

A Chapter Line Officers Guide



CHAPTER

Address

Phone:

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**GRAND CHAPTER OF
NORTH CAROLINA**

Setting the Stage

If your goal is to be Worthy Matron of your Chapter, planning and preparation for the event is very important to the success of a good year and a comfortable path to your goal. Ideas must be developed, plans for supporting these ideas must be made and estimated costs must be prepared early.

When you are elected Associate Conductress, consider the following:

Begin developing a plan by thinking about what you want to do. This should include the following:

1. Theme
2. Colors
3. Emblems
4. Flowers
5. Dedications
6. Songs
7. Charities or special projects
8. Study By-laws and Constitution of your chapter and the Grand Chapter
9. Get to know your Chapter's members in all ways.

When you are elected Conductress, consider the following:

Continue to develop your plan from your Associate Conductress year to include the following:

1. Gifts
2. Travel to other chapters
3. Programs for meetings
4. Formulate a budget to support your plans
5. Study By-Laws and Constitution of your chapter and the Grand Chapter

Chapter Finances for the Year

Meet with the Chapter Finance Committee to determine what items can be supported with chapter funds.

Personal Financial Considerations for Worthy Matron and Worthy Patron

1. Cost of Producing programs
2. Cost of gifts
3. Cost of decorations
4. Travel and expenses for Grand Chapter Session

To make your meetings interesting, consider the following:

1. Refreshments
2. Entertainment
3. Educational activities
4. Guest speakers
5. Fund-raising projects

Some other helpful tips to consider:

1. Get to know your counterpart in other chapters
2. Work with your local Masonic Lodge
3. Work with community charitable projects

When you are elected Associate Matron, consider the following:

1. Finalize all plans
2. Make final adjustments
3. Pick your appointive officers
4. Select and order chapter gifts

When you are elected Worthy Matron, consider the following

1. Now you are ready and prepared for the year
2. Execute your plans
3. Remember to have fun and fellowship with all members