

SOUTHERN CALIFORNIA JURISDICTION

ORDER OF DEMOLAY

JOB DESCRIPTION MANUAL



VICTOR A. KEY, JR.
EXECUTIVE OFFICER

Southern California Jurisdiction Job Description Manual

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Introduction

The Southern California Jurisdiction takes pride in presenting this Digital Handbook for the use of our Adult volunteers. It has been prepared by dedicated Advisors in an effort to provide you with a clearer understanding of your important assignment: that of learning the requirements of your commitment in the position you have accepted in this Jurisdiction. Acknowledgement is made to those who were responsible for issuing earlier documents that served as a guideline for this Handbook.

I want to congratulate each staff member on their assignment and thank them for taking on this important role as an Advisor, giving that which only you can give, Yourself! I truly believe that together we will move forward Today's Youth Movement in SCJ DeMolay and continue our growth at the Chapters, Leagues and Jurisdiction into the future.

This Digital Handbook takes into consideration our old methods and incorporates them into our new concepts. By the use of current and developing technologies, we are staying relevant with today's youth, while at the same time staying consistent with the goals of DeMolay and this Jurisdiction.

This Handbook will be made available digitally on the SCJ website www.scjdemolay.org, making it easily accessible from anywhere that has internet connection. It will address and answer most questions dealing with Job Descriptions in this Jurisdiction. Once again, thank you for your commitment to Southern California DeMolay, "Where our Youth is our #1 Priority!"

Just Dad Key
Executive Officer

Overview

The success of DeMolay in Southern California Jurisdiction relies on many factors, including enthusiastic members, dedicated Advisors and a coordinated effort in program planning and execution. At the Jurisdiction level, it is important that each member of the Jurisdiction Staff has a clear understanding of their role and how it interacts with the other members of the SCJ Staff. The purpose of this Job Description Manual is to identify and explain each SCJ Staff position to minimize confusion or ambiguity about duties and responsibilities. It is believed that this Manual will help the SCJ Staff to better meet the needs of the individual Chapters and their Members.

In a Jurisdiction the size of Southern California, it is impossible for the Executive Officer to personally attend to all of the facets and functions that are a part of his responsibility in the administration of DeMolay. For this reason, the Executive Officer has appointed a Jurisdiction Staff, the members of which are delegated specific areas of responsibility. All appointments by the Executive Officer are made for a period of one year, from the close of the annual Conclave until the close of the next Conclave. All appointments are renewable and/or concluded upon the discretion of the Executive Officer.

In order to be a properly functioning member of the Jurisdiction team, it is important to be well informed about the job and program that has been assigned. The information found in each job

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description consists of a blend of old traditional information that remains ageless, and new information utilizing current trends and methods.

This manual is continuously evolving and requires an annual review with adjustments to conform to current Jurisdiction goals, education and training methods and today's technology. Personal recommendations for changes from Staff members and others are earnestly encouraged and solicited and are to be sent to the Executive Officer for his review and for possible inclusion in this manual.

A careful study of this material, as well as that contained in the *By-laws Rules and Regulations*, the *Leaders' Resource Guide*, the *Southern California Jurisdiction Policies* and other available resources, we hope, will provide insight and a more comfortable feeling and approach to the assigned role in this wonderful organization. It will require a concerted effort of working together with the other members of the Jurisdiction Staff to accomplish mutually satisfactory results.

Cooperation is the key word. Courtesy and team effort produce harmony. Dissention destroys. The future of our Jurisdiction and the Order of DeMolay depends on courteous and cheerful fulfillment of your promise to "Guide and Assist" our great DeMolay fraternity here in Southern California.

Divisions of Responsibility:

There are two very distinct types of responsibilities in the DeMolay organization: (1) Administrative, and (2) Operational.

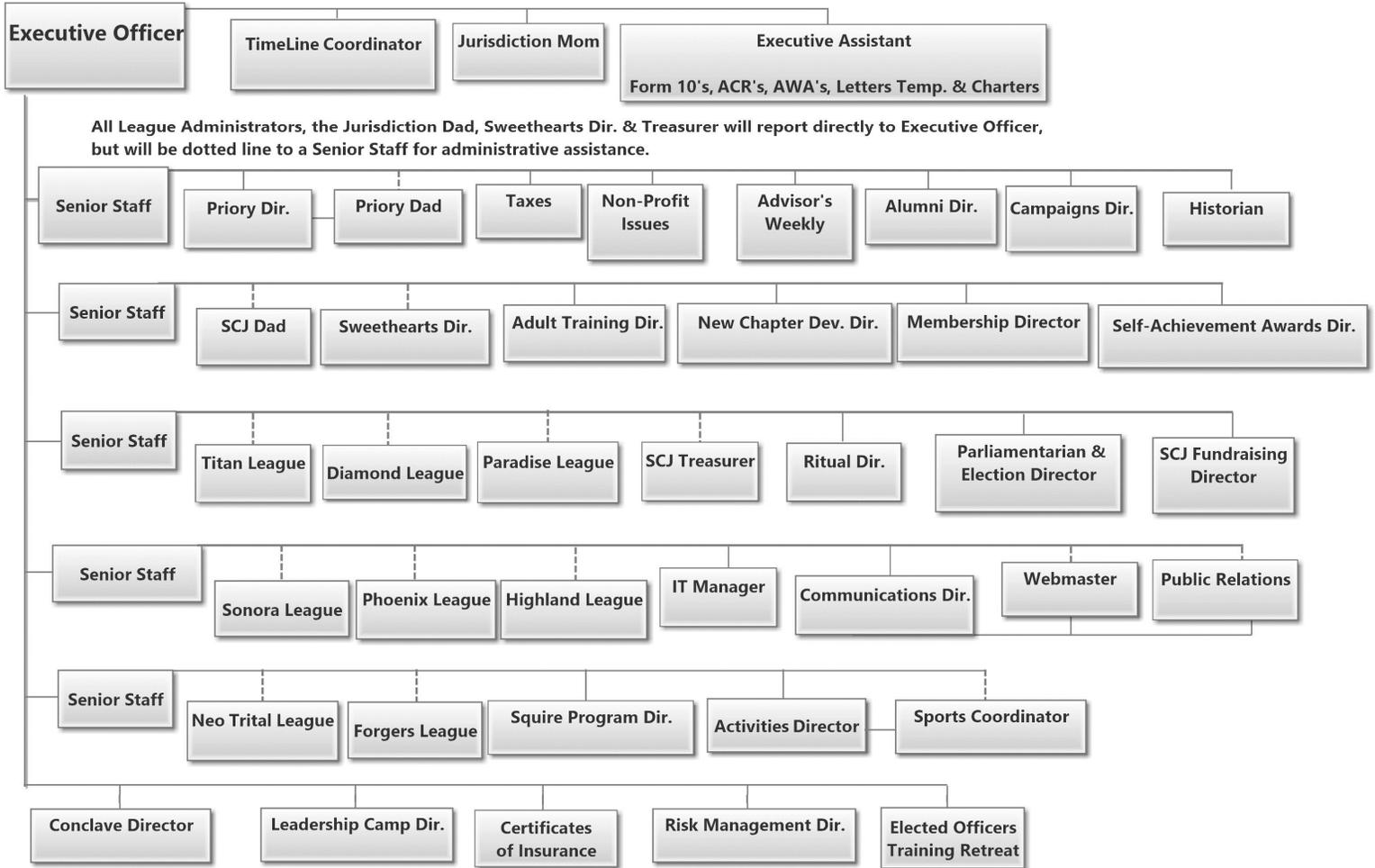
Administrative: Comprised of such groups and individuals who are vested with the authority and responsibility of setting policy and determining through what means the DeMolay program will be put into operation. These consist of the International Supreme Council, its Board of Directors, the Grand Master of DeMolay, and the Executive Officer in the Jurisdiction of Southern California. The Executive Officer delegates some of his responsibilities to his Senior Staff, League Administrators, certain Jurisdiction Staff, and Chairmen of the Chapter Advisory Councils.

