

DUTIES AND RESPONSIBILITIES OF

The Personal Representative of the Executive Officer. (PRoE)

Authority:

The Executive Officer is charged with making all decisions relative to the Order of DeMolay with the Jurisdiction of Nations Capital DeMolay (NCD); however, to assist him with this responsibility, I am appointing a Personal Representative to Nation's Capital. DeMolay, whose appointment shall be for as long as is mutually desirable.

The Personal Representative (PRoE) is thus charged with the authority and responsibility of making all decisions relative to the Order of DeMolay in NCD and is responsible to the Executive Officer of NCD. In order to fulfill the requirements of his position, it is very important that a Personal Representative be knowledgeable of his duties, responsibilities and authority and, also, that the Advisory Council members and DeMolays in NCD be aware of the same. To these individuals, the Personal Representative is the Jurisdiction and he must conduct himself accordingly. He must be thoroughly familiar with the International Supreme Council Statutes and Ritual of Secret Work, the Leader's Guide, the Monitor of Ceremonies, and the Manual of Policy and Regulations of NCD. The better enlightened and knowledgeable he is, the more effectively he can function. He is charged with the administration, extension, and promotion of the Order of DeMolay in the Jurisdiction.

Duties and Responsibilities:

A Personal Representative of the Executive Officer's duties and responsibilities are very broad in scope. A PRoE, exercises within the Jurisdiction such authority, subject to the review of the Executive Officer, as may be necessary 'for the best interests of the Order of DeMolay', provided that, in exercising such authority, he does not take actions which are prohibited by the Statutes of DeMolay International or by an order of the Supreme Council or the Grand Master of DeMolay, and which are not contrary to an edict or expressed policy of the Executive Officer of the Jurisdiction.

The Personal Representative's (RRoE) Duties and Responsibilities include (but are not limited to) the following:

Actively promote Nations Capital DeMolay

Actively investigate and make recommendations to the Executive Officer concerning the forming of new DeMolay Chapters within the Jurisdiction.

Actively recruit adults to serve as Advisors of the Order of DeMolay. Insure all advisor training and Adult Worker application are completed and forwarded to the Executive Officer.

The PRoE will be the liaison for the Executive Officer to all Masonic and appendant bodies with in Washington DC.

Represent the Executive Officer at all functions the EO is unable to attend.

The PR should attend all Installations and other DeMolay Ceremonies in Jurisdiction.

The PRoE is to attend at least four Chapter and four Advisory Council meetings of each Chapter in Jurisdiction during the year. A report of this visit is to be made to the Executive Officer.

The PRoE is responsible for determining that all Chapters and Advisory Councils are conducting their meetings in accordance with the DeMolay International.

The PRoE may make recommendations to the EO for changes to Chapter and Jurisdictional Advisory Councils that would be in the best interest to and for the members of Nation's capital DeMolay.

The PRoE may make recommendations of individuals, meeting the criteria, to the Executive Officer for nomination for certain Honors and Awards.