

Management Events Schedule –BVSR as of 10/17/2018

Event	Requirement	Event Due Date	Status / Comments
Monthly Lodge Council Meeting	Perform all the monthly meetings required by Supreme Statute Governing Subordinate Bodies Article XV, Section 9. And Bylaws (rev 2005) of the Valley per Article VI The chairmanship is as follows: 1st Quarter.....Chapter of Rose Croix 2nd Quarter.....Council of Kadosh 3rd Quarter.....Consistory 4th Quarter.....Lodge of Perfection	Monthly	No recent Lodge Council meetings. LOP responsible for 4 th quarter. The Lodge Council has not met this year to discuss or co-ordinate the activities of the Rite. There are a number of Open Items which should be discussed.
Train: Officers Duties Assignments and Responsibilities	"Duties, Assignments, and Responsibilities" document (DAR rev 11/22/13) Section A: THE DUTIES OF ALL PRESIDING OFFICERS Sub Section 3: train both your first and second officers such that they can move up if you are absent.	As required	Training missing? Education Program? Officer Practice?
Set up Lodge	DAR rev 11/22/13 Section A: THE DUTIES OF ALL PRESIDING OFFICERS Sub Sect 4: setting up the Lodge for your meeting nights.	Monthly	Assign responsibilities
Plan Dinners	DAR rev 11/22/13 Section A: THE DUTIES OF ALL PRESIDING OFFICERS Sub Sect 5: arrange for the dinners for which you are responsible.	See Officer Sections below	Schedule and provide program plan
Stated Program Enrichment	DAR rev 11/22/13 Section A: THE DUTIES OF ALL PRESIDING OFFICERS Sub Sect 6: plan a program for your meeting. It can be entertainment, Masonic education or civic education.	Monthly	Issue Stated Meeting Program plan
Ritual Training	DAR rev 11/22/13 Section A: THE DUTIES OF ALL PRESIDING OFFICERS Sub Sect 9: learn and practice with your officers: The ceremonies of the degrees; The opening and closing of your Lodge; The proper procedure for conducting both a candidate ballot and an election.	Quarterly	Training missing? Education Program? Officer Practice?
Assign Orator and provide short presentations	DAR rev 11/22/13 Section A: THE DUTIES OF ALL PRESIDING OFFICERS Sub Sect 10: assure that the Orator, or the equivalent officer, is qualified to give short presentations	Monthly	Training missing? Schedule of presentations?
Proposed Officers List	DAR rev 11/22/13 Section A: THE DUTIES OF ALL PRESIDING OFFICERS Sub Sect 15: assure that every elected and appointed position of their respective Valley Body is filled and that they, or a pro-tem representative, attend their respective meetings.	Issue list of proposed officers Oct of each year.	Protem Assigned?

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Provide additional non-stated "fun" meetings	DAR rev 11/22/13 Section A: THE DUTIES OF ALL PRESIDING OFFICERS Sub Sect 16: plan and execute one additional meeting/activity per year. This may be any type of activity including only brethren, families, the Masonic community, and/or the general public.	Quarterly	Schedule Additional "fun" meetings
Chair Monthly Executive Committee	DAR Section B. DUTIES OF THE VENERABLE MASTER, LODGE OF PERFECTION Sub Sect 2-3: serve as chairman of the Lodge Council Executive Committee of the Valley. Coordinate the meeting agenda with the Personal Representative, General Secretary and Treasurer.	months of October, November and December of each calendar year.	No event plans issued to General Sec
Rehearse LOP degrees	DAR Section B. DUTIES OF THE VENERABLE MASTER, LODGE OF PERFECTION Sub Sect 4: <u>The Degrees of the Lodge of Perfection are ultimately your responsibility.</u> Coordinate selection of a degree captain with the DOW and schedule adequate rehearsals.	1 month before Reunion degree scheduled.	No event plans issued to General Sec
Host Feast of Tishri	DAR Section B. DUTIES OF THE VENERABLE MASTER, LODGE OF PERFECTION Sub Sect 5: host The Feast of Tishri and prepare and submit an event plan for this special meeting to the General Secretary and the Personal Representative for their approval in September.	3rd Quarter	No event plans issued to General Sec
Chair Monthly Executive Committee meetings	DAR Section C. THE WISE MASTER OF THE CHAPTER OF ROSE CROIX Requirements: Sub Sect 2-3: serve as chairman of the Valley Executive Committee. Coordinate the meeting agenda with the Personal Representative, General Secretary and Treasurer.	months January, February and March.	Not holding required meeting every other month as required by Supreme Statutes
Rehearse RC degrees	DAR Section C. THE WISE MASTER OF THE CHAPTER OF ROSE CROIX Sub Sect 4: <u>The degrees of the chapter of Rose Croix are your responsibility.</u> Coordinate selection of a degree captain with the DOW and schedule adequate rehearsals.	As required	Need to schedule adequate rehearsals.
Host Remembrance and Renewal Dinner	DAR Section C. THE WISE MASTER OF THE CHAPTER OF ROSE CROIX Sub Sect 5: host the dinner and Ceremony of Remembrance and Renewal.	2nd Quarter	Schedule and prepare program plan
Chair Monthly Executive Committee meetings	DAR Section D. THE COMMANDER, COUNCIL OF KADOSH Sub Sect 2-3: serve as chairman of the Valley Executive Committee Coordinate the meeting agenda with the Personal Representative, General Secretary and Treasurer.	months April, May and June.	Not holding required meeting every other month as required by Supreme Statutes
Rehearse Kadosh degrees	DAR Section D. THE COMMANDER, COUNCIL OF KADOSH Sub Sect 4: <u>The Degrees of the Council are ultimately your responsibility.</u> Coordinate selection of a degree captain with the DOW and schedule adequate rehearsals.	As required	Need to schedule adequate rehearsals.

