

# Guardian Treasurer

## Official Duties

All BGC members shall:

- (a) Teach and support the members of the Bethel in the planning and execution of all Bethel meetings, events and activities.
- (b) Become familiar with and reference the Constitutions, Bylaws, Standard Operating Procedures, and the Manual of Rules and Regulations. (i.e. the "Jobie Code") in the performance and execution of all roles and responsibilities supporting the Bethel.
- (c) Attend all Bethel and BGC meetings unless prevented by a reasonable excuse.
- (d) Review and provide feedback on the appointive officers of the Bethel before their appointment by the Honored Queen.
- (e) Decide the eligibility of a Daughter for an elective Bethel office. Any question concerning eligibility will be determined by majority vote of those present.
- (f) Complete and send an Annual Report of the Bethel using Form 110, to the Grand Secretary no later than January 31 each year.
- (g) Update and return with the Annual Report the membership list provided by the Executive Manager.
- (h) Perform all other duties assigned to them by the laws of the SGC and/or GGC.
- (j) To send one BGC member to the Nebraska GGC Annual Session; to attend a majority of the business meetings and to take home pertinent information for the good of the Bethel.

The Guardian Treasurer shall:

- (a) Attend all meetings of the BGC and of the Bethel.
- (b) Supervise the work of the Bethel Treasurer and receive all money from her, giving her a receipt for same.
- (c) Supervise the work of the Librarian by carefully reading her report before it is given in a Bethel meeting.
- (d) See that proper record is kept of the disbursements of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.

## Additional Duties

- Mentor the Bethel Members in understanding how to create a budget, fundraiser profitability, and general accounting practices.
- Track members' fundraiser ledger according to the Bethel's process for fundraising credit (i.e. "Jobie accounts"), hold funds for "Jobie accounts" separate from the general Bethel's account(s), and report the balance on hand to each Bethel Member and their caregiver on a regular basis.
- Transfer money from any digital platforms, such as PayPal and/or Venmo, into the Bethel's bank account

- Safeguard the financial processes of the Bethel by ensuring all digital financial accounts in held by the Bethel, and not an individual's personal account
- Maintain current contact information and signature cards at a local bank for a minimum of 3 unrelated Bethel Guardian Council members
- Coach the Bethel Treasurer in preparing Bethel Treasurer reports for each meeting
- Develop a succession strategy with the Bethel Guardian Council. (e.g. Identifying potential replacements and help recruit volunteers)

### **Reporting Requirements**

- Works with Associate Bethel Guardian each term for his account reviews/audit
- Requires and retains receipts for any reimbursement or bills

### **Communications**

- Provides the balances of all accounts at each Council meeting
- Communicates audit results for each term at bethel meeting after installation

### **Mentoring/Member Awareness**

- Strive to teach and work alongside members, not dominate or control the workings of the Bethel.
- Involve Bethel Members in account review/audit
- Understanding the main developmental goals for adolescence are to become independent
- Form close personal relationships to help Bethel Members become comfortable with themselves – mind, body, self-image and to develop an individual identity with realistic life goals and skills.

### **Eligibility Requirements**

To be appointed as a member of the Bethel Guardian Council in this position, all of items 1-5 must apply, and at least one of item 6 must apply.

1. Be at least 20 years old
2. Hold a current CAV
3. Have paid any applicable fines (e.g. for not having filed required forms, etc.)
4. Not be the current GG, AGG, VGG, or VAGG
5. Not have served the previous 5 years as Guardian Treasurer of that Bethel
6. Be a Master Mason in good standing in his lodge OR

Meet the relationship requirements of a Bethel Guardian Council Member:

- Majority Member of Job's Daughters
- Past Bethel Guardian
- Member of an organization basing its member on Masonic relationship (i.e. Order of the Eastern Star or Daughters of the Nile)
- Family member of a Master Mason:

- i. Wife (including widow)
  - ii. Daughter (including natural, grand-, great grand-, legally adopted, -in-law, step-, step-grand-)
  - iii. Mother (including natural, grand-)
  - iv. Niece (including grand-)
  - v. Cousin (first or second)
- Parent (grand- , step-) or Guardian of a Member of the Bethel

### **References**

- C-BGC, ARTICLE V | COUNCIL MEMBERS
- C-BGC, ARTICLE VI | ELIGIBILITY
- NE Bylaws-BGC, ARTICLE XI | TERM OF OFFICE

### **Tools**

JDI Bethel Books - available on website

Statements from financial institutions

BGC Bylaws - Article II Section 4

Nebraska Constitution and Bylaws