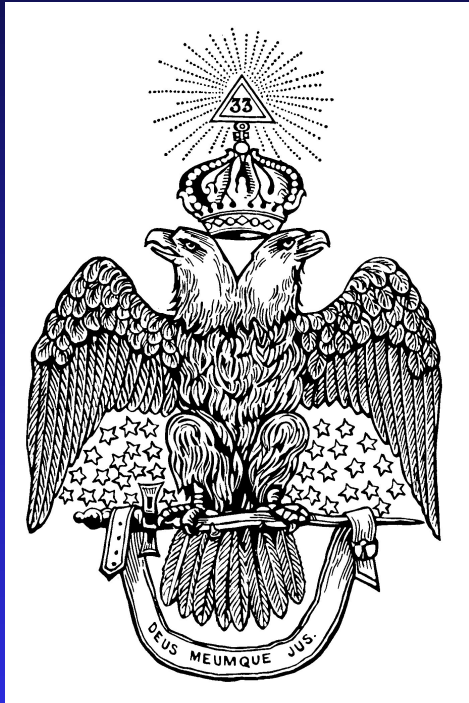


ANCIENT AND ACCEPTED SCOTTISH RITE
OF FREEMASONRY
ORIENT OF FLORIDA



VALLEY OF TAMPA
JULY 3, 2007

**SUPREME COUNCIL,
ANCIENT AND ACCEPTED
SCOTTISH RITE OF
FREEMASONRY