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Host Past Presiding Officers & Old Timers Night Dinner	DAR Section D. THE COMMANDER, COUNCIL OF KADOSH Sub Sect 5: The Council of Kadosh is responsible for hosting the Past Presiding Officers & Old Timers Night with assistance of the Lodge of Perfection.	Issue Schedule	Schedule and prepare program plan
Chair Monthly Executive Committee meetings	DAR Section E: THE MASTER OF KADOSH OF THE CONSISTORY Sub Sect 2-3: serve as chairman of the Valley Executive Committee. Coordinate the meeting agenda with the Personal Representative, General Secretary and Treasurer.	months July, August and September.	Honormans Banquet not scheduled, Not holding 4 Consistory meetings per year as required by Supreme Statutes.
Rehearse Consistory degrees	DAR Section E: THE MASTER OF KADOSH OF THE CONSISTORY Sub Sect 4: <u>The degrees of the Consistory are your responsibility.</u> Coordinate selection of a degree captain with the DOW and schedule adequate rehearsals.	1 or more months before Reunions	Need to schedule adequate rehearsals.
Host All Masonic night Dinner	DAR Section E: THE MASTER OF KADOSH OF THE CONSISTORY Sub Sect 5-6 The Consistory is responsible for planning and hosting the All Masonic Night with assistance of the Lodge of Perfection and is responsible for planning and hosting a Honorman's Banquet in the fall.	Fall of each year	Schedule and prepare program plan
Annual properties inventory	DAR Section F DIRECTOR OF THE WORK AND THE PROPERTIES DIRECTOR Requirements: Sub Sect 2: perform an annual inventory of properties and a written report be made to the Bremerton Valley Secretary	September 1st of each calendar year.	Annual reports?
Annual Properties Budget submittal	DAR Section F DIRECTOR OF THE WORK AND THE PROPERTIES DIRECTOR Sub Sect 3: submit an annual budget for purchase and maintenance of properties to the General Secretary.	October 1 of each year	Need Budget Input
Assign Degree Captains	DAR Section F DIRECTOR OF THE WORK AND THE PROPERTIES DIRECTOR Sub Sect 4: The Director of the Work shall be responsible for the selection of the Degree Captains.	First Quarter each year	Need Annual List
Provide List Of Visitors	DAR Section G: KNIGHTS OF ST. ANDREW: Requirements: Sub Sect: provides assistance as requested by the Personal Representative of the SGIG and/or the officers. And provides the hosting Presiding Officer with a list of visitors.	Each Stated Meeting	List of Visitors?
Train officers in Supreme and DAR Requirement	DAR Section H: Duties of the Elected Officers of the Bremerton Valley of the Scottish Rite Sub Sect - : The Presiding Officers shall insure that the other elected and appointed officers of his particular Valley Body are performing their duties as set forth in the DAR.	As required	
Submit Almoner funds to Secretary	DAR Section H: Sub Sect Almoner: dispense charity to relieve the needy at his discretion and without publicity. He takes charge of moneys collected, turns them over to the Secretary, and dispenses funds as needed with the consent of the General Secretary.	Monthly	

