitoring system for posting of meeting rooms, as well as the Hospitality Room if any. Check room accommodations, dinning arrangements, coffee breaks arrangements in advance for invocation and benediction.
6. The Most Worshipful Grand Master and his lady shall be invited as guests of the Conference in the host jurisdiction, and if he wishes, be allowed to make some welcoming remarks immediately after the conference is opened on the first day, because with out his permission, the meeting could not be held. Give him as much advance notice as possible and make certain he and his Lady are properly cared for at the conference.
7. Minutes should be taken, briefing of the topics and acknowledging the presenters. Copies should be sent to all elected officers of the General Grand Bodies and Grand Encampment, plus the Regional Deputies and Department Commanders.
8. The Chairman shall obtain the mailing list for each year from the Grand Jurisdiction consisting of the present and past Grand Officers. Notices for all three bodies should be sent at least two months in advance of the conference, eliminating duplication and improving communication with our respective jurisdictions.
9. The Chairman should prepare a good letter of invitation and relative information of the Agenda, speakers and topics.
10. Calculations for the Registration Fee or charges for each event will be required. Any funds left over after all expenses are paid, including the cost of distributing of the minutes, may be by agreement of the attendees, be used for the preliminary expenses for the next year's conference.

Combined Conference on Final Day

1. Chairman presides. Invocation, Pledge to the flag(s).
2. Introduction of the two (2) fellow Representatives. Give description of format; announce checkout time.
3. Philanthropies are to be discussed in separate session only.
4. Each Rep., in turn, will then report of the individual session, summarizing the contents. He then introduces the elected and appointed international officers of his respective body. The senior officer of his International body lastly, who will enlighten the conference on national and international affairs. Questions are encouraged.
5. Again acknowledge the presence of the Most Worshipful Grand Master, if he is present, or his representative.
6. Make any necessary announcements, acknowledges, give thanks to appropriate assistance, call for announcements, or selection of next time and place for the following year, bearing in mind possible conflicts.
7. Benediction
8. Pay the bills. Complete financial sheet.

Chief Ambassador

Supervise the various Ambassadors in the world. Report any special programs that has been initiated, or problems that may occur by the constituent Grand Council's as reported by the staff. Funnel communication to the staff as necessary or requested by the General Grand Master or the Board of Directors. Assist in distributing any educational material as allocated from the General family.

Assist in the newly formed Corporate Foundation/Trust Committee in formulating a game plan to achieve 100% participation of the membership in the fund drive in building the "Foundation". This message and responsibility must be conveyed to the Ambassadors who are the representative in each jurisdiction.

Ambassador's Responsibilities

Ambassadors, are appointed by General Grand Council in each jurisdiction with the following duties:

1. Act as a Liaison officer for the General Grand Council.
2. Be an aid to the Regional Deputy General Grand Master for the Triennial.
3. He should be a tool of communicating with the General Grand Master and other General Grand Officers.
4. He should establish a personal relationship with the General Grand Officers, both present and past.
5. To assist in the philanthropy (CMMRF) program and promote Cryptic Masonry in all phases in his jurisdiction.
6. Ambassadors will see that transportation to and from the airport is provided for the representative of the General Grand Council, International, when visiting their Grand Jurisdiction.
7. He will assist the General Grand representative with his registration, and advise the Credentials Committee of his presence.
8. To enrich the Communication & Educational programs of General Grand Council, support the Corporate Foundation funding program.

A Chief Ambassador will be appointed to supervise the affairs of the Ambassadors and act as a connecting link to the elected officers of the General Grand Council.

Committee Job Descriptions 2011-2014

Finance & Accounts (Auditing) Committee

It shall be the duty of this Committee to examine and audit the books, records and annual reports of the General Grand Treasurer & General Grand Recorder, once each year.

It shall also be their duty to analyze the tentative "Budget" as submitted by the Rt. Ill. Deputy General Grand Master, working in concert with the Finance & Accounts Committee, realizing the needs of the office of the General Grand Recorder and the general membership. Then formulate an itemized "Budget" for presentation to the "Board of Directors" of the corporation not later than ninety (90) days prior to the Triennial. Once the "Budget" is reviewed by the Board of Directors, it shall be presented to the general membership, by either the Deputy General Grand Master or Chairman of the Finance & Accounts Committee.