FOR THE
SOUTHERN JURISDICTION, U.S.A.**

**SOVEREIGN GRAND
INSPECTOR GENERAL
IN FLORIDA**

**VALLEY OF
TAMPA, FLORIDA**

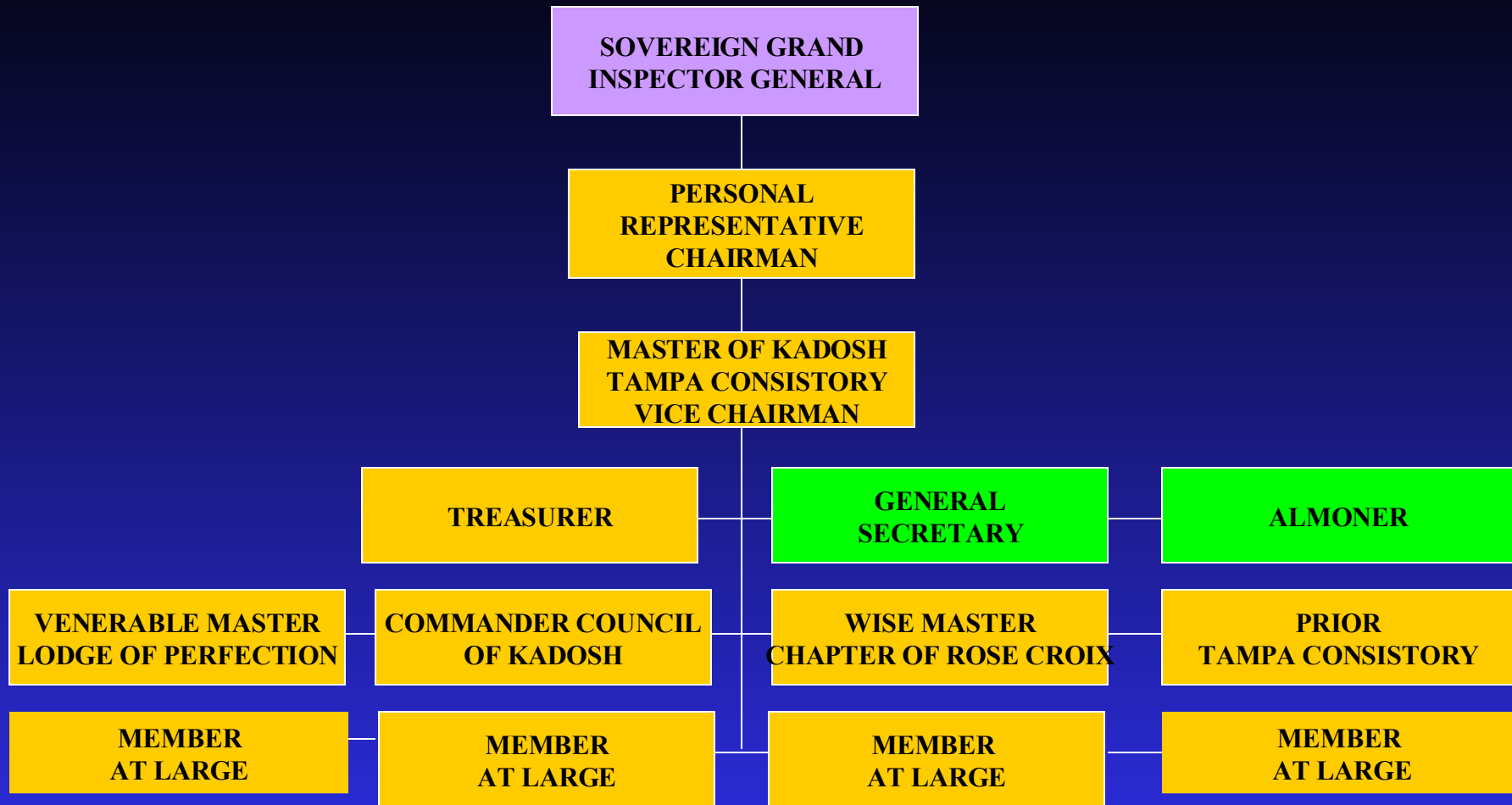
**PERSONAL
REPRESENTATIVE**

**SCOTTISH RITE
TEMPLE ASSOCIATION**