Operational: These consist of the Jurisdiction Officers and committees, the individual DeMolay Chapters and the Leagues who translate the DeMolay program into activities, workshops, meetings and other means of education, athletic and social projects for the training, improvement and benefit of the DeMolay membership. **These operational groups have no authority to make policy decisions.** However, they may make recommendations for consideration by the Executive Officer.

Summary:

All of the Administrative and Operational Staff are to be wise and judicious in their actions and decisions, always using tact and diplomacy in their dealings with others. They should always remember that the local Chapter is the most important unit and need to keep this in mind as they perform their Jurisdiction duties. They are to use any authority or power granted to them, only when and where it may be in the best interests of Southern California Jurisdiction and the Order of DeMolay.

SCJ Organizational Chart



Director of Activities

Objective

See that all Jurisdiction Activities, including Athletic programs, are properly planned, promoted and executed. See that needed governing rules, guidelines and timelines are developed and disseminated.

Authority

- 1) Review contracts with "host" facilities for activity and athletic sites and functions. If satisfactory, present to Executive Officer for approval and execution.
- 2) Negotiate prices, services, facilities, and so forth with all parties as appropriate for any Jurisdiction Activity.
- 3) See that any required Certificates of Insurance and payment vouchers for any activity and sports programs are timely obtained, scanned and submitted to the Executive Officer.
- 4) Obtain necessary staffing to assist with any Jurisdiction Activities falling within the scope of this position's responsibilities.

Director of Activities is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Activities

- 1) The Sports Coordinator.
- 2) Any general or event specific Activities Committee assigned by the Jurisdiction Master Councilor.
- 3) Any staff assistants appointed to assist in the execution of a specific Jurisdiction Activity.

Collaborates with

- 1) The Jurisdiction Dad.
- 2) Director of Campaigning.
- 3) Director of Conclave and the Conclave Committee.

Major Responsibilities

- 1) Coordinate dates for the following year on any Jurisdiction Activities with the Jurisdiction Dad for placement on the Jurisdiction Calendar.
- 2) See that sites and dates for future Jurisdiction athletic events are investigated, secured and established on the Jurisdiction Calendar.
- 3) Work with any DeMolay Activity Committee appointed by the Jurisdiction Master Councilor.
- 4) See that a budget is developed and maintained for each Jurisdiction Activity not specifically assigned to another Director or Coordinator. Provide a full accounting of all monies received and disbursed for each event.
- 5) Provide advice and any assistance as requested for any and all activity programs established by the Conclave Committee and Jurisdiction Officers for inclusion in the Conclave program.
- 6) Consult with the Jurisdiction Officers and Jurisdiction Dad and assist in providing staffing for any special events held at the Jurisdiction Sports Day.
- 7) Oversee and provide any constructive critique or comments to the Sports Coordinator for possible improvement in the quality and expansion of the Jurisdiction Sports Program.

Performance Standards

- 1) Negotiate for any activity events/sites, as necessary and allowable, a minimum of one year in advance in consultation with the Senior Staff and Executive Officer.
- 2) Submit any dates for recommended SCJ activities, including athletic events, for the following year by June 1st for consideration/inclusion in the Jurisdiction Calendar.
- 3) Prior to the establishment and development of any new SCJ activity, the Director of Activities and the DeMolay Activity Committee, acquire input from as many different people and levels of the Jurisdiction as possible.
- 4) The revenues and costs of any fee based activity event will at least break even. Gifts from outside sources, groups, Foundation, etc., will not be counted as part of the revenues.
- 5) Establishes a firm schedule for sign-up/payment of any registration and/or entry fee based Jurisdiction activity.
- 6) Publication by September 1st to League Administrators, League Advisors, and SCJ Staff of the pending SCJ Activities for the following Jurisdiction year (commencing at the conclusion of Conclave).
- 7) Communicate two months in advance to League Administrators, League Advisors and other concerned parties, the exact specifics, registration and fee requirements (if any) on the next scheduled Jurisdiction activities event.
- 8) Publication in The Preceptor, Advisor Weekly Update, and Jurisdiction Website and any other Jurisdiction or League media, of any scheduled Jurisdiction activity at least two months in advance.
- 9) The Responsibilities and Performance Standards of the Sports Coordinator are being fulfilled.
- 10) Provides a briefly worded quarterly report to the SCJ Senior Staff member on the activities of his post and that of the Sports Coordinator.
- 11) Attend or have a representative present at all SCJ General Staff Meetings when requested by the Executive Officer.

Director of Adult Training

Objective

To provide for the education and training requirements of new and continuing Jurisdiction, League and Chapter Advisors.

Authority

- 1) To schedule and hold Training Programs as needed.
- 2) Appoint and Certify Training Staff with the approval of the SCJ Senior Staff.
- 3) Revise and upgrade training manuals and materials with the approval of the SCJ Senior Staff.
- 4) Develop and maintain training resources that can be made available for individual and self-paced training.