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Record Minutes	DAR Section H: Sub Sect General Secretary: 1. Records minutes and decisions of all meetings and conducts correspondence at the pleasure of the presiding officer.	Monthly	Need to assign leadership chairman, reports management. Issues.
Report Warrants Issued	DAR Section H: Sub Sect General Secretary: 2. Collects and records all funds and disbursements requiring same to be audited	Monthly	
Issue Annual Budget	DAR Section H: Sub Sect General Secretary: 3. With the assistance of the Treasurer and Finance Committee, develops annual budget for Valley	October each Year	
Issue Yearly Degree Schedule	DAR Section H: Sub Sect General Secretary: 4. Assists in development of the yearly degree schedule	First Quarter Each year and updated regularly	
Administer Sentinel input and reports	DAR Section H: Sub Sect General Secretary: 5. Administrator for Sentinel	As required	
Issue Membership Status to Supreme	DAR Section H: Sub Sect General Secretary: 6. Tracks membership changes and dues collection	4th Quarter	
Issue Fiduciary Report	DAR Section H: Sub Sect General Secretary: 7. With the assistance of the Treasurer, reports of Valley financial condition	First Quarter	
Assure Leadership Committee meets and attend meetings	DAR Section H: Sub Sect General Secretary: 8. Oversight of Leadership Committee duties and tasking's:	Quarterly	
Manage Leadership Committee	DAR Section H: Sub Sect General Secretary: 9. Assigns the Leadership Chairman to review Valley "policies and procedures" as he deems necessary.	As required	
Manage Leadership Committee	DAR Section H: Sub Sect General Secretary: 10. Tasks Leadership Committee Chairman with creating committees that may be germane to Valley operations	As required	
Pay bills and report	DAR Section H: Sub Sect Treasurer 1. Receives all moneys from the Secretary, makes due entry thereof, and pays them out by order of the Body.	Monthly Report	2017 Taxes not yet submitted to IRS No financial Audit Scheduled Budget On track 2018, 2019 budget not yet issued.
Review Budget and Report	DAR Section H: Sub Sect Treasurer 2. in conjunction with the General Secretary, be responsible for the funds of the Bremerton Valley of the Scottish Rite.	Monthly Report	
Chair Financial Committee Meetings	DAR Section H: Sub Sect Treasurer 3. Assist in decisions on how and where Valley assets will be placed, transferred and spent.	Monthly	
Assist Secretary prepare yearly budget	DAR Section H: Sub Sect Treasurer 4. Assist the General Secretary in preparation of the annual budget. He will insure that the annual audit is performed and will review the results.	October each year	

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Assist Secretary prepare financial reports	DAR Section H: Sub Sect Treasurer 5. Assist the General Secretary in preparation of financial reports that will be made available to the general membership.	As required	
Develop yearly budget input for Secretary	DAR Section H: Sub Sect Treasurer 6. Along with the Secretary, Develops annual budget for Valley	October each year	
Coordinate Investment Strategy with Broker and Finance Comty	DAR Section H: Sub Sect Treasurer 7. Oversight of investments and bank accounts in cooperation with Finance Committee	Quarterly	
Keep Bill records and report	DAR Section H: Sub Sect Treasurer 8. Pays all bills	Monthly	Issue monthly Status Report
Submit IRS 990	DAR Section H: Sub Sect Treasurer 9. Responsible for IRS submissions and audits	May each year	
Monthly Finance Report	DAR Section H: Sub Sect Treasurer 10. Reports of Valley financial condition	Each Stated Meeting	
Train officers in Supreme and DAR requirements	DAR Section I: Appointed Officers Sub Sect – Appointed: The Presiding Officers shall insure that the other elected and appointed officers of his particular Valley Body are performing their duties as set forth in the DAR.	As required	Status?
Issue Newsletter	DAR Section I: Appointed Officers Sub Sect: Newsletter Editor The Editor of the Valley Newsletter creates the monthly publication of the Valley. He obtains information and articles as appropriate, composes and arranges the monthly document. He then sends the copy to the General Secretary for approval prior to submitting it to the publisher for printing and circulation or if an online version, to the webmaster. The Editor will also prepare an electronic version of the Communicator for posting on the Web Site and electronic transmission to individual members. The General Secretary is responsible for providing the mailing list of members to the publisher.	Quarterly or more often	Monthly?
Update Website Schedules and Officers List	DAR Section I: Appointed Officers Sub Sect: Web Master : responsible to maintain the Bremerton Valley of the Scottish Rite website in an up-to-date and visually appealing fashion. He will make changes to insure that the site contains the most current data at all times. He will need to work with all groups and committees to obtain and publish information on the site. He will also maintain appropriate links to and from other Masonic Sites.	After installation and As required	Schedule input and officer and committee appointments weak
Appoint Committee Chairmen with input from officers	DAR Section J: Standing Committees The PR appoints committeemen as needed or causes this to be done.	1st quarter	Appointments missing?