**SCOTTISH RITE
BODIES**

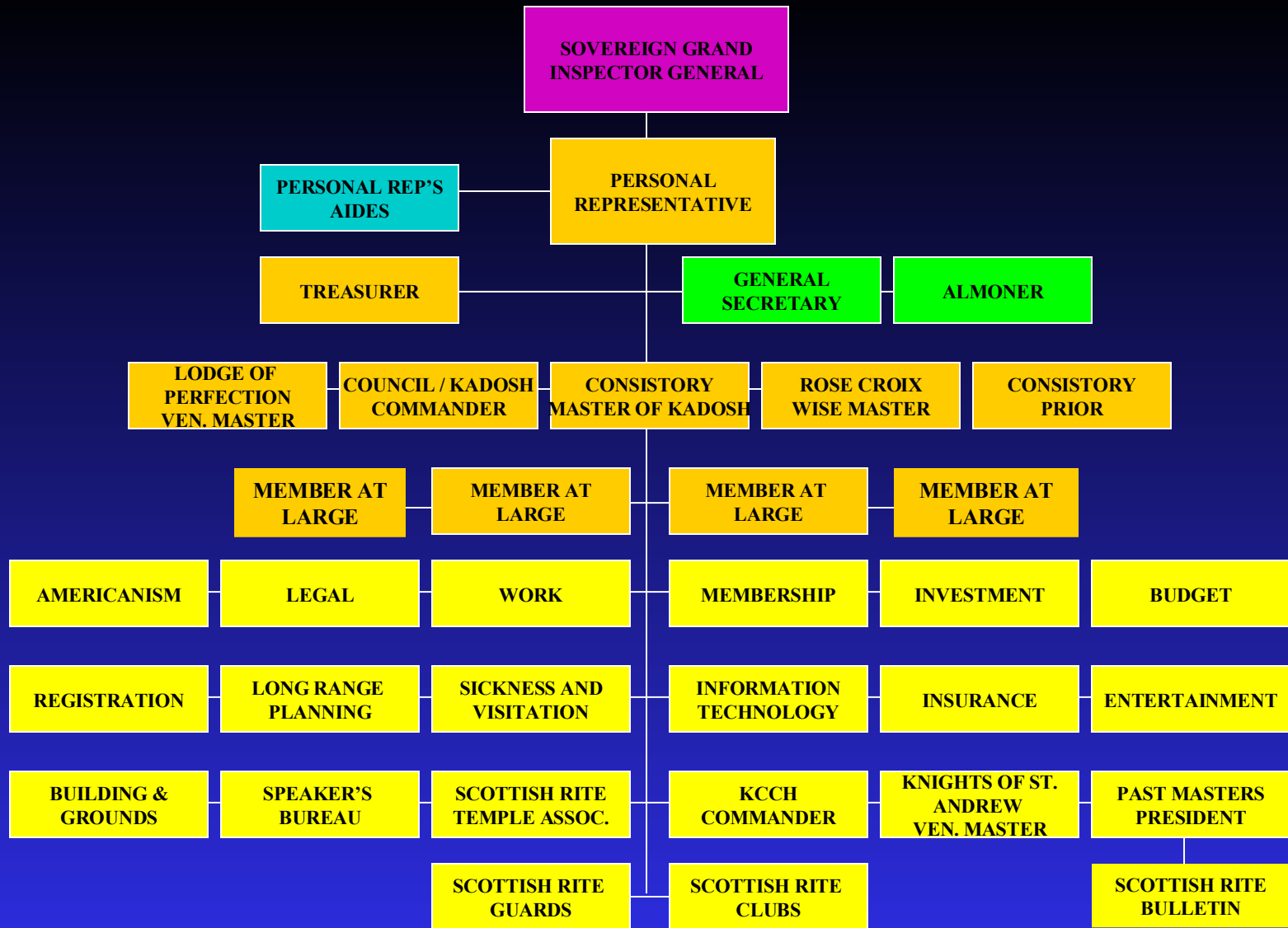
**EXECUTIVE
COMMITTEE**

VALLEY OF TAMPA, FLORIDA



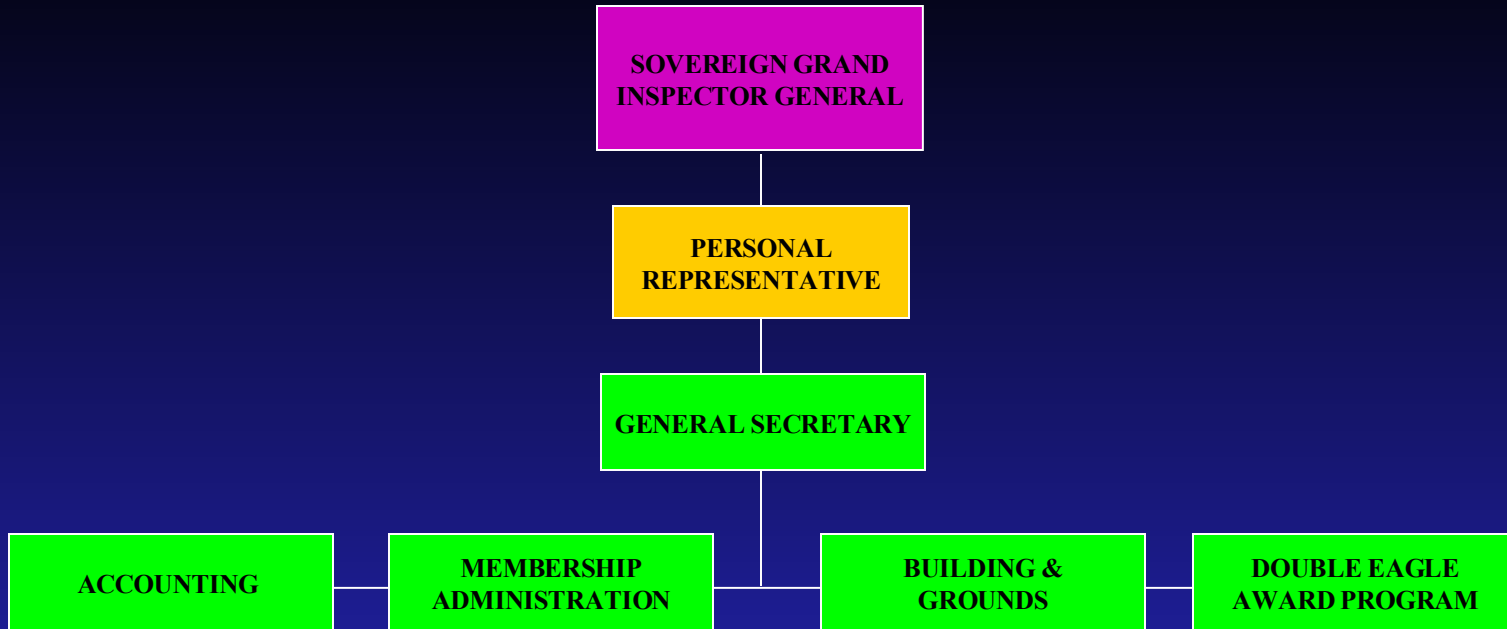
EXECUTIVE COMMITTEE ORGANIZATIONAL CHART