Director of Adult Training is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Adult Training

- 1) Advisors who are D.A.D. Master Trainers.
- 2) Advisors who are D.A.D. Trainers.
- 3) Any trainers of adult training programs developed for the Jurisdiction.

Collaborates with

League Administrators.

Major Responsibilities

- 1) Implement and coordinate the D.A.D. Training programs of the Jurisdiction.
- 2) Implement and coordinate the Chairman and Chapter Advisor Training programs of the Jurisdiction.
- 3) Implement and coordinate training of Advisors in their specific roles on the Advisory Council. (Scribe Advisor, Ritual Advisor, etc.).
- 4) Revise, as required, and maintain all training manuals and resources for Adult Training Programs.
- 5) Prepare a budget to cover anticipated expenses of the Adult Training Programs during the year, and submit it to the Senior Staff by October 1st.
- 6) Direct and oversee special training projects and perform additional responsibilities as designated by the Executive Officer.
- 7) Utilize current modes of presentation including Power Point, Skype, On-Line Streaming, visual and telephonic on-line conference calling, and so forth.
- 8) Budget and request training materials and devices as needed for approved field trainers, and see that they are spread throughout the Jurisdiction.

Performance Standards

- 1) Submit to the Executive Officer a full written report, including evaluation and recommendations, within 30 days of the completion of Chairman and Chapter Dad training classes.
- 2) Review with and advise the Executive Officer on completion of Dad Training Classes.
- 3) Record and maintain a D.A.D. trained list of advisors by name, date and trainer.

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- 4) Maintain all manuals and training materials used in conducting Jurisdiction and League Education Programs in PDF, Power Point and/or other electronic format.
- 5) Submit reports at the SCJ General Staff meetings on the progress of Adult Training.
- 6) Review costs and accountings and strive to maintain or reduce costs without affecting the quality of the training programs, and make recommendations to the Executive Officer and Senior Staff.
- 7) Attend SCJ General Staff Meetings when requested by the Executive Officer.

Director of Alumni

Objective

Develop, plan and execute a Jurisdiction Alumni program and Association that maintains contact, provides information and social opportunities to renew the ideals to DeMolay and our founder, Frank Sherman Land.

Authority

- 1) The Director of Alumni maintains a database of Senior DeMolays, particularly of past Jurisdiction and League Officers.
- 2) Establishes an Alumni network through various methods, including online forms, to maintain contact and inform DeMolay Alumni of special Jurisdiction programs and events.
- 3) Plans at least one annual social event to renew acquaintances and instill a continued devotion to DeMolay and Southern California Jurisdiction.

Director of Alumni is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Alumni

Any appointed sub-committees for the development, planning and execution of Alumni events.

Collaborates with

- 1) The assigned SCJ Senior Staff Member for information on members obtaining majority status and advisors who indicate they are Senior DeMolays.
- 2) Provide assistance to the Conclave Director (and/or member of Conclave staff) in the invitation of Past SCJ Officers, Sweethearts and Princesses to the SCJ Conclave.
- 3) SCJ Historian.
- 4) Director of Fundraising.

Major Responsibilities

- 1) Work with the assigned SCJ Senior Staff Member in obtaining an updated list of Senior DeMolays for notification of Alumni events and to invite them to join the SCJ Alumni Association.
- 2) Continually review and update any requirements for membership in the SCJ Alumni Association, as approved by the Executive Officer.
- 3) See that SCJ Alumni members are informed of the digital publication of The Preceptor.
- 4) Develop and promote Alumni membership information to all of the Chapters and Leagues.
- 5) Plan, promote and execute one or two events each year for members of the SCJ Alumni Association.
- 6) Develop a special annual service event sponsored by the SCJ Alumni Association.
- 7) Promote membership in the DeMolay International Alumni Association.
- 8) Encourage member attendance and participation in Jurisdiction, local Chapter or League events and meetings.
- 9) Assist the SCJ Historian by seeking relevant information for historical purposes from SCJ Alumni Members.
- 10) Semi-annually or more often, communicate with members of the SCJ Alumni Association by email or other electronic media.

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- 11) Assist the Director of Fundraising in obtaining potential financial support from the DeMolay Alumni.

Performance Standards

- 1) An updated list of SCJ Alumni Members is annually presented to the Executive Officer, Senior Staff and League Administrators by January 31.
- 2) Provide the editor of the Advisor Weekly Update of special announcements in regards to a member of the SCJ Alumni Association.
- 3) Provide at least semi-annually an article in The Preceptor regarding Alumni events or activities.
- 4) Attend and be prepared to provide a summarized report at SCJ General Staff meetings when requested by the Executive Officer.
- 5) Keep the assigned Senior Staff member current on activities of SCJ Alumni Association.

Director of Campaigning

Objective

Supervise campaigning for all elected Jurisdiction offices to provide for a smooth and fair campaigning process.

Authority

- 1) The Director of Campaigning is the single point of contact for all candidates for elected Jurisdiction Office during the campaign process.
- 2) He shall be the sole judge of the acceptability of campaign material (flyers, buttons, etc.).
- 3) If necessary, he shall have the authority, after consulting with the Executive Officer, to revoke a candidate's eligibility to run for office, based on the candidates' behavior and activity during the campaign process.

Director of Campaigning is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Campaigning

All candidates for elected Jurisdiction Office.

Collaborates with

- 1) Director of Elections and Parliamentary Procedure for the annual election of SCJ Officers.
- 2) Director of Communications for the publication of candidate applications in the Advisor Weekly Update email, The Preceptor and the Jurisdiction Website.
- 3) Jurisdiction Dad for review of applications for SCJ Elected Office.
- 4) Jurisdiction Director of Sweethearts for review of applications for SCJ Sweetheart.

Major Responsibilities

- 1) Establish deadline for applications for elected Jurisdiction Offices.
- 2) Provide complete and accurate applications for elected Jurisdiction Offices and uniform applications for elected League Offices.
- 3) Establish campaign guidelines in terms of budget, acceptable material, etc.
- 4) Review submitted applications for information and completeness.
- 5) Assign a committee and establish date for candidate interviews.
- 6) Announce selected candidates for elected Jurisdiction Office at time and place designated.
- 7) Monitor campaign activities and maintain communication with candidates for elected Jurisdiction Office.
- 8) Works with the Director of Elections and Parliamentary Procedure on the annual election of SCJ Officers.

