



Duties of Indiana DeMolay State Officers

This document describes the general and specific duties of Elected State Officers, and expectations concerning conduct. This is not a complete document, but is written to convey a sense of the responsibility an Elected Officer accepts when he is installed.

Duties of Indiana DeMolay State Officers

SPECIFIC DUTIES:

Program Responsibilities

The State Officers role in the promotion of all Indiana DeMolay programs varies from program to program, and from year to year. Philosophically, DeMolay's should be allowed to take charge of any and all programs, but the need for consistency in a statewide program does not permit this. However, State Officers are challenged to take ownership of the PROMOTION and EXECUTION of these programs:

Athletics Competitions

Program and Award Competitions

Visitations Competition

Ritual Performances and Competitions

Membership Promotions and Regional/State Degree Conferrals

Annual Conclave and the Conclave Ad Book

Educational Workshops

Other programs established for all Chapters in the State of Indiana

Installation of Officers

We expect State Officers to be prepared to conduct Installations of Officers. That means that every elected officer is to learn several parts in the Ceremony of Installation. We will follow the Installing Officer program outlined in the Monitor of Ceremonies, and State Officers will be expected to master more than one of the assignments.

Membership

Membership is and always will be a major concern, and State Officers must be leaders in this effort. There are several things State Officers can do individually and collectively:

If you have received a Blue Honor Key, wear it. If not, work for it. And encourage others to do the same. The Blue Honor Key should be considered the most prestigious membership award the Order of DeMolay has to offer. It will be valued by the membership if you show that it has significant value to Indiana DeMolay.

Help Chapters organize and conduct membership activities and other types of membership drives.

Develop effective programs and themes for state-sponsored initiations, wherever and whenever held.

Personal Attention to Chapters

We expect you to assist the Chapters to become stronger and more self-sufficient. The strength of DeMolay relies on strong Chapters, and a strong State Officer Line. One without the other is meaningless. Therefore, your greatest impact on the Order will be made by spending time helping Chapter Officers improve their activities, membership drives, and meetings. Do not minimize the effect of your personal participation in the activities of the various Chapters you are assigned responsibility.

Visiting Chapters

When you visit a Chapter, the question should always be, “What can I do to help this Chapter be better?” The answer is as varied as the situations you will face. But you must have an answer for every Chapter and situation you attend. In some cases, you need to lead... in others, you need to teach. In some situations, you need to inspire, while others, the task is simply to motivate. Sometimes, you need to just make friends, and build stronger relationships. On other occasions, you may need to repair damaged egos or reputations. Never go to a DeMolay function as an elected officer with the feeling that you just had to “be there.” In your position, you will always be expected to take some kind of leadership role, either ritualistically, or socially. You must plan what you will say or do before you arrive, and leave the impression that you attended for a reason, and are personally interested in the Chapter. Giving personal attention to each and every member of the Chapter and Advisory Council is the best way to leave this impression. Make it a point to meet everyone present, and try to learn the names of “key” leaders. You will likely see them again, and you should include their names in your reports.

Attendance- general

If you are assigned to attend a program—be there, or let the State Master Councilor and the Executive Officer know well in advance that you will not be present, and why.

Transportation

It is essential that you have access to a car, or that you have the commitment of your parents and advisors to get you where you need to be. Most of the time you can plan your attendance in advance, but there will be some “last minute” calls for help to which you will need to be able to respond. While we can help with some travel expense, Indiana DeMolay cannot pay airplane, train, or bus fares except in specific situations approved by the Executive Officer or his designated representative in advance.

DeMolay Digest and Website Articles

The Director of Indiana DeMolay will produce these official communication vehicles of Indiana DeMolay, but you are each responsible for providing program information and articles to him for publication on a scheduled basis. Depending on your program assignment, your deadlines may differ from other officers. He will print and mail each issue of the DeMolay Digest on an established time line. If you are late in meeting article deadlines, your material will not be used. Website material will be posted within a few days of submission. If you are writing a website article to follow-up on a program, it should be submitted within a few days of the program’s conclusion. Good and timely communication is everyone’s responsibility.

