



## Duties of Appointed State Officers

### Appointed Officers

The State Master Councilor will maintain a corps of appointed officers. The responsibilities assigned to appointed officers are defined and evaluated by the State Master Councilor. He is empowered to appoint or remove from office as necessary to accomplish his goals as State Master Councilor. He is accountable for the actions of his elected and appointed officer corps. Appointed officers are in a position to show their potential for *future* service as Elected Officers and various training opportunities will be created to allow them to show their ability.

### Promotion of Programs

Appointed Officers will promote state programs, understand how they work, and encourage your home Chapter to participate. Programs to be promoted include, but are not limited to:

State Charity program	Athletics Competitions
Program and Award Competitions	Visitations Competition
Ritual Performances and Competitions	Membership Promotions
PA DeMolay Yearbook	Convention
Key Man Conference	Other programs for Chapters

### Membership

Membership is always a top priority, and you must be a leader in this effort. Wear your membership awards. Help conduct prospect parties. Learn how to teach new members to ask their friends to join. If you have not yet done so, make it a priority to earn your Founders Membership Award or Blue Honor Key during your service as an Appointed Officer.

### Ritual & Installations

Every appointed officer must learn the ritual part of his particular office, to perform at statewide inductions, and at least one speaking part in the Ceremony of Installation-- Pennsylvania State Officer Modified Version.

### Attendance

If you are assigned to attend a program—be there, or let the State Master Councilor and the Director of the State Officer Program know well in advance that you will not be present, and why. Transportation may be an issue for some of you—don't commit to being somewhere unless you are sure of your transportation arrangements.

### Visiting Chapters

Visit at least 4 other Chapters during the year. Encourage your Chapter to visit with you. Keep track of your miles and earn points for your Chapter in the State competition and for the merit bar program.

### Keystone Crusader and Website Articles

Provide program information, photos, and articles to the Director of Publications or *Keystone Crusader* editor for use in the *Keystone Crusader* and on the website. You are our best eyes and ears in your Chapter—if your Chapter doesn't have news on the website, make sure it gets there!

### **Representative DeMolay Program**

If you don't have the Representative DeMolay award, earn it by December 1 of the year in which you were first appointed. If you have it, pick a member of your Chapter and help him earn it.

### **Selling Yearbook Sponsorships**

Each Appointed State Officer is requested to get at least \$100.00 worth of sponsorships for the PA DeMolay Yearbook as an example of leadership and for the benefit of his own Chapter. *(Elected officers are REQUIRED to get \$250.00)* Appointed Officers will receive the standard rebate credited toward their convention cost.

### **E-mail Policy**

A good leadership model is to read e-mail daily, and respond to it immediately. Even if your response is to say, "I received your message, and will provide a full answer at a later date," you need to acknowledge all communications that come to you.

### **Communication**

You will need to communicate regularly with the State Master Councilor by telephone, e-mail, website report, or instant messaging. Written reports of activities may be required by the State Master Councilor, or the officer he assigns to oversee your duties. This may include a list of visitations, installations and ceremonies performed. A form is available to be submitted on the PA DeMolay website.

### **DeMolay Protocol**

Learn the current Pennsylvania DeMolay Protocol model and teach it to your Chapter.

### **Dress Codes**

The State Master Councilor may establish a uniform standard of dress for State Officers. This may include a standard for formal, business, and casual events. You are expected to maintain a neat, well-groomed, and professional appearance at DeMolay functions.

### **Role Models**

All State Officers, whether elected or appointed, serve as role models for the members of the Order of DeMolay in Pennsylvania. Respect is earned, and as a State Officer you need first to show respect for your peers and adult leaders in order to gain their respect. You are expected to act in accordance with DeMolay principles and rules ALL THE TIME. Do not use tobacco products in front of other DeMolays or Masonic leaders.

No alcohol. No drugs. No hazing. No weapons. No pornography. No abusive behavior. No exceptions. Be sure to review the full **ZERO TOLERANCE POLICY**. You must absolutely adhere to it. Violations will ABSOLUTELY result in removal from office, as well as the possibility of other disciplinary action.

### **Conveying A Sense of Fraternalism**

As a State Officer you need to set an example of brotherhood and unity as a corps of officers. You need to set the example for how Chapter Officers get along and work together toward a common goal. It is likely that some of you will be political rivals in the future, but there is a way to be adversaries in an election without becoming enemies. We all have the same ultimate goal—to improve ourselves, and to help the Order reach out to others through membership growth. Remember the meaning of the word T.E.A.M.—Together Everyone Accomplishes More.

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