

Lodge Secretary Notes 2017

Recurring Important Events

Jan 31-Annual Return is due

Print from MORI and mail in

After new Officers are installed

Submit new Certificate of Election (MORI or fill out and mail Form 25)

New members

Enter each event in MORI

-Affiliated

-Elected

-Initiated

-Passed

-Raised

Member dies

Enter in MORI

New Master Mason

2 weeks' prior contact GL for diploma or fill out and mail Form 20 to GL

Minutes

Keep accurate minutes of both Stated and Special Communications. You can print and copy them ahead of time for the Brethren to read before the meeting starts. There is no requirement that you read minutes in the Lodge meeting!

Written Communications

One of your most important responsibilities is to keep the flow going regarding communication both to the Lodge and from the Lodge. This includes ensuring communications from the Grand Master are read so no one can plead ignorance of his communications. Timely management of communications is critical.

Financial Events

Using MORI Dues Function

(If you choose-it is not required)

Establish member types (i.e. Regular, Affiliate etc.) Dues amount must include Grand Lodge per capita if applicable.

Assign member types to all members

When starting the dues process follow the 4 step process under the Financial Tab. You must follow all 4 steps

OR

Manually prepare and send dues letters.

Regardless of how you proceed with dues, (MORI or manually on your own) Dues cards can be expected from Grand Lodge by August 31st.

Receiving money

Just as it says at Officer Installation-Receive all monies from the hands of the Brethren and pay them over to the Treasurer, taking his receipt therefor!! See Form 2.

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The Grand Lodge website (www.mainemason.org) has all required Forms and a great deal of resource material that is at your fingertips.

Serving as the Secretary of your Lodge is serious business and you are one of the linchpins that can help a lodge to thrive.

Do not be lulled into complacency and allow yourself to be singlehandedly managing the Lodge affairs. That is the Master's responsibility to oversee his Lodge and make necessary decisions relative to the operation of his Lodge.

Need something from the "store"? You can call us or e mail us. Books? Pins? Remember, you as the Secretary or the sitting Worshipful Master are the only ones who can "charge" something to the Lodge for later billing.

We manage the 50-year Veteran's Medal program. We will send it to you in plenty of time to for presentation, even if the Brother lives in Florida or Montana.

KEEP MORI UPDATED. The best thing you can do to help yourself and help us to support you is to keep MORI updated with correct and current details and information. Accuracy counts!

If you have questions, concerns or are in doubt-reach out! All of us at the Grand Lodge office are here to support all the Lodges in this jurisdiction and specifically support the administrative functions of the Lodge. That primarily falls on the desk of the Secretary. Please don't wait until you're awash!

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We are here Monday-Friday from 8:30AM to 4:30 PM to serve you.