Performance Standards

- 1) Develops and/or reviews application forms for elected Jurisdiction Offices and makes them available for publication on the Jurisdiction Website.
- 2) Publish in Advisor Weekly Update email and The Preceptor the availability of application forms and deadline for submission.
- 3) Ensures that no candidate material violates third-party copyrights and is in good taste and representative of the principles and ideals of DeMolay.

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- 4) Regularly maintain contact with all candidates for elected Jurisdiction Office during the campaign process.
- 5) Encourage the regular travel and safety of candidates during the campaign process.
- 6) Be available to answer questions related to the campaign process.
- 7) Coordinate with the Director of Elections and Parliamentary Procedure on the annual election of SCJ Officers.
- 8) Attends SCJ General Staff Meetings when requested by the Executive Officer.

Director of Communications

Objective

Oversee the publications of Southern California Jurisdiction and see that they are published in a timely manner, are in a readable and respectable form, promote the Jurisdiction and the Order of DeMolay in a favorable fashion promoting good public relations, and contain information that is pertinent to its operations and activities.

Authority

- 1) Works with the assigned SCJ Senior Staff member in the development, improvement and publication of the Advisor Weekly Update.
- 2) Reviews and provides advice to the Congress Secretary and Jurisdiction Dad in the publication of The Preceptor.
- 3) Reviews the Jurisdiction Website for timeliness, accuracy, relevance and content, and works with the Jurisdiction Webmaster for continued improvement, formatting, and ease in finding information.

Director of Communications is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Communications

- 1) Jurisdiction Webmaster.
- 2) Director of Public Relations.

Collaborates with

- 1) Jurisdiction Webmaster.
- 2) Jurisdiction Congress Secretary and Jurisdiction Dad.
- 3) Publisher of the Advisors Weekly Update email.
- 4) Director of Public Relations.
- 5) League Advisors.
- 6) Any Jurisdiction Committees involved where a flyer, letter, or other communication in any form is to be disseminated or viewed.
- 7) Any League that requests or demonstrates a need for assistance, guidance or advice in producing any newsletter, publication, and/or electronic media.
- 8) Conclave Committee responsible for publication of the Conclave Program Booklet.

Major Responsibilities

- 1) Search the DeMolay International Website and other DeMolay websites for information that may be of value for viewing or reading in our Jurisdiction.
- 2) Review DeMolay International publications, i.e. International Congress Newsletter and The Cordon, for possible publication of relevant news and information in Southern California Jurisdiction.
- 3) Establish timelines, in conjunction with the Jurisdiction Dad, for articles to be provided for The Preceptor, and for its online publication.
- 4) Review The Preceptor for overall content, grammar, formatting, quality, and positive public relations. Where improvement is needed, make recommendations to the Congress Secretary and Jurisdiction Dad.

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- 5) Work with the Jurisdiction Officers, Jurisdiction Dad, League Officers and League Advisors in enhancing the quality of promotion for Jurisdiction and League events.
- 6) Work with the League Advisors to obtain a consistent submission of League articles for The Preceptor and timely submission of articles for publication in the Conclave Program Booklet.
- 7) Review and see that any distribution list is updated, and that new members, advisors, donors and friends of the Jurisdiction are added as appropriate to the publication.
- 8) Encourage and provide information and assistance as necessary in the utilization of various forms of electronic meetings, discussions (one-on-one, or group), and presentations.
- 9) Oversee the Jurisdiction Webmaster and Director of Public Relations in their duties and advises and assists as necessary.

Performance Standards

- 1) See that publication deadlines, article formatting, and details as where and to whom submitted are communicated and published in all relevant Jurisdiction / League media.
- 2) The Preceptor is ready and available on the Jurisdiction Website at the beginning of each month.
- 3) Articles appearing in The Preceptor are consistently free of major spelling errors, are timely, and avoid repetition of the same information found in another article.
- 4) Articles submitted from the League Presidents for The Preceptor are informative, the presentations are in good quality, and well written.
- 5) Available to members of the SCJ Senior Staff and General Staff when assistance is required in developing, printing and formatting various types of communication.
- 6) Provide general directions and rules to Leagues and Chapters in developing good printed material for electronic or other types of media distribution.
- 7) Timely submission of Jurisdiction and League articles for the Conclave Program Booklet.
- 8) Be available and prepared to present short workshops on good communication skills.
- 9) Personally utilize electronic means to communicate telephonically or visually (preferred) and provide a more comfortable and less stressful environment for those involved.
- 10) All communications with any Jurisdiction Officer are copied to the Jurisdiction Dad.
- 11) All communications with any League Officer are copied to the respective League Advisor and League Administrator.
- 12) Provides briefly worded quarterly reports on the activities, needs and requests of the Jurisdiction Webmaster, Director of Public Relations and the position of Communications Director to the assigned SCJ Senior Staff Member.
- 13) Attend SCJ General Staff meetings when requested by the Executive Officer.

Director of Conclave

Objective

Supervise and be responsible for the overall planning, promotion and execution of the Southern California Jurisdiction Conclave.

Authority

- 1) Negotiate for Conclave sites a minimum of two to three years in the future.
- 2) Review contracts with "host" facilities. See that they are in order and present to legal counsel for review. If satisfactory, the contract(s) will be forwarded to the Executive Officer for final approval and execution.
- 3) Recruit necessary support staff to plan and implement the various components of Conclave.
- 4) Establish Conclave fees for approval of the Executive Officer.

Director of Conclave is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Conclave

- 1) Conclave Staff appointed by the Director of Conclave and Executive Officer.
- 2) DeMolay Conclave Committee appointed by the Jurisdiction Master Councilor.

Collaborates with

- 1) Jurisdiction Officers and Jurisdiction Dad.
- 2) League Administrators.
- 3) Director of Communications for the publication of Conclave Program Booklet.

Major Responsibilities

- 1) Obtain information and costs for future Conclaves, attempting to plan at least three years in advance.
- 2) Effectively use the Jurisdiction Officers, League Presidents and Conclave Committee to promote Conclave, as well as the utilization of The Preceptor, Advisor Weekly Update, and the Jurisdiction Website.
- 3) Develop and maintain a budget and accounting of all monies received and disbursed for Conclave.
- 4) See that the Conclave program meets the needs/restrictions of the facilities and, if feasible, the requests of the DeMolays, Advisors and Jurisdiction.
- 5) Solicit assistance in finding adult staff for the Conclave program through the League Administrators.
- 6) Provide any and all training and direction to Conclave staff to insure a successful program.
- 7) Work with the DeMolay Conclave Committee, Jurisdiction Officers and Jurisdiction Dad in developing the Conclave itinerary and activities.
- 8) Upon its conclusion, critique Conclave, analyzing each Conclave activity and function with the aim of improving the overall program.
- 9) Provide information and guidance to the Conclave Committee for the development of a final committee report on Conclave, providing recommendations for future Conclaves.
- 10) Consult with the Conclave Committee and Jurisdiction Officers for recommendations for future potential Conclave sites.

