

Guardian Secretary

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 Secretary shall:

- (a) Attend all meetings of the BGC and of the Bethel.
- (b) Make proper record of all meetings of the BGC.
- (c) Supervise the work of the Recorder.
- (d) See that proper record is kept of the receipts 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.
- (e) Report to the Grand Secretary the names and addresses of:
 - (1) All new Majority Members,
 - (2) Majority Members who have moved,
 - (3) Members and adult workers who have moved outside the jurisdiction.

Additional Duties

- Mentor the Bethel Members in understanding the importance of having accurate records for reference of previous decisions, etc.
- Coach the Bethel Recorder in preparing the Bethel meeting minutes. Review the minutes, prior to distribution and/or being read at a Bethel meeting.

- Assist and support the Bethel Guardian in preparing and distributing Bethel communications, reporting, and record-keeping requirements.
- Advise the Honored Queen-elect Bethel Members' history of offices held to assist in appointive officer selections.
- Anticipate and prepare and organize all necessary records, especially for special events such as Majority Ceremony, Initiation Ceremony, Award Nominations, etc.
- If meeting minutes are prepared electronically,
 - Maintain a clear and consistent digital filing system. Maintain files on the Bethel's selected platform (i.e. Google drive, Dropbox, etc.)
 - Distribute the meeting minutes no later than one week after the meeting
- Develop a succession strategy with the Bethel Guardian Council. (e.g. Identifying potential replacements and help recruit volunteers)

Reporting Requirements

- 990 N – Due October 31
- NE 110 - Annual Report – Due January 31

Communications

- Work closely with the Bethel Guardian and Honored Queen to advertise events on social media.
- Communicates information about Bethel dues
- Communicates with Grand Secretary any information for members
 - All Majority Members
 - New Members
 - Member and Adult changes

Mentoring/Member Awareness

- Strive to teach and work alongside members, not dominate or control the workings of the Bethel.
- Understanding the main developmental goals for adolescence are to become independent; to form close personal relationships; to 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 Secretary 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
- Family member of a Mast Mason;
 1. Wife (including widow)
 2. Daughter
 3. Mother
 4. Niece
 5. Cousin
- 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

- BGC Bylaws - Article II Section 3
- NE Constitution and Bylaws
- 140 - Notice of Dues