Any expenditure during the recess of the General Grand Council for any item not provided in the "Budget" as adopted, shall require approval by the Board of Directors and this Committee.

In addition, make recommendations to the General Grand Treasurer and Recorder as to accounting practices and investments of a general nature to foster improved rate of return and ultimately a sound financial climate.

Plus any responsibilities as stipulated in the Constitution of this General Grand Council.

Cryptic Jurisprudence Committee

It will be the duty of this Committee to examine all questions of Masonic Law and jurisprudence, and judge the status of membership, assist in resolving conflicts as existing or arises within the bodies constituent of the membership of the General Grand Council, which may be referred to them for action or require an opinion there to, plus such other duties as be referred to them by the General Grand Master or presiding officer.

To ensure all legislation or Resolution for the Triennial is in proper form and submitted on time to the membership of General Grand Council, Cryptic Masons, International.

At no time will these duties set aside the responsibilities prescribed in the Constitution.

Credentials & Registration Committee

It shall be their duty to register all delegates at the Triennial Assembly, check all credentials and report, as soon as practicable, after the opening of the Triennial Assembly, the number of delegates present and entitled to vote and to participate in the proceeding.

George Washington Masonic National Memorial Committee

It shall be their duty to review the Cryptic Room for updating and modernizing using new technology where practical and is cost effective.

This room needs inspiration and effective analysis for design concepts, possible with a "Hall of Fame" (See attached sheet), to tell the world where we fit into the scheme of the Masonic family. How about literature? None at this writing!

Develop a plan. Provide an expected cost. Examine the possibility of a joint venture with the CMMRF to employ their assistance and additional display program. How about the University of Indiana, are they willing to play a part?

Funding is an issue. That is, the rent of the facilities and major improvements. Are we benefiting from our participating in the building? Not only rent increases, minor per the present "Budget", but further resources and funding for the future. Are we receiving the value in respect for the investment? This is an important issue and needs serious consideration and analysis by the Committee. Recommendations to the Board of Directors should be provided annually, possibly in conjunction with the CMMRF meeting in Washington D.C. each year.

We need progress on this important Committee. It has been long overdue.

Necrology Committee

It shall be the duty of this Committee to lead the devotional exercises at our Triennial Assembly, and to perform the sacred function at our public ceremonies, and when called upon by any other General Grand Officer at special activities.

Further, to conduct a memorial service at the Triennial for our deceased Companions, where so ever disbursed, and report the death of distinguished members of the General Grand family as may be practical.

York Rite Cooperation Committee

It shall be their duty to represent the General Grand Council in discussions to improve fraternal relations with the other York Rite Bodies, then to work in harmony for the advancement of the Craft.

Education (Historical/Publication) Committee

It shall be their duty to review the present Cryptic packet as distributed at the Regional meetings for quality of material. Insure that all booklets, pamphlets and related material to the Cryptic

Rite are up to date, in quantity and quality and worthy of distribution. Recommend replacement as necessary.

Consolidate Cryptic Rite material from around the world to ensure proper content and possible printing and distribution from the General Grand Council. Edit all Cryptic Rite information from all sources prior to printing.

Initiate a study on the writing, editing and printing of the history of the Cryptic Rite of Freemasonry, last published in 1977. Few old copies are available, and we lack information on the past thirty (30) years.

The booklet called "Jeremy L. Cross", the proPh.et and teacher of the Cryptic Rite ritual in the 18th century, was written by Ray Denslow of Missouri, years ago and is a good resource booklet. It has been rewritten and is now available at the General Grand Recorders office.

The fruits of this effort are to teach and learn about Cryptic Masonry. The results will interest Masons around the world. The knowledge and enthusiasm, which we give to our membership, will be evident in years to come. "We will reap in exact proportions to the amount we sow". Bring it on!!! It's long overdue.

Cryptic Rite Strategic Planning Committee

This Committee is probably one of extreme significance. Initially documents were completed at the beginning of the last Triennial. One such document is, "A Proud Past, a Promising Future". A Vision outline then followed called "Delivering the Promise", a basic Strategic Plan with many financial objectives. Copies are available from the General Grand Council office and on a limited quantity at this Triennial. Nothing should be more important then to set the goals, making adjustments and initiating innovative action plans for the General Grand Council.