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Chair and report	<p>DAR Section J: Sub Sect: Leadership Committee: responsible to the General Secretary and shall assist him in his administrative burdens and act as his advisory panel on the implementation of policies and procedures which clearly define the role of committees and the programs of the Bremerton Valley of the Scottish Rite. They shall make an annual review of all programs and committee reports. Their key product will include yearly policy and budget recommendations to the General Secretary and the Personal Representative of the SGIG in all areas that concerns the efficiency and image of the Bremerton Valley of the Scottish Rite and its footprint in the community.</p> <p>The Chairman shall prepare a written report of the Status of Committees and Policies of the Valley to the General Secretary by December 1st of each calendar year to support budget planning cycle.</p>	Quarterly meetings or more often as recommended by Gen Sec. Report Dec 1 each year	No Committee Assigned?
Chair and report	<p>DAR Section J: Sub Sect Long Range Planning Committee: produce plans and programs for the future direction of the Bremerton Valley in the three to 5 year time range that will promote the long term health and growth of the Scottish Rite. This committee shall meet at least once a year but more often if necessary. They shall submit a set of minutes of that meeting, and proposed budget recommendations, no later than 15 November of each year to the Chairman of The Leadership Committee for incorporation into that committee's annual report to the General Secretary.</p>	Report 15 Nov each year	No Committee Assigned?
Chair and report	<p>DAR Section J: Sub Sect: Life Membership Committee : promotes the Scottish Rite Life Membership program. Reports annually to the Chairman of the Leadership Committee on the income from the life membership fund to be incorporated into that committee's annual report and budgeting recommendations to the General Secretary by Dec. 1</p>	Annual Report	No Committee Assigned?
Chair and report	<p>DAR Section J: Sub Sect: Membership Committee: develops plans and programs for increasing the total membership of the Bremerton Valley of the Scottish Rite and that aid in the recruitment of new members, the retention of existing members, and the reintroduction of inactive members to active participation in the work of the Rite.</p> <p>They shall meet at least twice a year at a time designated before the Spring and Fall Reunions and submit a report of that meeting to the Chairman of the Leadership Committee for the purposes of incorporation into that committees annual report to the General Secretary.</p>	Annual Report	Reports?

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Chair and report	<p>DAR Section J: Sub Sect: Research and Education Committee : develops programs to further the study of Masonic Education within and outside of Scottish Rite. and provides the Class Marshals in coordination with the Mentoring Committee. Class Marshals will be responsible for contacting class mentors about upcoming degrees, escorting candidates between degrees, and communicating degrees that are not presented in full form. The Education Committee will also provide educational material that explains the various degrees presented by the Valley. They will also coordinate with the Orators of each lodge to provide educational presentations at each Bremerton Valley of the Scottish Rite meeting. They shall meet at least twice a year at a time designated before the Spring and Fall Reunions and submit a report of that meeting to the Chairman of the Leadership Committee for the purposes of incorporation into that committees annual report to the General Secretary.</p>	Annual Report	No Committee Assigned?
Chair and report	<p>DAR Section J: Sub Sect: Mentoring Committee : develops and executes the Valley Mentorship program intended to insure that each new member of the Valley is assigned a trained mentor who will guide the member through his first year in the Valley. This committee will coordinate with the Education Committee and the Class Marshals to insure candidates receive proper instruction during Reunions. They shall meet at least twice a year at a time designated before the Spring and Fall Reunions and submit a report of that meeting to the Chairman of the Leadership Committee for the purposes of incorporation into that committees annual report to the General Secretary.</p>	Annual Report	No Committee Assigned?
Chair and report	<p>DAR Section J: Sub Sect: Public Relations Committee: assists the Newsletter editor and develops and implements activities designed to make the general public aware of the activities of the Bremerton Valley of the Scottish Rite and to develop a favorable impression of the Bremerton Valley communities which are on the Kitsap and Olympic Peninsula's. They shall meet at least twice a year at a time designated before the Spring and Fall Reunions and submit a report of that meeting to the Chairman of the Leadership Committee for the purposes of incorporation into that committees annual report to the General Secretary.</p>	Annual Report	Reports?
Chair and report	<p>DAR Section J: Sub Sect: Program Director for the Valley Scholarship Program: The Program Director is responsible for the scholarship program in the Bremerton Valley of the Scottish Rite. He will coordinate the efforts of the Orient Scholarship committee to obtain scholarship candidates, evaluate those candidates. He shall recommend candidates for scholarships, and communicate the needed information to both the candidates and recipients. He will be responsible for coordinating and conducting the annual Scholarship Awards Night Banquet and ceremony of the Bremerton Valley of the Scottish Rite.</p>	Annual Awards Banquet and Annual report	