VALLEY OF TAMPA, FLORIDA



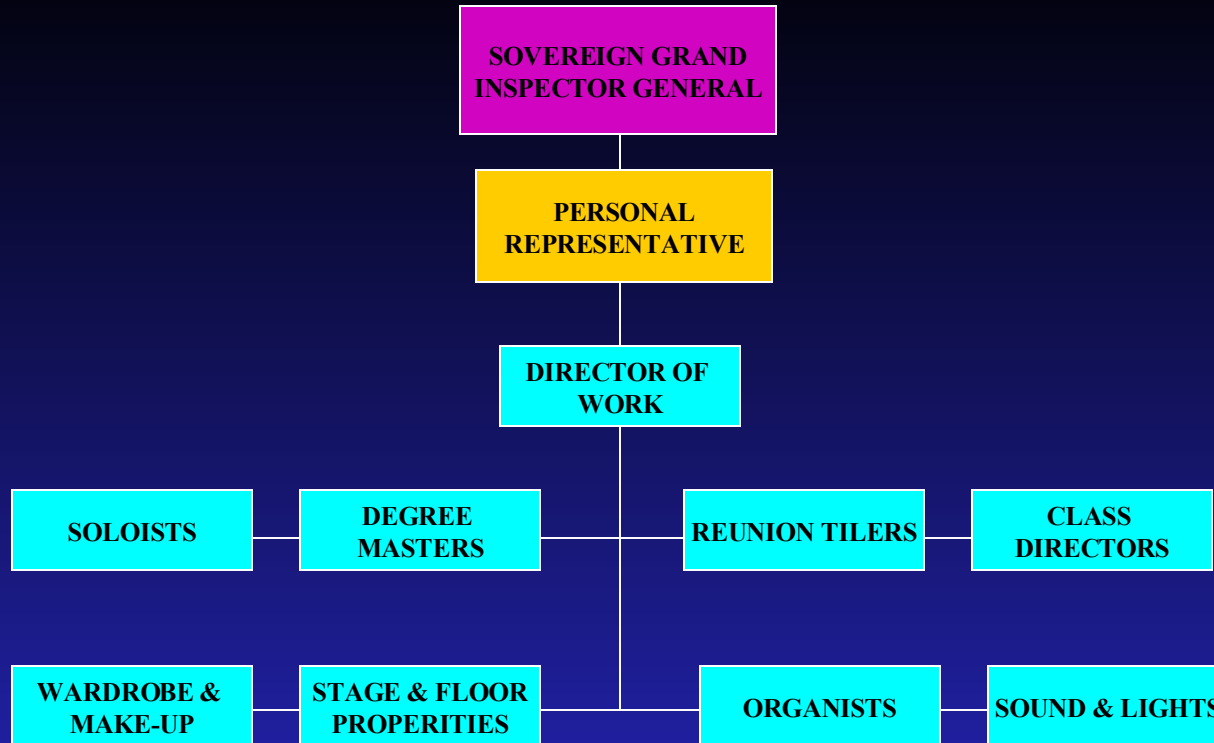
EXECUTIVE COMMITTEE/DIRECTORS ORGANIZATIONAL CHART

VALLEY OF TAMPA, FLORIDA

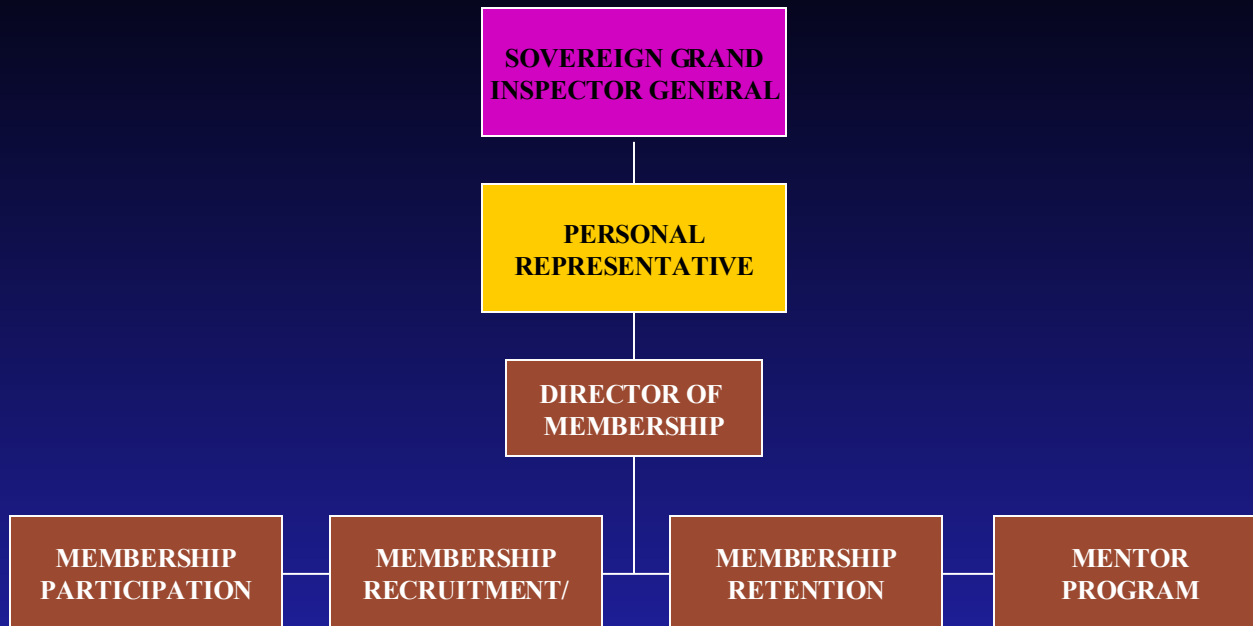


**GENERAL SECRETARY
ORGANIZATIONAL CHART**

VALLEY OF TAMPA, FLORIDA



DIRECTOR OF WORK
Organizational Chart



**MEMBERSHIP
ORGANIZATIONAL CHART**

VALLEY OF TAMPA, FLORIDA

PERSONAL REPRESENTATIVE

- Represents the Sovereign Grand Inspector General in the Valley of Tampa, Orient of Florida, with authority and prerogatives provided in the Statutes of the Supreme Council, Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, U.S.A.; to act for the SGIG personally, in his place and stead, in the exercise of such powers as may from time to time assigned to him as the Personal Representative.
- In the acts and performance of duties as the Personal Representative, he is responsible solely to the Sovereign Grand Inspector General in Florida.
- Is the Chairman of the Executive committee.

TREASURER

- Enjoys the respect and gratitude of the membership for his position requires trust, accuracy, tact, order and regularity.
- Receives all monies from the General Secretary, sees that the proper entry, therefore, is made and pays out monies on the order of the Executive Committee and confirmed by the Consistory.
- Renders assistance to the Chairman of the Executive Committee, the General Secretary and the Chairman of the Budget Committee for the preparation of the annual budget.
- Is vigilant to the investments of the Scottish Rite Bodies of Tampa.
- Reviews bookkeeping functions, authorizations for payment, financial statements and bank statements.
- Is a viable member of the Executive Committee.