Performance Standards

- 1) Negotiation for Conclave sites a minimum of two or three years in the future.
- 2) Negotiation for a multiyear Contract with the aim to control cost.
- 3) Develop a schedule of events with the assistance of the Conclave Committee, Jurisdiction Officers and Jurisdiction Dad.
- 4) Insist that the Jurisdiction Officers and the Conclave Committee mainly provide for the development of the events at Conclave. Set and enforce deadlines by which the Jurisdiction Officers and the Conclave Committee must provide updates and complete plans for all events at Conclave.
- 5) Schedule sufficient Conclave Committee meetings with all individuals, groups, staff, etc., to receive their suggestions, and to provide the necessary training, guidance and direction for a successful Conclave.
- 6) Submit reports at the SCJ General Staff meetings on the progress of Conclave.
- 7) Holds a critique session on Conclave with the new Jurisdiction Officers, their Conclave Committee, and the within 30 days following the conclusion of Conclave. A constructive report of this session is to be given at the next SCJ General Staff meeting.
- 8) Review costs and accountings to strive to maintain or reduce costs without affecting the quality of the Conclave program, and make recommendations to the Executive Officer and Senior Staff.
- 9) Create and submit to the Executive Officer a budget for the following year's Conclave. A surplus is to be included as part of the budget to cover the costs of contingencies (damage, overruns, future site deposits, etc.).

Director of Elections and Parliamentary Procedure

Objective

Provide for a transparent and fair election process for Jurisdiction Office and assist/advise on all matters related to Parliamentary Procedure for Jurisdiction Congress Sessions, Resolutions, etc.

Authority

- 1) Determine appropriate Parliamentary Procedure for items presented for SCJ Congress Session consideration.
- 2) Determine the appropriateness of submitted Resolutions to SCJ Congress By-Laws and Uniform League By-Laws.

Director of Elections and Parliamentary Procedure is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Elections and Parliamentary Procedure

SCJ Officers as their duties relate to appropriate SCJ Congress Session Parliamentary Procedure.

Collaborates with

- 1) Director of Campaigning for the annual election of SCJ Officers.
- 2) Conclave Committee for appropriate handling of Resolutions at SCJ Congress Session at Conclave.
- 3) Jurisdiction Advisor for oversight of SCJ Congress Sessions at annual elections of SCJ Officers and at Conclave.
- 4) Director of Communications for the publication of Resolution deadlines and accepted Resolutions in the Advisor Weekly Update email, The Preceptor and the Jurisdiction Website.

Major Responsibilities

- 1) Establish date, arrange and supervise the nomination and election of SCJ Officers.
- 2) Oversee the annual SCJ Congress Session for the election of SCJ Officers.
- 3) Review submitted Resolutions for proper and appropriate content and prepare for distribution to Leagues and Chapters if found acceptable by the Executive Officer.
- 4) Oversee the SCJ Congress Session at Conclave for discussion on Resolutions.
- 5) Publicize approved Resolutions after approval at SCJ Congress Session at Conclave and final approval by the Executive Officer.
- 6) Advise the Executive Officer and Jurisdiction Officers on matters relating to proper Parliamentary Procedure as applicable.
- 7) Work together with the Director of Campaigning on the annual election of SCJ Officers.

Performance Standards

- 1) Work with Jurisdiction Officers for publicizing deadlines for submission of Resolutions.
- 2) Provide prompt review of submitted Resolutions.
- 3) Promptly notify (via Jurisdiction Website and The Preceptor) Leagues and Chapters of Resolutions that will be discussed at upcoming Congress Sessions.
- 4) Insure that the required materials are available for Congress Sessions (i.e. ballots, pencils, ballot box, applicable By-Laws, Rules and Regulations).

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- 5) Assist the Jurisdiction Officers with establishing quorum and issues related to Parliamentary Procedure during Congress Sessions.
- 6) Attend SCJ General Staff Meetings as requested by the Executive Officer.

Director of Fundraising

Objective

To provide new and continuing sources of revenue to support the Jurisdiction Programs.

Authority

To plan, organize and execute Jurisdiction fundraising programs as needed.

Director of Fundraising is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Fundraising

Any staff requested or selected to assist in fundraising efforts.

Collaborates with

- 1) Director of Alumni.
- 2) Director of Public Relations.
- 3) Jurisdiction Treasurer.

Major Responsibilities

- 1) Director of Fundraising is responsible for the implementation and coordination of fundraising programs for the Jurisdiction.
- 2) Director of fundraising is responsible for identifying new and continuing sources of revenue.
- 3) Director of Fundraising is responsible for recruiting, as necessary, additional staff to assist with specific Fundraising Programs.
- 4) Develop a budget to cover anticipated expenses & projected revenues of fundraising programs during the year and submit it to the Executive Officer and Senior Staff by October 1st.
- 5) Direct and oversee special projects and perform additional responsibilities as designated by the Executive Officer.
- 6) Search for possible sources of grants to the Jurisdiction from foundations and trusts.

Performance Standards

- 1) Submit to the Executive Officer a full written report, evaluation and recommendations within 30 days of the completion of all fundraising programs.
- 2) Hold annual fundraising events that will have the ability to attract support inside and outside the Masonic Family.
- 3) Establish fundraising programs specifically for Scholarships.
- 4) Assist the Director of Alumni in creating opportunities for the Alumni program to provide financial support and assistance with other fundraising programs.
- 5) Create letter writing campaigns to encourage current and past supporters to make donations to the Jurisdiction.
- 6) Identify and cultivate new supporters who will contribute to the Jurisdiction.
- 7) Provide information to past and current supporters as to how their donations are helping the Jurisdiction's programs.
- 8) Identify & contact Grants that may be open and/or interested in contributing to the Jurisdiction.

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- 9) Submit reports at the SCJ General Staff meetings on the progress of fundraising.
- 10) Attend SCJ General Staff Meetings as requested by the Executive Officer.

Director of Leadership Camp

Objective

Develop, organize and operate the annual SCJ Leadership and Counselor Camps.

