GRAND COUNCIL OFFICERS
DUTIES AND RESPONSIBILITIES

OFFICER'S DUTIES

The general duties that follow are in no way to supersede those specific responsibilities of each officer as stated in the Constitution and General Regulations of the Grand Council of the State of New York. The duties as listed are to maintain some sense of continuity between years and present an organized face. As a Grand Officer of this Grand Council, it should be recognized that proper etiquette and appearance should always be presented for it reflects upon the Grand Council as a whole.

MOST ILLUSTRIOUS GRAND MASTER – Most Illustrious Grand Master: By the voice of your Companions, you have been elevated to the highest office within their gift; as they rely with entire confidence upon the rectitude of your intentions, and the integrity of your character, it becomes your duty to set them an example of diligence, industry, and fidelity; to see that the officers associated with you faithfully perform their respective duties, and that the reputation and interests of this Grand Council are not endangered by imprudence or neglect. The important trust committed to your charge will call for your best exertions, and the exercise of your best faculties.

As Most Illustrious Grand Master you are encouraged within your personal schedule to visit any Council or District within our jurisdiction. You are strongly advised to attend as many Sister Jurisdictions as feasibly possible for this is where you will meet many friends who will have the same concerns and challenges that you may have or where you may be able to glean successes for possible implementation in this jurisdiction. Whenever your schedule does not permit your personal attendance you may need to appoint another Grand Line Officer to represent you to that occasion. Remember this is your year make the most of it.

DEPUTY GRAND MASTER - Right Illustrious Companion: The duties of the important office to which your Companions have elected you will require your constant and earnest attention. You are to occupy the second seat in this Grand Council, and it will be your duty to aid and support your Chief in all the requirements of his office. In his absence, you will be called upon to preside in the Grand Council and to discharge all those important duties which now devolve upon him. Let it, therefore, be your unremitting study to acquire such a degree of knowledge and information as will enable you, when called upon, to discharge with promptness and propriety all important duties annexed to your station.

In addition to the above as the Deputy Grand Master you should continue plans for next year, by now you should have the dates, places and cost for your Reception and Annual Assembly under contract.

It is the duty of the Deputy Grand Master to call and officiate at the three Grand Council Workshops: First Workshop – the afternoon of the Grand Master's Reception.

Second Spring, usually the second or third Saturday in April.

Third – At Grand Council after the Past Grand Masters' meeting.

You should start to list your appointed officers including that of the Grand Sentinel. Continue to attend as many of the Sister Jurisdictions as possible as well as those activities requested by the present M.I.G.M on his behalf.

You should at least make contact with the motel of your choice in preparation for your year as M.I.G.M. for you reception and Grand Assembly.

PRINCIPLE CONDUCTOR OF THE WORK – Right Illustrious Companion: You have been elected to the office of Grand Principle Conductor of the Work of this Grand Council. In the absence of your superiors, you will be required to perform their duties; and as the interests of the Grand Council should never be permitted to suffer through want of intelligence in its officers, you must always be qualified and prepared to meet the emergency, should any arise.

Having been admitted to the fellowship of kings, you will be frequently reminded that the office of the mediator is both honorable and praiseworthy. Let it , therefore, be your constant care to preserve harmony and unanimity of sentiment among the members of the Grand Council. Discountenance whatever may tend to create division and dissensions among the Companions in any of the departments of Masonry. And as the glorious sun at its meridian dispels the mists and clouds that obscure the horizon, so may your exertions tend to dissipate the mist of jealousy and discord, should any such ever unfortunately arise.

You should visit each Council in your home District as you will need the support of all the Councils and Companions during the next two years. Don't assume that the Companions of you District will be there when needed. It would be a good idea to visit each Council and ask the Companions for their help. Let them know your plans and how you see the Companions fitting in those plans.

Continue plans for your year as M.I.G.M. Attend those activities requested by the present M.I.G.M. Visit as many of the Sister Jurisdictions as possible.

Make sure the contract with the hotel or place of the Grand Master's Reception and that of the Grand Assembly is completed and signed. This will assure that the date, time, cost of meals, and room rates are set.

GRAND TREASURER – Most Illustrious Companion: You have been elected to the office of Grand Treasurer and it is anticipated you will meet the qualities that your Companions expect. These qualities consist of accuracy and fidelity; accuracy in keeping a true and fair account of the receipts and disbursements, fidelity in carefully preserving the property and funds of Grand Council, and in rendering a just account of the same when required.

GRAND RECORDER - Most Illustrious Companion: You have been elected to the office of Grand Recorder and it is anticipated you will meet the qualities that your Companions expect. These qualities consist of correctness in recording the proceedings, judgment in discriminating between what is proper and what is improper to be written, regularity in attendance upon the Grand Council, integrity in accounting for all moneys that may pass through his hands, and fidelity in paying the same over to the Grand Treasurer.