International DeMolay Congress

Attendance at the International DeMolay Congress is reserved for the State Master Councilor and the State Senior Councilor, at the expense of Indiana DeMolay and at the discretion of the

Executive Officer. If one cannot attend, the Executive Officer MAY offer the opportunity to another elected officer to attend to represent the jurisdiction. This is not a vacation, or a reward for service. It is an opportunity to learn about DeMolay outside of our jurisdiction, and to represent the interests of your brethren in discussions that may affect the future of the Order. If you decide to go, and change your mind after non-refundable plane tickets or registrations have been purchased, you will be required to reimburse Indiana DeMolay for that expense. Other Officers and DeMolays may attend the Congress, with the Executive Officer's permission, but at their own cost.

Representative DeMolay Program

As a Representative DeMolay it is your obligation to help another member earn the RD Award. As a State Officer, it is your duty to promote the RD Award and make it prestigious by personally commending those who have received it. The Representative DeMolay form is available on the website, and it is the only version that will be accepted.

Selling Conclave Ads

Each Elected State Officer is required to sell at least \$150.00 worth of Ads for the Conclave Ad book. These can be any combination of page sizes totaling \$150. Elected Officers who meet this requirement will attend Conclave that year for free. Those who do not are expected to pay the registration fees for Conclave. This is not to "earn you way to Conclave." This requirement was established as an exercise in leadership and setting an example for others. Each Appointed State Officer is required to sell at least \$150.00 worth of Ads for the Conclave Ad book as an example of leadership. An appointed Officer selling ads in excess of \$150 will also be allowed to attend Conclave that year free of charge.

Appointed Officers

The State Master Councilor will maintain a full line of appointed officers, as available. The responsibilities assigned to appointed officers are defined and evaluated by the State Master Councilor. He is empowered to appoint and/or remove from office as necessary (subject to Executive Officer approval) to accomplish his goals as State Master Councilor. Appointed officers are in a position to show their potential for future service as Elected Officers and various training opportunities will be created to allow them to show their ability.

Reports

Elected and Appointed Officers will make timely written reports of each of their activities to the State Master Councilor, who will, in turn, report to both the Director of Indiana DeMolay and the Executive Officer. These reports are due within 5 days of activity occurring. Reports will include a list of visitations, installations and ceremonies performed, telephone calls, and expenses incurred requiring reimbursement.

When you make your reports, besides stating the dates, places, and types of activity, try to provide a brief description of your impression of the Chapter's status and relative health. These reports will only be reviewed by the SMC and the Executive Officer's staff, and will NOT be shared with the Chapters. Be honest in your evaluation, but also be factual. Appointed Officers may also make reports to help the State Master Councilor evaluate their performance. If you file the reports shortly after the activity you will not forget important details, or your responsibility to file timely reports.

Expense Reimbursement

Expenses will be reimbursed for Elected and Appointed Officers, not advanced, and must be evidenced by valid receipts. These may be submitted as incurred, or at the end of the month, but

never more than 60-days after the expense. Legitimate expenses include mileage, tolls, reasonable meals, telephone calls, and postage. Some expenses may be questioned, only partially paid, or even rejected if filed late, not approved prior to the expense, or submitted improperly.

State Officers will be reimbursed for mileage per the following policy:

- Mileage will be reimbursed at a rate of 22 cents per mile for Chapter meetings and initiations
 - Mileage will be reimbursed at a rate of 20 cents per mile for Chapter events and installations
 - Mileage will be reimbursed at a rate of 18 cents per mile for State events.
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- The State Officer has to drive or it has to be his vehicle being driven
 - You do not get paid mileage attending your home Chapter's events or meetings
 - If two or more State Officers ride together, only one State Officer gets paid mileage for that trip.
 - If the Foundation credit card is used to buy gas for the vehicle, mileage will not be paid.
 - For other Masonic body functions, you will be paid mileage if you have been officially invited to attend. If you are simply going to participate as a DeMolay, no mileage will be paid.

E-mail Policy

Read it daily, and respond to it immediately. Even if your response is to say, "I received your message, and will provide a full answer at a later date" you need to acknowledge all communications that come to you.

Correspondence

Review any planned correspondence between you, other state officers, and Chapters, with the State Master Councilor or the Director of Indiana DeMolay or his assigns. Send copies of all correspondence with DeMolay Chapters, Advisors and leaders, to the State Master Councilor for his prior review, and to the office for the official files. If you have trouble spelling use both "spell-check" AND a proofreader to review your work!