Authority

- 1) The Director is the single point contact on anything concerning the operation for SCJ Leadership and Councilor Camps.
- 2) Responsible for accepting all registration forms and prioritizing applicants once camp has reached maximum capacity.
- 3) Locate and negotiate for camp sites a minimum of six month in advance, but preferably One year in advance.
- 4) Establish Camp fees for approval by the Executive Officer.

Director of Leadership Camp is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Leadership Camp

- 1) Youth Chairman of Leadership Camp Committee.
- 2) Leadership Camp support staff.

Collaborates with

- 1) Executive Officer.
- 2) Jurisdiction Officers to the extent that they assist with the development and promotion of SCJ Leadership and Councilor Camps.

Major Responsibilities

- 1) Develop and implement a camp based program to provide Leadership training to the youth of SCJ.
- 2) Develop and review Camp application forms.
- 3) Establish and publicize Camp application deadlines.
- 4) Effectively use the Jurisdiction Officers, League Presidents and Camp Committee to promote SCJ Leadership and Counselor Camps, as well as the utilization of The Preceptor, Advisor Weekly Update, and the Jurisdiction Website.
- 5) With the assistance of the Jurisdiction Officers and Camp Chairman, recruit Youth Counselors to supervise the cabins and assist with all training modules.
- 6) Develop and maintain a budget and accounting of all monies received and disbursed for the Camps.
- 7) Recruit necessary adult staff assist with the various components of Camp.
- 8) Provide any and all training and direction to the Camp Youth and Adult staff to insure a successful program.
- 9) Within 30 days of Camp's conclusion, critique Camp, analyzing Camp activities and functions with the aim of improving the overall program.
- 10) Consult with Camp Youth and Adult staff for recommendations for changes to enhance future Camps.

Performance Standards

- 1) Research and negotiate for potential Camp sites.
- 2) If possible negotiate for a multi-year Camp site Contract with the aim to control cost.
- 3) Develop a schedule of Camp events with the assistance of the Camp Committee.
- 4) Schedule necessary meetings with all Youth & adult staff members, to provide the necessary training, guidance and coordination for a successful Camp.
- 5) Submit reports at the SCJ General Staff meetings on the progress of Camp planning.
- 6) Review costs and accountings to strive to maintain or reduce costs without affecting the quality of the Leadership Camp program, and make recommendations to the Executive Officer and Senior Staff.
- 7) Attends SCJ General Staff Meetings as called by the Executive Officer.

Director of Membership

Objective

Develop a Jurisdiction program that offers assistance and incentives to local Chapters and DeMolays to improve their membership recruitment and retention.

Authority

- 1) Set appropriate minimum Chapter membership goals as approved by the SCJ Senior Staff and Executive Officer.
- 2) Develop various incentive programs, subject to fiscal approval by the Executive Officer.

Director of Membership is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Membership

Jurisdiction Membership Committee appointed by the Jurisdiction Master Councilor.

Collaborates with

- 1) The Jurisdiction Dad and Jurisdiction Officers for any planned membership programs, seminars and workshops.
- 2) Any special membership committee(s) assigned by the League Presidents.
- 3) The Director of New Chapter Development.
- 4) The Jurisdiction Dad and Director of Ritual in the planning and execution of the annual Membership Class.

Major Responsibilities

- 1) Work with the Jurisdiction Officers and the Jurisdiction Membership Committee appointed by the Jurisdiction Master Councilor in the development, reviewing, and improving of an effective membership recruitment program for the Jurisdiction.
- 2) Develop, review and update a one minute website video promoting membership in DeMolay to inquiring youth.
- 3) Develop, review and update an orientation program for use by Chapters, Leagues or Jurisdiction for new DeMolay members when receiving the Initiatory and/or DeMolay Degrees.
- 4) Consult with the Senior Staff and Executive Officer in determining a minimum membership goal for each Chapter.
- 5) Develop and promote membership information to all of the Chapters and Leagues. This includes developing membership workshops to be presented at League or Chapter meetings upon request.
- 6) Prepare and see that a seminar on Membership Recruitment and Retention is available for presentation at the Elected Jurisdiction and League Officers Training Retreat.
- 7) Provide step-by-step procedures for presenting and try to be available for local fairs, school open houses, etc. to answer questions and distribute DeMolay material to the interested public.
- 8) Assist the Jurisdiction Officers and the Jurisdiction Membership Committee in the establishment and promotion of the Jurisdiction Membership Class.

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- 9) Collaborate with the Jurisdiction Dad and Director of Ritual in the planning and execution of the annual Membership Class.
- 10) Provide direction and information to the New Chapter Development Committee, and assist as requested in membership promotion for new Chapters in the Jurisdiction.

Performance Standards

- 1) Inform Chapters of their membership goals when data is provided by DeMolay International, but no later than January 31st.
- 2) Recognize individuals and chapters who reach membership milestones. See that publicity is given in The Preceptor and the Advisor Weekly Update.
- 3) Provide prompt response to requests from Chapters or Leagues regarding assistance with membership promotion and retention.
- 4) Assist, as requested, in the starting or redevelopment of Chapters at the request of the Director of New Chapter Development.
- 5) Distribute membership material and information to the Executive Officer, SCJ Senior Staff, the Jurisdiction Officers, and members of the Jurisdiction Membership Committee.
- 6) Attend and be prepared to provide a summarized report at SCJ General Staff meetings as requested by the Executive Officer.
- 7) Submit a quarterly summarized report to the assigned SCJ Senior Staff member.

Director of New Chapter Development

Objective

Develop and expand the growth of DeMolay to potential areas of the Jurisdiction where no DeMolay Chapter exists.

Authority

- 1) Research areas of Southern California that may have the potential to organize and develop a DeMolay Chapter.
- 2) Make contact with parties requesting the opportunity to start a DeMolay Chapter in their area.
- 3) Discuss the possibility of a Chapter formation with a Masonic Lodge or a group of Masons and other interested individuals.
- 4) Present and obtain signed form from DeMolay International for sponsorship of a new DeMolay Chapter, and submit to the Executive Officer accompanied with required fee.

Director of New Chapter Development is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of New Chapter Development

Anyone from whom the Director has requested assistance (not including SCJ Staff).

Collaborates with

- 1) League Administrators.
- 2) Director of Adult Training.
- 3) Jurisdiction Dad.
- 4) Jurisdiction Director of Sweethearts.
- 5) Director of Priory.