CONSISTORY - MASTER OF KADOSH

- Assures that the Ancient and Accepted Scottish Rite is above all disturbances and commotions.
- Increases the usefulness and enhances the dignity of the Scottish Rite by enforcing the edicts of the Supreme Council and constituted authority.
- Selects members to fill the appointed offices in the consistory during his year in office.
- Presides at all functions of the order, directs the meetings of the consistory, and takes the lead in all of our public ceremonies.
- Works with the degree masters and Director of Work to ensure the Consistorial Degrees are conferred in accordance with the directives of the Supreme Council.
- Is responsible for one fund raising event during his term as the Master of Kadosh.

COMMANDER - COUNCIL OF KADOSH

- Assures that the Ancient and Accepted Scottish Rite is above all disturbances and commotions.
- Increases the usefulness and enhances the dignity of the Scottish Rite by enforcing the edicts of the Supreme Council and constituted authority.
- Selects members to fill the appointed offices in the Council of Kadosh during his year in office.
- Works with the degree masters and Director of Work to ensure the Council Degrees are conferred in accordance with the directives of the Supreme Council.
- Serves as the chairman/master of ceremonies of social affairs, promotional entertainment, family dinners, etc. as directed by the Master of Kadosh or the Chairman of the Executive Committee.
- Is responsible for one fund raising event during his term as the Commander.

VENERABLE MASTER - LODGE OF PERFECTION

- Assures that the Ancient and Accepted Scottish Rite is above all disturbances and commotions.
- Increases the usefulness and enhances the dignity of the Scottish Rite by enforcing the edicts of the Supreme Council and constituted authority.
- Selects members to fill the appointed offices in the Lodge of Perfection during his year in office.
- Works with the degree masters and Director of Work to ensure the Lodge Degrees are conferred in accordance with the directives of the Supreme Council.
- Works with the Director of Work to ensure that the *Feast of Tishri* is conferred as directed in the book, *Forms and Traditions of the Scottish Rite*.
- Selects the speaker for the Feast of Tishri.
- Serves as the chairman/master of ceremonies of social affairs, promotional entertainment, family dinners, etc. as directed by the Master of Kadosh or the Chairman of the Executive Committee.
- Is responsible for one fund raising event during his term as the Venerable Master.

WISE MASTER – CHAPTER OF ROSE CROIX

- Assures that the Ancient and Accepted Scottish Rite is above all disturbances and commotions.
- Increases the usefulness and enhances the dignity of the Scottish Rite by enforcing the edicts of the Supreme Council and constituted authority.
- Selects members to fill the appointed offices in the Chapter during his year in office.
- Works with the degree masters and Director of Work to ensure the Chapter Degrees are conferred in accordance with the directives of the Supreme Council.
- Works with the Director of Work to ensure that the *Ceremony of Remembrance and Renewal* is conferred as directed in the book, *Forms and Traditions of the Scottish Rite*.
- Selects the speaker for the *Ceremony of Remembrance and Renewal*.
- Serves as the chairman/master of ceremonies of social affairs, promotional entertainment, family dinners, etc. as directed by the Master of Kadosh or the Chairman of the Executive Committee.
- Is responsible for one fund raising event during his term as the Wise Master.

CONSISTORY PRIOR

- Assists the Master of Kadosh in the performance of his duties and assumes that office when the Master of Kadosh is absent.
- Serves as Chairman of the Budget Committee.

MEMBER-AT-LARGE (FOUR MEMBERS)

- Attend the monthly and/or special meetings of the Executive Committee and participate in the deliberations of that body.
- Serve on standing or ad hoc committees or complete assignments given to them by the Chairman of the Executive Committee.
- Report directly to the Chairman of the Executive Committee.

