DEPUTY GRAND MATRON DUTIES

1. The Deputy Grand Matrons/Patrons shall be assigned nor more than 4 Chapters within the vicinity of their own Chapter. Their duties shall be to visit assigned Chapters at least twice each year and instruct or advise on all ritualistic work and cooperative with the Worthy Grand Matron and Grand Lecturer to render assistance in planning and preparation of Regional Schools of Instruction to be conducted in their respective areas.

2. They shall, when possible, accompany the Worthy Grand Matron on any official visit to the Chapters assigned to them.

3. They shall report to the Worthy Grand Matron or her designate by April 1st on their Chapter visits and assistance given to their assigned Chapters.

4. The DGM/P’s shall examine the returns of the Chartered Chapters and the By-Laws of the chapters assigned to them according to the DGM guidelines provided. They shall note all improper and illegal proceedings in writing to the Worthy Grand Matron or her designate. The Worthy Grand Matron or her designate will make a report to the Grand Chapter.

5. In partnership with the Membership Committee, conduct an annual workshop on membership in an assigned area at the Grand Chapter Session.

6. This is not a by-law job description, but it would be nice if you, as a DGM, can make yourself available to the Chapters assigned to you to help the members with their ritual work who need it. Sometimes, a member just needs a little help with their memory work or proper signs and passes, etc., and with our chapters becoming so much smaller, sometimes instructions for the proper way of doing things are not explained, not thought about, etc. But, please do it in a respectful and nice manner so the member is not feeling picked on.

Items to look for in the returns just prior to Grand Chapter (annual reports that the Grand Secretary gets before January 31)

1. Is the report signed by both WM & Secretary? (some are done electronically so may not have signatures on them)

2. Is the front portion filled out properly, name of chapter, where meetings are held at, initiation fees, dues fees, time of meetings, when stated meeting are held and recess months.

3. On recapitation do totals add up.

4. Did the Chapter hold the required number of meetings during the year?

5. Which chapters closed or merged with another chapter.