Major Responsibilities

- 1) Utilize demographics in search of areas that can sustain and grow a DeMolay Chapter.
- 2) Contact local Masonic or Masonic affiliated group(s) as possible sponsors for a DeMolay Chapter.
- 3) Contact, discuss and evaluate potential requests and referrals to start a DeMolay Chapter.
- 4) Review and update, as approved, current material providing information for starting a DeMolay Chapter.
- 5) Develop promotional media to inspire and encourage the development of DeMolay in undeveloped areas of the Jurisdiction.
- 6) Work with the Jurisdiction Dad, SCJ Director of Sweethearts and/or Director of Priory for promotional youth speakers or ritual presentations in the promotion of DeMolay to potential sponsors.
- 7) Explain the sponsorship responsibilities of a DeMolay Chapter and its Advisory Council makeup.
- 8) When all questions for sponsorship have been satisfied, provide and follow through to completion, a Resolution of DeMolay Sponsorship.
- 9) As appropriate, work with and utilize the talents of other Staff members to aid in developing a new Chapter, i.e. Adult Training.

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- 10) Contact the local League Administrator (or the E.O. to determine the responsible League Administrator) keeping the Administrator informed of the interest and progress of a potential new Chapter.
- 11) Work closely with the Sponsoring Body and League Administrator in developing a Chapter Advisory Council per the Rules and Regulations of DeMolay International.
- 12) Once the Sponsoring Body (Group) is approved and the initial Advisory Council D.A.D. trained, refer it/them to the League Administrator and other SCJ Staff members for continued assistance in the Chapter's development.

Performance Standards

- 1) Provides a brief progress report to the assigned Senior Staff member on at least a quarterly basis.
- 2) Maintains a close communication with the League Administrator on any major progress in the development of a new DeMolay Chapter for the League.
- 3) Copies any correspondence in regards to DeMolay Sponsorship to the SCJ Senior Staff Member, League Administrator and Executive Officer.
- 4) Sends a scanned copy of the Resolution of Sponsorship to office@scjdemolay.org upon completion, and has accompanying fee paid electronically, or mails it to the SCJ office.
- 5) Turns full control over to the League Administrator once the Resolution of DeMolay sponsorship is submitted and initial Advisory Council is D.A.D. trained.
- 6) Attends SCJ General Staff Meetings as requested by the Executive Officer and submits report on the progress of any potential new DeMolay Chapters.

Director of Priory

Objective

Supervise the Order of Knighthood program in Southern California Jurisdiction and facilitate its ceremonies and activities, keeping same within the strict guidelines established by the Executive Officer.

Authority

- 1) The Director of Priory is the personal representative of the Executive Officer to the Priory(s).
- 2) Oversees the Chairmen of Priory Advisory Boards.
- 3) Serves as Chairman in any vacancy that occurs.
- 4) Directs the efforts of the following: Priory Dad Advisor, any approved and appointed Priory Advisory Board staff, Elected and appointed Priory officers.

Director of Priory is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Director of Priory

- 1) Priory Advisory Board Chairmen.
- 2) Priory Advisor(s).
- 3) Any other appointed Priory advisors.

Collaborates with

- 1) Priory Advisor(s).
- 2) All elected and appointed Priory Officers.
- 3) League Administrator in assisting with any degree work for the League, its Chapters or Squire Manor.

Major Responsibilities

- 1) Convene and chair, if necessary, all meetings of Priory Advisory Board(s), on at least a quarterly basis.
- 2) Ensure that all functions of the Priory follow the Youth Protection Policy of DeMolay International.
- 3) Ensure that all ceremonies performed by the officers and members of the Priory are conducted according to the approved Knighthood Ritual of DeMolay International.
- 4) Coordinate with the Priory Dad Advisor, Priory Ritual Advisor, and Priory Armory Instructor for annual election, appointment, and installation of officers and insure that these are conducted in a proper, safe, and dignified manner.
- 5) Establish a filing period for elected Priory Officer Candidates (Illustrious Knight Commander, Squire Commander and Page Commander).
- 6) Ensure that all nominees for membership in the Priory are in keeping with the recommended policies of DeMolay International and this Jurisdiction.
- 7) Review applications for Knighthood membership and insure that they include approval from both the Chapter and League level.
- 8) Review, with the Priory Advisory Board, the Priory Term Calendar prepared by the Illustrious Knight Commander elect and the Priory Advisor for the ensuing year, and then

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submit it to the Jurisdiction Executive Officer for approval and coordination with the Jurisdiction Calendar.

- 9) Review, with the Priory Advisory Board, the Priory Budget prepared by the Illustrious Knight Commander elect and the Priory Advisor and submit it to the Jurisdiction Executive Officer for approval and possible inclusion in the Jurisdiction Term Budget.
- 10) Ensure that the Priory is equipped with the necessary and correct paraphernalia to perform any ceremony required of the members, and stored in containers for easy transport.
- 11) Encourage and promote Priory as an "Honor" group providing certain services to the Jurisdiction, Leagues, Chapters and Squire Manors. This includes, but is not limited to, honor guards, escorts, and fill-in ritual parts for degrees of DeMolay, League Honors Night, and other open ceremonies.
- 12) Make certain that the role of the Priory in this Jurisdiction is one of Honor and Service, and that the officers and members commit to being available to answer the call of need for the Jurisdiction, League, or Squire Manor as requested.
- 13) Ensure that all Form 17's and registration fees of new members are processed in the time span stated in the Rules & Regulations of DeMolay International
- 14) Review all Vouchers for proposed expenditures of Priory functions to make sure they are within the approved budget, and send them unsigned to the Jurisdiction Treasurer.
- 15) Review any contracts and negotiations for Priory functions prior to submitting them to the SCJ Senior Staff Member and Executive Officer for approval.
- 16) Recommend to the Jurisdiction Executive Officer the removal of any officer, member, or advisor who fails to perform his respective duties or violates any DeMolay International or Jurisdiction Regulation or Policy.

Performance Standards

- 1) Attends all SCJ General Staff Meetings as requested by the Executive Officer.
- 2) Submit dates for all approved Priory activities for the following year to the SCJ Senior Staff by June 1st.
- 3) See that Priory activities operate financially at cost or, preferably with a profit.
- 4) Sees that expenses for Priory activities are submitted on Vouchers for approval by the established guidelines.

Director of Public Relations

Objective

Promote a favorable impression of the Order of DeMolay and Southern California Jurisdiction to prospective DeMolays, their parents and the general public at large.