Communication

In this day and age of telephones, cellular telephones, e-mail and instant messaging, there is no excuse for not communicating with each other, with the Director of Indiana DeMolay, with Chapter officers or Advisors, or with the Executive Officer. If lack of communication becomes a habitual problem, your services as an elected State Officer may no longer be necessary.

Elected Office

The State Council By-Laws govern the guidelines and qualifications for DeMolays to run for elected office. A DeMolay may run for any elected office that he qualifies for except if he is an already an elected State Officer and wishes to run for the same office again. An elected State Officer may not succeed himself in the same office.

Travel Plans

It is important to plan ahead to get where you need to be. It is equally important that you share your plans with the State Master Councilor and the Director of Indiana DeMolay prior to any visitation. We need to know where you are going, how you will get there, and probable arrival and departure times. Know who your contact people are at each destination so you can advise

them of any change of plans. Do not travel to DeMolay events out-of-state without permission of the Executive Officer. Any State Officer traveling to an out-of-state event without the permission of the Executive Officer will be immediately removed from office.

Deadlines

...are exactly that. Please do not continually try to stretch them or ignore them. They are established for a reason. Do yourself a favor and get in the habit of being early, rather than late, in fulfilling your responsibility and completing assignments.

Grand Lodge Programs

We get almost all of our funding for food, lodging, supplies, and programming from the Grant-Hamill Foundation, as well as from the Grand Lodge of Indiana and appendant bodies. Naturally we will support every program of the Grand Lodge when asked to participate. This may occasionally require us to change some of our plans, and we will do it gladly, remembering the support that Grand Lodge gives us.

Elected Officer Portraits & other Photographs

The Elected Officers will, immediately upon taking office, arrange to have a portrait photograph taken for use in press releases and publications of Indiana DeMolay. The photograph may be in color or black and white per discretion of the Director of Indiana DeMolay. Indiana DeMolay will pay all fees, coordinate the photograph session, and will take other State Officer photos as needed for Internet and other use.

Attendance and Display at Statewide Masonic Programs

It is going to be essential for you to attend some of the annual banquets and programs of statewide Masonic bodies when invited, as a group, to show a strong presence for the Order of DeMolay, and to learn how to mix and mingle with the Masonic leadership in Indiana. This will also serve to support the State Master Councilor when he is called upon to make brief remarks at such functions. The State Master Councilor or the Senior Officer present should always be prepared to make remarks whenever and wherever he may be. As a State Master Councilor, everything you do during your tenure in office is a direct reflection on the fraternity. Every officer is expected to attend his "share" but not all of these programs. The State Master Councilor will coordinate assignments for everyone's benefit. In addition, the State Officers will create, maintain, and man a display booth at these functions when appropriate, providing information on advisorship and Chapter sponsorship.

Speaking to Masonic Organizations

You will be called upon to speak at a statewide or even a local Masonic organized event. There are certain protocols you will learn about addressing each group differently. Review with the Executive Officer or his assign all speeches or remarks before given. You must PREPARE for these opportunities to represent the Order of DeMolay, or you will make costly mis-statements. Review pronunciation of words, names and titles of people you expect to see at the events. As a State Officer, please remember that you are NEVER to ask for money or specific financial support for any program without permission from the Executive Officer. And never SELL anything from the podium, either. It is not a well-received practice that other Masonic Youth Groups already indulge in, and we do not want to gain the same reputation they have. Always be prepared to speak at any DeMolay or Masonic function that you attend.

Dress Codes

Elected State Officers are expected to dress well. Clean clothes, decent grooming, relatively conservative colors, and modest styles will serve you best, as you must move in and out of a variety of circles of friends and associates. When a specific dress code is provided for an activity, you are expected to abide by it. The fashion statements of your generation are likely to be misunderstood, and in some cases, disdained, by older advisors, parents, Grand Lodge and other Masonic leaders. Current examples (and we all know that trends change) include earrings, other piercings, hair dye, tattoos, brandings, and sexually suggestive clothing. Some of these fashions have a proper time and place, and dress codes may change depending on the activity. If you are asked to modify your appearance it is because you are losing credibility as a leader or representative of the organization. Obviously, if you are told that some aspect of your appearance is offensive, you will be required to change it or resign from office.