The members of this Committee were chosen to determine the pathway to a future filled with hope and promise. It was a logical solution creating this Committee to prepare the benchmarks relevant to the Cryptic Rite.

You are to determine what action to take and at what level. The solutions will be different for each problem or objective, but the steps will be the same.

Steps of action:

1. Define from your perspective, where we are today.
2. Establish a Vision of where we need to be in five (5) years to twenty-five (25) years.
3. Measure our current capabilities and our ability to change.
4. Develop the strategy or pathways to achieve the Vision.
5. Recommend what will succeed.
6. Prepare the time lines or yearly objectives.
7. Monitor the progress and make adjustments.

This Committee should most definitely consider the Board of Directors a willingness to buy into the strategies for the future.

No plan is perfect for the future. But no plan will lead us to oblivion.

This Committee should present their draft to the plan to the Board of Directors and to discuss in an open and candid manner the interest, concerns and suggestions. You are given the assignment to develop a picture or renewal of what the Cryptic Rite should look like at the end of this decade and the first quarter of the century.

It is recommended to interface with all the Committees to realize the potential for the General Grand Council. A second recommendation is that a semi & annual progress report be given, either written or orally, to the Board of Directors.

The Committee objectives are important tasks. It will not be an easy road to travel, not only for the General Grand Council but the members as well. Ask any leader or administrator of an organization, you need to know where we are going to fulfill the destiny. God speed thee on the way...

C.M.M.R.F. Committee

It shall be the duty of this Committee to solicit funds for the support of the Charitable Foundation.

To attend the annual & semi annual meetings of the Board of Directors of the Foundation at the call of the President of the Board.

Ritual Committee

It shall be the duty of this Committee to review all aspects of the esoteric portions of the Cryptic work for clarification and possible revision. There are states in the U.S.A., which use prologues to some of the Degrees' presentations, which may result in further analysis. Should all the work be copyrighted? What will be the cost? Filing Fees are minimal; Lawyers charges are expensive. One degree may be copyrighted, needs verification.

Suggest programs to enhance the presentation of the SEM Degree throughout the world. Initial discussions were held in Frankfurt, Germany last year. Also include the sideline Degree of Thrice Illustrious Master or King David.

School of Instruction will be required for new jurisdictions to the family of the General Grand Council, i.e., Togo, Africa, & Frankfurt, Germany. We tried in Togo. There was little time and no planning.

International Relations Committee

At the present time, there are a number of non-affiliated Grand Council's in existence throughout the world. Some jurisdictions have expressed a desire to affiliate with General Grand Council. Many Past Most Illustrious Grand Masters from nonaffiliated jurisdictions inter fraternalize with our members, at least on a yearly basis, some more frequently. We also accord them with "Distinguished" status or recognition. Some of which have expressed a desire to be members of the General Grand Council, with little success.

Determine a procedure for a simple Affiliation for those individuals who have expressed a desire to be a member of General Grand Council, i.e.: an at large Council, administered by G.G.C. Several International organizations have such a formula. (See old proposed legislation.)

Conversely, provide a deliberate schedule of contacts, presentations and timetables for discussion on possible Affiliation, either by jurisdiction or individual.

What are the major issues? What will it take to make it a reality?

1. The right people.
2. Appointments, i.e.: Ambassadors, etc.
3. Program developments.
4. Charitable events.
5. Financial obligations.
6. Regional meetings.

This project coincides with one of our "Aims and Purposes" in the Constitution.

We have talked a good line on this issue for years, but no one wants to touch a sacred cow. This is the time to make it happen. Go to the source. Get it done. It takes risks. But we will benefit from their affiliation. It has been said, benefits are more than the negative aspects. It surely addresses an important domestic problem.

Visitors and Distinguished Guest Committee

The duty of this Committee is to ensure that they arrive to an event well in advance of the appointed time to ensure that each person is greeted as they enter the appropriate place. This not only creates a friendly atmosphere but a welcome such as this makes each person feels the officers and General Grand Council are personally interested in their attendance. This is also a good opportunity to welcome a visitor and make him or them feel comfortable and at home.

Corporate Foundation/Trust Committee

The duty of this Committee is of great importance to the survival of the General Grand Council!!!