GENERAL SECRETARY

- Serves as the administrative officer of the Bodies, directing all activities with the consent of the Executive Committee.
- Has full control, on a daily basis, of the Scottish Rite Masonic Center with the consent of the Executive Committee.
- Is responsible for membership and accounting records, bank accounts, investments, and annual budget preparation.
- Is an ex officio member of all committees and keeps accurate records of such meeting and maintains perpetual records of same.
- Reports all reunion activity to the Supreme Council with the proper forms and fees.
- Completes and forwards all reports when due to proper authority. (Supreme Council, S.G.I.G., IRS, etc.)
- Keeps the Executive Committee informed in regards to matters of insurance, maintenance, agreements, etc.
- Directs the Scottish Rite Masonic Center employees.
- Writes articles for the bi-monthly newsletter, *The Bulletin*, or local media, promoting various Valley programs.
- Serves as Secretary of the Executive Committee with no vote.

ALMONER

- Dispenses charity to individuals or organizations in need.
- Works independently from the Bodies and shall report to the Personal Representative and/or the Sovereign Grand Inspector General in Florida.
- Gives an accounting of his activities showing receipts, disbursements, amount on hand and any investments to the Auditor each year for the annual report of the Bodies.
- The functions of the Almoner are to be held confidential and private.

EDUCATION & AMERICANISM

- Identifies those individuals, recommended to receive the Jr. ROTC Medal, and coordinates with the General Secretary, to ensure that the medals and certificates are procured for presentation at the appropriate time.
- Ensures that a member of the Valley of Tampa presents the medal and certificate at an appropriate awards program.
- Plans and directs an appropriate Flag Day program and invites patriotic organizations within the Valley of Tampa area to participate.
- Plans and directs an appropriate Memorial Day program that will be presented in the dining room of the Scottish Rite Masonic Center prior to the stated meeting held in May of each year.
- Writes articles for the bi-monthly newsletter, *The Bulletin*, or local media, promoting the various Americanism programs.

DIRECTOR OF WORK

- Is responsible for the coordination and supervision of the conferring of the degrees, the Feast of Tishri, the Ceremony of Remembrance and Renewal, and all other ceremonial events conducted in the Valley.
- Appoints committee chairmen as needed to complete his team, i.e., Class Director, Properties, Wardrobe, Stage, Lighting and Sound with approval of the Personal Representative.
- Ensures that all degrees and ceremonies are conferred in accordance with the policies and procedures established by the Supreme Council of the Southern Jurisdiction of the USA.
- Formulates and recommends to the Executive Committee, prior to November of each year, a schedule of reunions and all other ceremonial events planned for the following year.
- Submits his annual budget requirements to the Budget Committee prior to October 1st of each year.
- Reports directly to the Chairman of the Executive Committee.

MEMBERSHIP

- Is responsible for oversight of the Valley membership program.
- Appoints a chairman to direct the activities in each of the following areas:
 - ◆ Membership Recruitment
 - ◆ Membership Retention
 - ◆ Membership Participation
 - ◆ Mentor Program
- Establishes responsibilities for the chairman of each of the above listed areas.
- Ensures that the chairmen of the areas listed above are actively working to accomplish the membership goals established by the Executive Committee.
- Recommends to the Executive Committee a membership goal for each reunion.

THE BULLETIN EDITOR

- Ensures that the bi-monthly newsletter, *The Bulletin*, is published and distributed to the membership by the first week of January, March, May, July, September, and November.

BUDGET COMMITTEE

- Works with the Chairman of the Executive Committee, General Secretary and Treasurer to develop an annual budget of estimated income and expenditures for the fiscal year. The budget will be presented to the Executive Committee for review and comments at the Executive Committee meeting held in November of each year. The finalized budget will be presented for adoption at the December Executive Committee meeting.
- Solicits input to the annual budget from members of the Executive Committee and the other Directors.
- In conjunction with the General Secretary and Treasurer, monitors income and expenses to assure they are within budgeted limits.
- Examines the monthly Treasurer's report and makes appropriate comments or suggestions at the Executive Committee meeting.
- Ensures that the books and records of account of the General Secretary, Treasurer and Almoner are audited at least once each year. The Executive Committee will appoint the Audit Committee.
- Submits his annual budget requirements prior to October 1st of each year.
- Reports directly to the Chairman of the Executive Committee.