You are expected to make backup files of the information you have established on the computer on a regular basis so that the Companions will not loose continuity in their history and your successor can maintain the record with simplicity.

GRAND CAPTAIN OF THE GUARD - Right Illustrious Companion: You have been elected to the office of Grand Captain of the Guard of this Grand Council. You are to visit the District(s) and each Council in the District(s) assigned to you at the Spring Workshop at least once during the Cryptic Year. During these visits you are to give a short address to introduce yourself and give the Companions a message on your role in Grand Council. Within one week after your visit to each Council, you are to submit an Officers Visit Report to the Grand Council Officers (as listed, The Master, Recorder, Deputy Master, Principal Conductor of the Work,

Captain of the Guard, Marshal and Standard Bearer and Steward), District Deputy and Assistant Grand Lecturer.

GRAND CONDUCTOR OF THE COUNCIL - Right Illustrious Companion: You have been elected to the office of Grand Conductor of the Council of this Grand Council. You are to visit the District(s) and each Council in the District(s) assigned to you at the Spring Workshop at least once during the Cryptic Year. During these visits you are to give a short address to introduce yourself and give the Companions a message on your role in Grand Council. Within one week after your visit to each Council, you are to submit an Officers Visit Report to the Grand Council Officers (as listed, The Master, Recorder, Deputy Master, Principal Conductor of the Work, Captain of the Guard, Marshal and Standard Bearer and Steward), District Deputy and Assistant Grand Lecturer.

You have possession of the Grand Council's. Bible with the Square, Compasses and Trowel accompanied with the carrying case and Altar cover. They are to be displayed at all Annual Assemblies, Rededications and those Assemblies requested by the M.I.G.M. At such time as the Bible may need to be moved for draping the Altar, you are the one to care for it and to see the lights are replaced in their proper places.

GRAND MARSHAL - Right Illustrious Companion: You have been elected to the office of Grand Marshal of this Grand Council. You have taken possession of the Grand Marshal's Baton and are expected to try to attend the visits made by the Grand Master. During these visits you are expected to instruct the Companions in Private Grand Honors to the Grand Master, introduce the M.I.G.M. and any other Grand Line Members present.

You are to visit the District(s) and each Council in the District(s) assigned to you at the Spring Workshop at least once during the Cryptic Year. During these visits you are to give a short address to introduce yourself and give the Companions a message on your role in Grand Council. Within one week after your visit to each Council, you are to submit an Officers Visit Report to the Grand Council Officers (as listed, The Master, Recorder, Deputy Master, Principal Conductor of the Work, Captain of the Guard, Conductor of the Council, Standard Bearer, and Steward), District Deputy and Assistant Grand Lecturer.

GRAND STANDARD BEARER - Right Illustrious Companion: You have been elected to the office of Grand Standard Bearer of this Grand Council. You are to insure that the Grand Standard Banner is displayed at the Assemblies of the Grand Council at all proper occasions. Along with the Banner, you are responsible to display the United States of America Flag along with the Canadian flag. The Broken Triangle should also be at the at the appropriate assemblies. (Attachment "A" – Inventory presented to the Standard Bearer)

You are to visit the District(s) and each Council in the District(s) assigned to you at the Spring Workshop at least once during the Cryptic Year. During these visits you are to give a short address to introduce yourself and give the Companions a message on your role in Grand Council. Within one week after your visit to each Council, you are to submit an Officers Visit Report to the Grand Council Officers (as listed, The Master, Recorder, Deputy Master, Principal Conductor of the Work, Captain of the Guard, Conductor of the Council, Marshal and Steward), District Deputy and Assistant Grand Lecturer.

GRAND STEWARD - Right Illustrious Companion: You have been elected to the office of Grand Steward of this Grand Council. You are to visit the District(s) and each Council in the District(s) assigned to you at the Spring Workshop at least once during the Cryptic Year. During these visits you

are to give a short address to introduce yourself and give the Companions a message on your role in Grand Council. Within one week after your visit to each Council, you are to submit an Officers Visit

Report to the Grand Council Officers (as listed, The Master, Recorder, Deputy Master, Principal Conductor of the Work, Captain of the Guard, Conductor of the Council, Marshal and Standard Bearer), District Deputy and Assistant Grand Lecturer.

You are responsible to cautiously care for the Apron with case and Collar which you have received and maintain them in good repair.

GRAND TRUSTEE – Most Illustrious Companion: You have been elected to the office of Grand Trustee of this Grand Council for the next three years. You, along with your fellow Trustees shall have custody and management of the Permanent Fund, and all of the invested funds of this Grand Council, and have the power to invest and reinvest such funds, from time to time, as shall be decided by a majority vote. All funds for investment shall be invested only in such securities as are legal for savings banks in the State of New York.