In general, be careful of the message you send about yourself by the way you dress, not only at DeMolay and Masonic functions, but also while traveling to and from them. Hint: You will never get in trouble for wearing a DeMolay shirt.

The expectation for some Chapter's stated meeting is a shirt and tie. As a state officer, you will be setting the standard for others to look up to. That means you have to look your best while at a Chapter's meeting. Be proud of who you are and dress that way also.

Tuxedos

Elected State Officers will need to have access to a traditional black tuxedo, black bowtie, black vest, black cummerbund, black shoes, and white shirt to wear at Masonic banquets and appropriate DeMolay functions. The State Master Councilor and the Director of Indiana DeMolay must approve variations in this style of dress.

Coordinated Dress Standards

The State Master Councilor may establish a uniform standard of dress for State Officers. This may include a standard for formal, business, and casual events.

RWTEO

These initials are the way we approach the subject of your **Relationship With The Executive Officer**, or, in other words, "how to keep the boss from losing his cool." Your job entails working with a person who has ultimate control and bears the responsibility for the Order of DeMolay in Indiana. You can have a good working relationship or a bad one. You can develop an adversarial relationship or you can become friends. One thing you cannot do is avoid him. Learning what makes your Executive Officer "tick" will make a huge difference in the relationship you create and nurture with him. This is "on-the-job-training" for dealing with a "real" boss in the "real" business world. Learn how to manage your "boss" now, and it will pay off with huge dividends in the future when you're livelihood, and the welfare of your family, depends on it. Hint: he has a very low tolerance for crude, rude, and socially disruptive behavior.

GENERAL DUTIES AND BEHAVIORAL EXPECTATIONS:

Role Models

We expect you to serve as Role Models for the members of the Order of DeMolay in Indiana in all that you say and do. Your actions and character will set the example for hundreds of DeMolay brothers. If they perceive you are earnest about performing your duties and living your obligations, they will take their DeMolay activities more seriously.

Conduct

For the time that you are an elected State Officer, you live and act in a fishbowl—people will be watching you from all angles, and at all times. You do not have the luxury of turning your DeMolay position on and off at will. You are expected to act in accordance with DeMolay principles and rules **ALL THE TIME**. If you cannot abide by this, you should not be an elected officer. Nobody is perfect, and slip-ups may, occasionally, occur. They will not be excused, but you can survive them. However, repeated offenses and continuous lack of good judgment will result in termination of your service as an officer. This policy also applies to e-mail, instant messaging, home or personal pages, and all around internet use.

Prohibited Conduct

No alcohol. No weapons. No drugs. No exceptions.

Tobacco Products

Do not use tobacco products in front of DeMolays or Masonic leaders. If you must use tobacco, go away from the group. Expect to take a lot of grief from the Executive Officer if you smoke or chew—period.

Girls & Girls' Groups

Probably your toughest assignment will be to stay focused on your duties and your brother DeMolays, rather than on the girls who attend and support our programs. While you are an elected State Officer, Masonic youth activities should not be dating time. This is not to prohibit you from developing your own relationships. Your personal life is personal, as long as you keep it that way. Just remember, if you think living in the fishbowl is a problem as a State Officer, try dating a high-profile young lady from within our “Masonic Family.” The gossip and rumor mill will eat you alive, and it operates out of control most of the time. Your State Officer collar is a magnet for star-hunters. You will have plenty of young ladies to spend time with at our functions. Therefore, do NOT become attached to the State Sweetheart—that would be a huge error in judgment, regardless of who she is.

Decorum

Respect is earned, and as an Elected Officer you need to first show respect for your peers and adult leaders to gain their respect. There is a proper time and place for unwinding, and for telling jokes. Knowing that proper time and place will keep you out of trouble. If you aren't sure, DON'T DO IT. Courtesy is the third precept—if you need to be reminded of it, you do not deserve to be a State Officer.

Conforming To Schedules

BE ON TIME! Or you will be left behind.

