



Exalted Ruler, Secretaries, and Trustees

Roles and Responsibilities

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Where can I find these duties?

DUTIES AND RESPONSIBILITIES CAN BE
FOUND IN THE CONSTITUTION AND STATUTES
OF OUR ORDER, CHAPTER 12 SECTIONS
12.020 THRU 12.115

Grand Lodge Officer Training

ELKS.ORG

LEADERSHIP DASHBOARD

TRAINING

GRAND LODGE ANNOTATED STATUTES

GRAND LODGE AUDITING AND ACCOUNTING MANUAL

LOCAL LODGE OFFICER TRAINING

BOARD OF DIRECTORS, LODGE TRUSTEES & HOUSE COMMITTEE TRAINING

LODGE VETERANS CHAIR QUIZ

LOCAL LODGE SECRETARY TRAINING

Exalted Ruler

Section 12.020.

- ▶ Is the Executive Officer of the Lodge
- ▶ As ER you are required to;
 - (a) Presides at all meetings.
 - (b) Appoints Committees
 - Cannot be delegated or overridden. (GLS 12.020-03)
 - (c) Appoints other officers. Esquire, Chaplain, Inner Guard, Tiler, Organist and Vocalist.



(d) Enforces the Laws of the Order.

- *Requires a general knowledge of GLS*

(e) Is an ex-officio non-voting member of the Board of Trustees. (or Board of Directors).

(f) Attends DD clinics.

(g) Attends the Grand Lodge Convention.

- Must attend to become a GL member.
- Report the proceedings on the floor to the Lodge.

Other Duties

- ▶ Are required by statutes to;
 - Appoint a lawyer and a mediator. (GL statute 13.020)
 - Appoint an auditing and accounting committee. (GL statute 13.020)
 - Appoint a public relations committee. (GL statute 13.020)

Exalted Rulers

- ▶ Needs to have a pulse on what is happening in the lodge and community.
- ▶ Needs to be the lodges biggest advocate in the community.

Good Exalted Rulers

- ▶ DO NOT MAKE FINAL DECISIONS ON THEIR OWN
 - Consult other officers, trustees, house committee. etc.
 - Listen to the membership.
 - Deal with things before they become an issue.
 - Keep regular meetings on track and under control.

More Things as ER

- ▶ Work closely with your lodge secretary.
 - Use the GL schedule to guide events. (Memorial and Flag Day etc.)
- ▶ House committee
 - Know what they do and cannot do.
- ▶ Work with your Past Exalted Rulers
 - Have them help and mentor you
- ▶ Use your resources. (Books, manuals, GL web materials, etc.)
- ▶ Be a mentor to others officers.


While Exalted Ruler


- ▶ Always be in control of yourself
 - Never become intoxicated.
 - Watch your image. (Pictures, social media, etc..)
- ▶ Immediately establish your leadership teams.
- ▶ Have bi-weekly or monthly meetings with your other chair officers
 - Who is responsible for what.
- ▶ Begin mentoring the other knights – provide a good example
- ▶ Know the statutes.

Lodge Secretary

Section 12.050.

- ▶ (a) Keep accurate minutes of all meetings.
- ▶ (b) Maintain accounts between the Lodge and its Members.
- ▶ (c) Assign a membership card number.
- ▶ (d) Maintain a current mailing list of all Members.
- ▶ (e) Receives all monies due the Lodge and pay them over to the Treasurer.

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- ▶ (f) Inform applicants for membership of their acceptance or rejection.
 - ▶ (g) Notify all committee appointees.
 - ▶ (h) Prepare the Annual Report to the Grand Lodge.
 - ▶ (i) Prepare membership report.
 - ▶ (j) Report all expulsions and suspensions to the Grand Secretary.
 - ▶ (k) Read and answer all correspondence of the Lodge subject to the approval of the Exalted Ruler.

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- ▶ l) Give bond of at least \$5,000 or in a greater amount as may be provided in the By-Laws.
 - ▶ (m) Present a written report of the transactions of the office to the Lodge.
 - ▶ (n) May receive compensation as fixed by the By-Laws.
 - ▶ (o) Perform all duties required by the Local Forum.
 - ▶ (p) Attend all District Deputy Clinics unless excused for good cause.

Other Secretary Duties


(1) Prepare a Local Forum Box (with Trustee assistance) in June and December, holding on slips of paper, the names of Members in good standing.

The names of all Members in Lodges of 200 or less and at least 200 names in Lodges with over 200 Members shall be in the container.

(2) Collect from any Member whose term of service has expired in either an elected or appointed position within a Lodge, and any Lodge employee upon completion of his employment, within 14 days of the expiration of the term for which they were elected or appointed, or of their termination from employment, all originals and copies of all records, materials, other information and any personal property of the Lodge in their possession which were obtained in connection with the performance of their duties.

Secretary Haves and Have Nots

- ▶ Requires good fiscal, clerical, & computer skill sets
 - CLMS, e-mail, Social Media, etc..
- ▶ Is the most difficult and most time consuming
- ▶ Hears everything
- ▶ Provides stability AND mentorship to the lodge leadership
- ▶ Keeps the ER and others on task
- ▶ Have working knowledge of the A and A manual.

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- ▶ May not know all computer programs, but needs to be familiar with how to use them adequately
 - ▶ DOES NOT RUN THE LODGE.
 - ▶ IS NOT THE UNOFFICIAL DICTATOR BEHIND THE SCENES.
 - ▶ Has a huge amount of power to do (or not do) things.

Trustees

section 12.070

- ▶ Controls the funds, investments and property of the Lodge.
- ▶ Execute all leases, contracts or other papers when ordered by the Lodge.
- ▶ Hold at least one regular meeting each month.
- ▶ Keep accurate minutes of each meeting of the Board.
- ▶ The Exalted Ruler is an ex officio member of the trustees.

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- ▶ Purchases supplies ordered by the Lodge, and all papers, books and stationery needed.
 - ▶ Present a monthly written report of its transactions at the first regular meetings each month.
 - ▶ Establish an Accident Prevention Program, with one member designated as Accident Prevention Manager. *Includes overconsumption of beverages*
 - ▶ The Board shall create a budget to be approved by the membership no later than the final meeting in April, and must be adopted during that meeting or if modified by the next regular meeting.

Things Trustees Need to Address

- ▶ Critical items
 - Occasional Budget reviews. (at least quarterly)
 - Year end budget adjustments.
 - Harassment and bullying training.
- ▶ Budget for GL and state convention and training.
- ▶ Budget for DD meetings and clinics.

REMEMBER MEMBERSHIP

Has the final say on everything

Must follow the GL statutes

Must follow Lodge by-laws

Also Remember

- ▶ The leadership answers to the Floor
- ▶ The leadership answers to the GL (Which is the Membership)
- ▶ The leadership answers to the community
 - Are we upstanding members or animal house



Comments and Questions