SICKNESS AND VISITATION

- Communicates with the Valley office upon learning that a Scottish Rite member or his spouse has died.
- Mails a sympathy card to the surviving spouse or nearest relative of the deceased.
- Communicates with the Valley office upon learning that a Scottish Rite member or his spouse is ill.
- Mails a get well card to the infirmed Brother or his spouse.
- Keeps an accurate account of all deaths and illnesses and makes a report at each Executive Committee meeting and stated meeting.
- Ensures that a list of all deaths and illnesses are reported in the bi-monthly issue of *The Bulletin*.
- Encourages members of the Valley to contact him or the Valley office upon learning of the death or illness of a Scottish Rite Brother.

PUBLIC RELATIONS

- Devises ways and means to assure adequate and ongoing news releases are prepared for all Scottish Rite events and happenings. These news releases will be distributed to local newspapers and public service directors of local TV stations and to the Scottish Rite Journal if the event or happening warrants national attention.
- Writes articles for *The Bulletin* on appropriate subjects when directed.
- Assembles all public relations material generated by the Valley of Tampa during each calendar year and places the material in a “Scrap Book.”
- Appoints committee members as deemed necessary with approval of the Personal Representative.
- Submits his annual budget requirements to the Budget Committee prior to October 1st each year.
- Reports directly to the Chairman of the Executive Committee.

LIBRARIAN

- Maintains the status as a Masonic Library.
- Ensures that reference material is readily available to all members of the Masonic Fraternity or to outside agencies or individuals when in the best interests of the Masonic Fraternity.
- Encourages donations of Masonic related publications to the Scottish Rite Library.
- Screens donations to ensure that only Masonic related publications are placed on the shelves for distribution to members *seeking more light in Masonry*.
- Brings to the Executive Committee any proposed donations of non-Masonic publications for approval.
- Maintains a running inventory of all publications in the library.
- Inventories of publications will be kept in the General Secretary's office.
- Checkout cards should list the publication title, the name of the person borrowing the publication, and the date of checkout.

COMMANDER - KNIGHTS COMMANDER OF THE COURT OF HONOUR

- Presides at all regular and special meetings of the Valley of Tampa Knights Commander of the Court of Honour and rules on all matters that shall come before the Court.
- Appoints all standing and ad hoc committees and fills such vacancies as may arise in the officer line, in accordance with the By-Laws of the Court, subject to the approval of the Sovereign Grand Inspector General.
- Attends the monthly Executive/Directors meeting.

VENERABLE MASTER - OF THE KNIGHTS OF ST. ANDREW

- Presides at all regular and special meetings of the Valley of Tampa Knights of Saint Andrew Chapter and rules on all matters that shall come before the Chapter.
- Appoints all standing and ad hoc committees and fills such vacancies as may arise in the officer line, in accordance with the By-Laws of the Chapter, subject to the approval of the Sovereign Grand Inspector General.
- Attends the monthly Executive/Directors meeting.

SCOTTISH RITE CLUB PRESIDENTS

- Presides at all regular and special meetings of the Club.
- Executes all documents, papers and communications the Club may have occasion to prepare or act upon.
- Is responsible for the activities of the club, and performs such other duties as may be directed by the Sovereign Grand Inspector General in Florida, the sponsoring Scottish Rite Bodies, or the Scottish Rite Club.
- Encouraged to attend the monthly Executive/Directors meeting.
- Assists in various Valley projects as requested by the General Secretary or Personal Representative.

PERSONAL REPRESENTATIVE'S AIDES

- Regularly attend the Valley of Tampa stated meetings or the monthly meetings of the Scottish Rite Clubs.
- Regularly attend a quarterly meeting with the Personal Representative.
- Relay information from the Personal Representative to his Blue Lodge.
- Arrange for the Personal Representative, officers of the four coordinate bodies and/or other selected Scottish Rite Masons to attend his Blue Lodge.
- Keep the Worshipful Master and Brethren informed of the Masonic education programs the Valley of Tampa has produced that are available to his Blue Lodge.
- Diligently work to ensure at least one member of his Blue Lodge is a candidate for the Scottish Rite degrees at each reunion.