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Chair and report	<p>DAR Section J: Sub Sect: Program Director for Education and Americanism Committee :The Education and Americanism Program Director will be responsible for activities that promote the understanding of, and interest in, the American Form of government. The committee is responsible for the presentation of the AASR Education and Americanism Award certificate and medal to JROTC recipient of each high school, that has a JROTC unit in the Bremerton Valley of the Scottish Rite coverage area.</p> <p>The Program Director shall provide a written report of the Award Recipients to the Chairman of the Leadership Committee for incorporation in that committees annual report to the General Secretary.</p>	Annual report	Reports?
Chair and report	<p>DAR Section J: Sub Sect: Finance Committee :</p> <ol style="list-style-type: none"> 1. The Finance Committee will review the work of the Treasurer and General Secretary and will provide advice and assistance on any and all financial activities of the Valley. The Treasurer will serve as the Chairman of the Finance Committee. 2. The Finance Committee will meet quarterly to review the Valley investments and assist in determining any required changes. 	quarterly	Monthly Budget status reports are being issued
Chair and report	<p>DAR Section J: Sub Sect: Other Committees</p>		VMAP and Master Craftsman responsibilities Not listed in DAR
Issue Appointments list	<p>DAR Section -Responsibilities of Valley Personal Representative of SGIG : (partial list – see DAR)</p> <ol style="list-style-type: none"> 1. Appoints officers, directors and committeemen as needed or cause this to be done. 	1 st qtr	Need Committee Assignments and re-establish monthly Lodge Council meetings and followup on open items.
Issue degree schedule with Dow & Gen Sec. Oversees all Executive Committee	<p>DAR Section -Responsibilities of Valley Personal Representative of SGIG :</p> <ol style="list-style-type: none"> 2. Oversees development of the degree schedule <p>oversees all Executive Committee Meetings to offer guidance and direction</p>	Degree Schedule 1 st qtr	
State of the Rite report	<p>DAR Section -Responsibilities of Valley Personal Representative of SGIG :</p> <ol style="list-style-type: none"> 3. Causes production of the State of the Rite report of the Bremerton Valley of the Scottish Rite to the SGIG 	2 nd qtr	
Oversight of Committees and Directors	<p>DAR Section -Responsibilities of Valley Personal Representative of SGIG :</p> <ol style="list-style-type: none"> 4. Provides General oversight of Committees and Directors 	As required	
Provides Guidance	<p>DAR Section -Responsibilities of Valley Personal Representative of SGIG :</p> <ol style="list-style-type: none"> 5. Provides guidance and input to the General Secretary regarding staffing and financial reporting 	As required	
Provide decisions and assure they are recorded	<p>DAR Section -Responsibilities of Valley Personal Representative of SGIG :</p> <ol style="list-style-type: none"> 6. Issues, including the Valley budget Is the ultimate authority, in consultation with General Secretary, for issues relating to the fraternal functions of the Valley, such decisions shall become a matter of record for posterity. 	As required	

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Additional Reports:			
Issue Fiduciary report, Secretary, Due date first Quarter, Required by SGIG	Secretary: Required by SGIG	1st quarter	
Issue Sales inventory, Due Date Dec 31st or First Quarter after tax year	Secretary: Required by IRS 990	First Qtr	
Issue Almoners list of recipients - Name, address, amount, check no, date;	Almoner Required by IRS 990	Dec 31st or First Quarter after tax year Dec 31st or First Quarter after tax year	
Issue list of Scholarship recipients, Sept each year	Chairman Scholarship Committee : Required by IRS 990	Sept each year	
Issue list of other charity recipients: Rite care, youth groups, etc,	Treasurer: Required by IRS 990	Dec 31	
Issue list of Officers that have funds approval responsibilities	Secretary: Required by IRS 990	Dec 31	
Issue IRS 990 to IRS	DAR Section H Treasurer	May each year	Delinquent
Yearly Financial Audit	DAR Section H Treasurer	After issue of 990 to IRS	delinquent
Issue copy of submitted 990 and copy of yearly audits to Supreme,	Secretary, Section 42 (2012) Secretary's Manual.	yearly	
Issue 25, 50 year certificates,.	Secretary, Secretary's manual		
Provide ROTC awards	Americanism Chair		