GRAND CHAPLAIN: The Grand Chaplains of the Grand Council of Cryptic Masons of the State of New York are appointed by the Grand Master on a yearly basis.

Each Grand Chaplain will have two Cryptic Districts in this Grand Jurisdiction for pastoral oversight and will report annually upon them to the Grand Council. He will serve these two districts faithfully within the length of his cabletow.

The tasks or responsibilities of a Grand Chaplain are as follows:

- To Serve his Grand Master faithfully wherever the need arises.
- To Attend the Annual Assembly of the Grand Council and to assist with the other Grand Chaplains in the discharge of any pastoral responsibilities at the Annual Assembly inclusive of the Annual Assembly Vesper Service.
- To Coordinate the Annual Assembly Necrology Report upon the request of the sitting Grand Master in conjunction with the other Grand Chaplains. Each Grand Chaplain will have this opportunity to perform this service on a yearly rotation.
- To Serve upon the request of the Grand Master's District Deputy Grand Master or his designated representative of the assigned two districts when needed.
- To Attend and Serve all necessary Grand Council functions or ceremonies within his assigned two districts.
- To Provide pastoral oversight to the Councils within his assigned two districts.
- To Express the Grand Council's sympathy to the next of kin when notified of the passing of a Companion from the Recorders in his assigned two districts and to keep a record thereof for his annual report.
- To Be Willing to share general advice on all religious matters within his assigned two districts.
- To Provide any other necessary pastoral service that deems warrant within his assigned
  two districts or to the Grand Council.

GRAND LECTURER – Right Illustrious Companion: You have been appointed Grand Lecturer and it shall be your duty to impart the Standard Work free of errors, which is the ritual of the degrees of Royal, Select, and Super-Excellent Master, to the constituent Councils. You shall have the power to appoint one or more competent assistants in each District subject to the approval of the Grand Master

and will have the responsibility to educate and train them for their work in their respective districts and thereafter have general oversight of them. You shall conduct a Grand Lecturer's Convention in each district of the state or at least hold a regional convention to educate and oversee the performance of the ritual for opening and closing of a Council, protocol for receptions and other such lectures or ceremonies in addition to degree ritual. You shall attend the Annual Assembly of Grand Council and make an annual report to the Grand Council of the proficiency in the work of the Councils. You shall serve as Chairman or Co-Chairman of the Ritual Committee and serve on the Condition of the Rite Committee of the Grand Council. You shall receive the necessary reimbursement for traveling expenses incurred in the performance of your duties.

GRAND FRATERNAL CORRESPONDENT – Right Illustrious Companion: You have been appointed to the office of Grand Fraternal Correspondent and you are to report the informative, interesting and sometimes humorous side of Cryptic Rite as reported in the transactions of our sister jurisdictions. This report is to be given annually at each Annual Assembly.

GRAND HISTORIAN - Right Illustrious Companion: You have been appointed Grand Historian and it is your duty to compile and update the history of this Grand Council. It should be updated annually with all additions reflecting the Grand Council's life history. You should solicit from each Constituent Council their changes as pertain to the Grand Council. Any data used from these Council's should be reported back to the Constituent Council with your appreciation.

GRAND MUSICIAN - Right Illustrious Companion: You have been appointed Grand Musician and it is your duty to preside at the organ (or keyboard as required) and provide appropriate music at the Assemblies of the Grand Council. It is, therefore, necessary that you cooperate cordially with the Most Illustrious Master so that Companions present will have added pleasure and profit from your work.

GRAND SENTINEL – Right Illustrious Companion: You are responsible to see that the Grand Council allows only those qualified into the Secret Vault. It is your responsibility to assist the Most Illustrious Grand Master during his visitations throughout the state and be the Master of Ceremonies at the reception for the Most Illustrious Grand Master at his reception at the Annual Assembly Banquet. You are to assure that all dates are confirmed and if necessary to work with the hotel to make sure all guests are welcomed with a token gift, such as a basket, in their rooms when they arrive. With such additional responsibilities it is recommended that you become the Chairman of the Most Illustrious Grand Master's fund raising committee.

GRAND REPRESENTATIVE - Right Illustrious Companion: You have been appointed a Grand Representative and it is your duty to communicate with your counterpart in the sister jurisdiction to which you have been appointed. You are to report informative and interesting information to the Most Illustrious Master and Grand Recorder so that it may be reviewed. You are required to attend the Annual Assembly of the Grand Council at least once every three Assemblies and will be removed from your position if not excused from the same by the Most Illustrious Master. You are also expected to conduct the same sister jurisdiction representative when he attends the Grand Council Annual Assembly in New York State.

Once each year as a minimum, you are expected to correspond with your counterpart, Grand Rep. of the Grand Council of New York. This is to communicate the activities in New York that would be interesting to this person. If your contact occurs shortly after the Grand Assembly it will be fresh and provide the latest information.