

Golden State College Secretary Duties - A Guide for Reference
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Golden State College S.R.I.C.F.
Los Altos, California
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From Our Bylaws

Article IV

Duties of Officers

b. Treasurer/Secretary

- (i) He shall receive into his custody the revenue for deposit.
- (ii) He shall keep records of the revenue of the College, including, but not limited to fees, dues, and subscriptions. Signatures for such funds will be the Treasurer/Secretary. His accounts shall be audited before the Annual Convocation by any two Ancients.
- (iii) He shall convene the College by written notification to all the Fratres at least ten (10) days prior to the Convocation date.
- (iv) He shall submit to the Fratres the names of all proposals for scrutiny.
- (v) He shall keep the minutes of the College; register of all members, their mottoes, and dates of admission to each Grade.
- (vi) He shall, within ten (10) days after the Annual Convocation, transmit a certificate of the election of officers of the College to the Secretary General of The High Council, with the post office address and telephone number of such Officers as required by the High Council.
- (vii) He shall prepare an annual return to The High Council, in triplicate, embracing the transactions for the fiscal year ending the 30th day of June, and shall state the Latin motto for each Frater. He shall forward one (1) copy of the annual return to the Secretary General on or before the 1st day of August in each year, one (1) copy to the Chief Adept, and file one (1) copy in the archives of the College.
- (viii) He shall present a Treasurer and Secretary Report of the financial transaction and membership records for the previous year at the August Convocation.
- (ix) He shall keep an inventory of all College paraphernalia, regalia, and furniture.
- (x) He shall act under the direction of the Chief Adept.

From Patrick Bailey IX Grade

Before the meeting

Collect all completed proposal forms, and create a PDF file for each

Ensure that the locations are reserved for all future meetings for a year in advance – 6 months prior

Remind the Exponent that he is in charge of any lunch and or dinner functions – 6 months prior

And that any food and drink function is no-host. The College will not subsidize these

And that if the function is catered, the College will not cover any cost overrun – charge the no shows

Email out that we need presentations, especially from those that have not presented – 3 months prior

Email our meeting schedule to other 2 CA Colleges, and get their meeting schedules – 3 months prior

Email out that updated schedule to all members – 3 months prior

Conduct Inventory of all items and order any needed items – 3 months prior
Email out Meeting Announcement with as much detail as possible – 30 days prior
Email out Last updated Meeting Announcement with as much detail as possible – 7 days prior
Email out any outstanding dues BCC to each member – 7 days prior
Do not share who owes what dues by when, except to the Celebrant or IX Grades or Treasurer
Make sure that someone will be there at noon on the meeting day with the keys – 7 days prior
Email all about the upcoming study group, meeting plans, and detailed agenda – 7 days prior
Finalize and post the Draft Meetings of the previous meeting – 7 days prior
Create a new draft Minutes for this meeting from the last meeting and fill in all To Dos – 7 days prior
Send financial data to Treasurer for his approval – 7 days prior
Ask for and include any new proposals, and create a PDF file for each
Deadline for proposal forms is two weeks exactly before the August meeting
Ask Celebrant if any computer/audio speakers/projection/screen (AV) is needed – 7 days prior
If AV is needed, arrange it all (Ask Frater McKeown) – 7 days prior
Update all Regrets – 1 day prior
Create Sign-in sheet – 1 day prior
Create any needed dues cards – 1 day prior
Create two labeled envelopes for cash and checks (Pay to “Golden State College”) – 1 day prior
Pack to take all Ad Lucems and Famas
Keep one new copy of each for our College Library
Summarize status of any IRS actions

Just Before the Meeting

Place Sign-in Sheet
Place cash and checks envelopes
Hand out dues cards
Get Study Group Attendee list and book and video titles and references
Make sure the Study Group area is now clean and back in order
Setup AV if required
Provide all Ad Lucems and Famas
Last: Pickup Sign-in sheet, and cash and checks envelopes

During the Meeting

Always speak and sign when standing up
Proper Rank to Speak (our rules):
RIGHT Worthy for IX Grades.
VERY Worthy for Celebrant, Past Celebrants, and Exponent.
Worthy for VII Grades.
Frater (or Fratres, plural) for everyone else.
Write down all notes on the draft minutes for that day (prepared above in advance)
Always quickly summarize – do not read – prior minutes or announcements
Always intercede if anyone says anything that does not follow our Bylaws or procedures
Write down all lists of names of all committees, casts, and degree teams.
Update Sign-in Sheet – Late members are to be marked as present

After the Close of the Meeting

Pickup leftover dues cards

Help take down any AV

Write and give out all approved checks

Pickup leftover Ad Lucems and Famas

Ensure that the meeting space is clean and set for Lodge

Ensure that the last person does not leave until the local contact with keys is there to close

Days After the Meeting

Document attendance

Document dues paid

Note what dues cards should be written for the next meeting

Check reservations for all future meetings at least a year in advance

Write and mail out all approved checks

Pay and mail the rent for the location and thank the building manager

Keep track of stamps to be reimbursed as marked in the check book

Make sure all deadlines above are met

After balloting for proposed members, write and send them each a formal invitation letter

Track each proposed member by email and letters

If accepted, order name badge and jewel and books for the candidate

Make sure all cash and checks are deposited before the next meeting

Update all records as required