

## INSTRUCTIONS TO THE SECRETARY

### SCHOOL OF INSTRUCTION

- ❖ The Secretary completes the lavender form and return it to the District Grand Supervisor at the end of the school.
- ❖ The Secretary records the minutes of the School of Instruction, as either a stated or a special meeting.
  - These minutes includes officers or protem officers were present to receive instruction.
  - The minutes briefly describe the areas of instruction covered at the school such as introductions, balloting, etc.
  - If it is a stated meeting, the minutes also include the normal record of the meeting.

### RITUALISTIC WORK

- ❖ When standing at her/his station, the Secretary stands in front of the chair.
- ❖ When balloting, the Secretary casts her/his ballot after Adah and any sideliners that may be seated in the southeast and before the Marshal. The Secretary should advance to the marching line timing her/his arrival so that she/he is there when the Associate Conductress arrives with the ballot box.
- ❖ In the Prayer Circle during initiation, the Secretary enters between Adah and the Marshal, making sure that the Chaplain has entered the Labyrinth first and then entering at the same time with the other officers.

### COMPUTERS

- ❖ If the Secretary prefers to keep records on a computer, the work should be formatted similar to the Minute Book, the Cash Book and the Ledger.
- ❖ The Secretary continues to use the procedures outlined in the Secretary's Handbook.
- ❖ Each month the Secretary prints hard copies of the minutes, the Cash Book pages and the Ledger. The hard copies are placed in appropriate binders or notebooks.

### AUDIT OF RECORDS

- ❖ The Worthy Matron (Sec. 93) appoints an Auditing Committee.
- ❖ The Secretary ensures that this committee audits the Secretary's and Treasurer's books the each year as soon after December 31<sup>st</sup> as possible.
- ❖ For the Auditing Committee to properly complete the audit, the Treasurer and Secretary provides:
  - 1) Secretary's and Treasurer's Cash Books.
  - 2) Copies of all receipts received by the Secretary.
  - 3) Copies of all Warrants issued by the WM and Secretary.
  - 4) Bank statements for all checking accounts; monthly or quarterly reports on all Certificates of Deposit and other investments for the year being audited.
  - 5) All voided checks (to ensure that all checks written are accounted for).

- 6) Minute book to verify that money was disbursed only on motion of the Chapter and money withdrawn from other funds was done so on approval of the Chapter.
- 7) Ledger book to ensure that all dues and other assessments were properly recorded.

## FINANCE

- ❖ The Secretary insists on a receipt from the Treasurer when funds are turned over.
- ❖ Warrants should be written **following the passage of a motion by the Chapter to disburse funds.**
- ❖ **It is recommended that two signatures be required on all checks issued by the Chapter and that two signatures be required on all Certificates of Deposit, Checking Accounts and other Investments.**
- ❖ When sending funds to the Grand Chapter office make sure the check is made out to "Grand Chapter of Nebraska". Use the gray contribution forms to insure that the Grand Secretary will know:
  - 1) Who is giving the gift or donation.
  - 2) Who the gift is in honor or in memory of
  - 3) Which of our charities you wish the funds to go to
  - 4) The names and addresses of those you would like to receive an acknowledgement.

## MINUTES

- ❖ When reading the minutes ,the Secretary reads the offices that were vacant and read the names of those who filled stations pro tem.
  - Example: "All installed officers were in their stations except..."."

## CORRESPONDENCE

- ❖ The Secretary confers with the Worthy Matron prior to each meeting so each is aware of any correspondence that might require action during the meeting.
- ❖ The Secretary read all underlined portions of the *OES News* and makes the newsletter available to the members.
  - Monthly issues are also available at [www.neoes.org](http://www.neoes.org)
- ❖ The Secretary should be prepared to read all correspondence when called upon by the Worthy Matron.
  - If there are many invitations or other events, consider making a list of these to distribute to the members to eliminate having to read each one and to save time when reading correspondence.

## **BYLAWS**

- ❖ When amendments to Chapter Bylaws have been approved by the Grand Chapter Jurisprudence Committee, the Secretary retypes the Chapter Bylaws incorporating the changes and makes updated copy of the Chapter Bylaws available to all members.

## **REPORTING CHANGES IN MEMBERSHIP**

- ❖ The Secretary reports changes in membership to the Grand Chapter office in a verbal, written, faxed or emailed format.
- ❖ Reporting changes in membership allows the Grand Chapter office to:
  - Send an “Information Packet” and letter to each new member reported.
  - Send a letter to the out of state Chapter or Jurisdiction where a member has moved to, requesting someone from a Chapter contact the member to keep members active and to show Eastern Star love.
  - When members locate in another community the Grand Chapter office will
- ❖ The worksheet for the Annual Report will display the changes reported during the year which will save time in completing the report in January.

## **ORDERING SUPPLIES**

- ❖ The Secretary can order for Rituals and other supplies by phone, email or letter.
  - The Grand Secretary sell copies of the Ritual only to those she can confirm are members of the Order.
  - The Secretary may not deliver Rituals to anyone who is not a member in good standing of her/his Chapter.
- ❖ The Order of the Eastern Star is **not** exempt from state sales tax. Tax is added to all orders and Chapters should pay from the invoice they receive with the order.

## **REPORTS REQUIRED OF THE CHAPTER SECRETARY:** (See handbook for details)

- ❖ Annual Report—due January 15 of each year to the Grand Chapter office.
- ❖ Annual Report to the Chapter—given to the Chapter on the last stated meeting before new officers are installed.
- ❖ After Election and After Installation Reports—due 3 business days after the election and installation.
- ❖ Receipts for Secret Work, Red Books and Proficiency Test—due immediately following the installation of the officers to whom these items are entrusted.