Thank You Letters

Write thank you letters and notes to people who help you. Whether an active member, advisor, or parent, everyone appreciates this small gesture. For example: somebody who picks you up at the airport or train station; someone who loans you their tuxedo; someone who buys you lunch, etc. All should be thanked personally, when possible, but ALSO in writing at a later time. The public relations value of these notes is beyond explanation.

Your Priorities

Each officer has different personal priorities, but in general, we recognize that Home, Religious, and Educational responsibilities should come first. In some cases, a job also is a priority, depending on economic necessity. You must communicate to let the State Master Councilor and

the Director of Indiana DeMolay know if you are having difficulty managing these priorities and meeting your DeMolay commitments. A reduced workload can be arranged temporarily to help you, but you should understand that a last-minute bailout on a major responsibility will not be well received. You generally know in advance if your workload is growing too big. Your State Officer duties may have to come before your Chapter programs and your social life.

Dedication

Why would you want to have an State Office, if you aren't dedicated? There isn't much glory in collar if you don't work hard to prove yourself worthy of it. Real dedication will get you moving AFTER you won the election. No doubt about it—there is a boost to your ego when you attain the collar, but a truly dedicated DeMolay gains his reward from a job well done.

Self-Motivation

It is your job to keep yourself motivated to do your job. Keeping yourself motivated is primary, especially when you are expected to find creative and exciting ways to motivate appointed State Officers and Chapter Officers. If the State Master Councilor has to talk to you about getting an assignment done, it should be a hint to you that you are not performing up to the level of which you are capable. If the Director of Indiana DeMolay has to talk to you about your performance, you really need to look at yourself and determine your level of commitment and motivation. You were elected to a yearlong term. That is a long time, but you are expected to perform your duties for 12 full months.

Motivation of Appointed Officers and Chapter Members

You have both the title and the collar to give you credibility and a sense of reward for your work, but the appointed State Officers and Chapter Officers get very little recognition or appreciation, except what YOU give to them. Words of thanks, encouragement, and admiration will go a long way in keeping your peers motivated to perform their duties. Special awards and recognitions during the year will help to keep them focused on their work.

Conveying Sense of Fraternalism

As an Elected State Officer you need to set an example of brotherhood and unity as a corps of officers. As such, it is important that you make up your mind from the start to support the programs and plans of the State Master Councilor. It is also essential that you support one another. Sure, you will not always agree on everything that is done, but keep your disagreements private, and do not bring them to those on the outside. Never let a rift in the elected corps show to the Chapters. You need to be setting the example for how Chapter Officers get along and work together toward a common goal. In other words, you must practice what we preach, if you want to enjoy the respect and confidence of your peers. It is likely that some of you will be political rivals in the future, but there is a way to be adversaries in an election without becoming enemies. We all have the same ultimate goal—to improve ourselves, and to help the Order reach out to others through membership growth. Remember the meaning of the word, T.E.A.M.—Together Everyone Accomplishes More.

Elected Officers Ego

Watch out for the “I/ME/MY” problem.
It is not YOUR term of office—it is everybody's.

Non-Performance of Duties

An unpleasant subject, but one that must be addressed, is what will happen if you fail to fulfill the duties of your office. Some of the options available include the loss of privileges, restriction from participation in incentives, verbal and written warnings, reduction of responsibilities, temporary

removal of jewel and collar, or removal from office. This is not an “order of discipline” and any one of these actions may be imposed with or without prior warning. Such actions are situational and will only occur after the State Master Councilor has conferred with the Director of Indiana DeMolay and the Executive Officer.

Accountability

The State Master Councilor is accountable for the actions of his elected and appointed officer corps. He is to supervise all activities assigned to his officers, and is responsible for the successful completion of these functions. He may reassign duties to other officers if he feels it is necessary. He may discipline his officers by denying them the right to speak in his behalf or represent the State Officer corps. He may dismiss Appointed Officers. He may even request that an Elected Officer’s collar and jewel be confiscated, and may suggest removal from office by the Executive Officer, but cannot himself effect that removal. He shall report such actions to the Director of Indiana DeMolay who generally reports the actions of the corps to the Executive Officer; however, the State Master Councilor is also directly accountable to the Executive Officer and may be called upon to explain directly any and all situations.

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