With a depleting interest rate, falling members and a weak economic climate, the establishment of a sound giving program is essential yet problematic.

First a history lesson... A "Permanent Fund" was established by General Grand Council in September 1984, to ensure stability of finances with a \$50,000 transfer to this "Fund". This account interest was to be used for future programs and meeting the "Budget" expenses for each Triennial. Since this account had not been touched or added to in the last 25 years and with the falling market as stipulated above, the fund gradually was incorporated in the financial activity in meeting the "Budget" deficits. The amount has been totally absorbed in the Net Worth of GGC and the "Fund" is now nonexistent.

It has now become apparent that a financial crisis is at hand and a "fix it" campaign(s) is necessary to combat the dilemma. We must recreate the "Permanent Fund" or as we call it in the Constitution, the "Endowment Fund".

Your responsibility is to create the new "Funds" and establish a legacy of giving program. It is your to set the Vision, Mission and Goals both administratively and financially. Receive all funds, pass it unto the G.G. Treasurer for investments, keep the records and report your results.

It has been suggested to utilize the appointed officers and Ambassadors in the program. They would be of great help securing support in their sector of the world. Choose the support team. As far as the Ambassadors are concerned, work through the chief Ambassador, he will coordinate the program for his people.

Establish a mode of recognition to those who participate or give substantial amounts.

Set your goals high. It's better to reach for the limits then to fall short because of limited expectations.

Nominating Committee

It shall be the duty of this Committee to ensure that each candidate for an office in General Grand Council understands the responsibility that the office will require. It will be your duty to impart that information.

You are to contact each person who has expressed his desire to run for an office and ensure he has accepted the dedication and expense necessary to fulfill the office if elected to the best of his ability.

This is a first attempt to provide a clearing house to ensure the quality of our administrators for General Grand Council.

First and foremost the committee should understand that a candidate for GGC honors is not based on the man's ability to provide or recite ritual. He must be an administrator. It is imperative in this difficult economic climate that we choose quality. No less than the best in the field.

What are the qualities or requirements that need to be observed?

1. A deep sense of dedication.
2. A healthy personal outlook on life.
3. A good relationship with others.
4. A warm feeling and interest of others.
5. Well groomed.
6. Positive attitude.
7. Intelligent.
8. Self-confident. Self-starter.
9. Sociable.
10. Persistent.
11. Imagination as a guide.
12. Enthusiasm.
13. Sincere.
14. Willing to learn.
15. Live Freemasonry.
16. Presiding skills.
17. Business skills
18. Give freely.
19. Compromising.

There are other traits but these are necessary to accomplish the job description.

Finally, to recommend to the Board of Director's your findings and report the same at the next Triennial your conclusions.

Editor of Cryptic Magazine

Provide for the production of the Cryptic newsletter. Receive all printed material as it relates to the magazine for each quarterly issue. Layout, design and make printer ready package for copying and mailing to the subscribers, then produce the on line Web page.

Technical Automation Committee

One of the duties of this Committee is to ascertain the feasibility that the Cryptic magazine should be in electronic form only.

The question maybe, is the magazine reaching the full potential? Can we benefit from a full scale program of subscriptions instead? Will the electronic method provide a more efficient communication tool? Would a combination program work?

Finally, to review the office equipment of the General Grand Council and to see if it needs upgrading and give cost associate with the equipment replacement.

Triennial Memento Almanac

It will be your duty to solicit support for an ad booklet for the 2014 Triennial.

You should prepare the necessary forms, determine costs of the respective pages and receive all monies from the sales. Also, you are to assist in the design of each page for the member, customer, or organization.

Lastly, each registered member will receive a copy of the ad booklet when he presents himself at the Triennial for 2014.

Revitalization Committee

A program instituted by South Dakota, under the leadership of M.I. Companion George E. Bauder, to assist Council and Grand Council Officers to understand their responsibilities while in line. This program will be used as a tool for education in 2011-2014.

GGC Festive Retreat Tour

Members of this Committee will endeavor to ascertain a time and place of a possible summer or fall activity to include all of the family as a retreat with part Masonic Education and part just fun.

Maybe include non-masons. Also, to determine a possible winter tour for all to enjoy, just a relaxation theme. A target year of 2012-2013.