Authority

- 1) Works with those in charge of the Advisor Weekly Update, The Preceptor and the Jurisdiction Website to see that these pieces of communication reflect a positive image of DeMolay and Southern California Jurisdiction.
- 2) Develops and provides information to the Leagues and Chapters on the importance of promoting good Public Relations.
- 3) Provides positive information/articles to Sponsoring Bodies, Masonic Lodges and other members of the Masonic family on the Order of DeMolay and Southern California Jurisdiction in particular.
- 4) Sees that positive articles relating to the Order and its members are disseminated in SCJ publications & communications.

Director of Public Relations is Responsible to

Director of Communications.

Responsible to the Director of Public Relations

Any public relations committee chairman assigned by the Jurisdiction Master Councilor.

Collaborates with

- 1) Director of Activities.
- 2) Director of Leadership Camp.
- 3) Director of Adult Training.
- 4) Jurisdiction Webmaster.
- 5) Jurisdiction Officers and Jurisdiction Dad.
- 6) Editor of the Advisor Weekly Update.
- 7) Directors of Public Relations or advisors appointed on League or Chapter levels.
- 8) The League Advisors.
- 9) Conclave Committee responsible for publication of the Conclave Program Booklet.

Major Responsibilities

- 1) Review the DeMolay International Website and other Jurisdictional websites for information that may be of public relations value in promoting the Order of DeMolay.
- 2) Review DeMolay International publications, i.e. International Congress Newsletter and The Cordon, for public relations value in promoting the Order of DeMolay.
- 3) Work with the Jurisdiction Officers, Jurisdiction Dad, League Officers and League Advisors in providing information in a simple, understandable form on “How To” promote important events in the local media.
- 4) Review and recommend additions/changes to The Preceptor, Advisor Weekly Update, and Jurisdiction Website to enhance the Public Relations value of the information therein contained.

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- 5) Work with the Activities Director in providing a list of possible Public Relations activities and can be used for promoting Chapters and DeMolay in front of a sponsoring body, the community and/or prospective DeMolay parents and youth.
- 6) Work with Director of Training to provide seminars, workshops and discussions on how to promote the DeMolay experience, programs and activities to obtain the best Public Relations potential.
- 7) Encourage through the Jurisdiction Dad, League Advisors and Chapter Advisors the individual DeMolay, League and Chapter importance in being a key Public Relations tool to promote DeMolay.
- 8) Encourage and provide success or news notable stories of past Senior DeMolay leaders and alumni, as public relation examples of those whom the values of DeMolay have helped develop as individuals.

Performance Standards

- 1) Brings good Public Relations articles, pictures and information for use to the attention of those responsible for the various SCJ publications.
- 2) Sees that each League appoints or assigns a Public Relations director or liaison.
- 3) Provide general directions and rules to Leagues and Chapters in developing contacts and promotion of worthy public relations information for publication in local community media.
- 4) Develops and provides lists of potential Public Relation materials for use by Chapter, League and the Jurisdiction.
- 5) Is available and prepared to present short workshops on good public relations skills.
- 6) Personally utilizes electronic means to communicate telephonically or visually (preferred) and provide a more comfortable and less stressful environment for those involved.
- 7) All communications with any Jurisdiction Officer, or League Officer are copied to the Jurisdiction Dad, or League Administrator and League Advisor as applicable.
- 8) Provides briefly worded quarterly reports on successful public relations utilization in the Jurisdiction, League and Chapter, and any recommendations, needs and requests.
- 9) Attend SCJ General Staff meetings when requested by the Executive Officer.

Director of Risk Management

Objective

The Jurisdiction Director of Risk Management is responsible for monitoring, investigating and advising on any event, occurrence or substantiated finding, where SCJ DeMolay youth, sweethearts, princesses, Chapters, Leagues and/or Jurisdiction may be at risk.

Authority

The Director, upon receipt of information, and informing the Executive Officer, has authority to contact, inquire and/or meet with any and all parties involved with a potential risk situation.

Director of Risk Management is Responsible to

The Executive Officer.

Responsible to the Director of Risk Management

Should any matter arise involving incidents or concerns in regards to Youth Protection and Risk Management, any and all parties so involved would be answerable to the Director of Risk Management, until such time as the matter or concern has been resolved or turned over to the Executive Officer for final adjudication.

Collaborates with

- 1) The Executive Officer on matters of Youth Protection or Risk Management involving the Jurisdiction Officers, Sweetheart or Princess, a Staff Member, League Administrator or Supervisor.
- 2) Any League Administrator, Supervisor or Priory Director on matters of Youth Protection or Risk Management involving anyone on the League, Chapter or Priory level.

Major Responsibilities

- 1) Stays updated on latest DeMolay Rules and Regulations, ISC committee reports, Grand Master edicts and directives, and other pertinent applications & rules that affect the Youth Protection program.
- 2) Provides information as deemed appropriate to the Jurisdiction, its Leagues and Chapters to promote awareness of DeMolay's Youth Protection program(s).
- 3) Is available to DeMolay personnel by email, text, or other electronic means to answer questions regarding Youth Protection and Risk Management.
- 4) As needed, reviews and recommends changes to DeMolay forms in regards to Medical Release, Liability Release, Conclave and other registration forms.
- 5) Provides guidance for any actions by an Advisory Council in regards to DeMolay misconduct and procedures that must be followed.
- 6) **IMMEDIATELY** notifies the Executive Officer by text and/or email of **any** misconduct by any registered DeMolay advisor and/or youth member in violation of our Youth protection program.
- 7) Refers matters of misconduct by a League Officer, League Sweetheart or Princess to the League Administrator and continually follows up until situation is finalized.
- 8) Refers matters of misconduct by a Chapter member, Sweetheart or Princess to the League Administrator, Chapter Advisory Council Chairman and/or Chapter Advisor.

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- 9) Sees that appropriate information for their level is provided to members of our Squire Manors in respect to Youth Protection.
- 10) Obtains reports from the League Administrators that the Youth Protection videos are being shown by Chapters to its membership per Jurisdiction policy.

Performance Standards

- 1) Maintains a high personal attendance at all SCJ Administrator and General Staff meetings.
- 2) Reports to the Executive Officer any infraction of DeMolay Rules and Regulations in regards to our Youth Protection or Risk Management programs.
- 3) Provides detailed information on any occurrence of Advisor, DeMolay, Sweetheart or Princess misconduct to the Executive Officer and those responsible for any involved in such occurrence.
- 4) Oversees and follows through until a final report is submitted to the Executive Officer on any violation of our Youth Protection program, or misconduct by any of our youth associated with DeMolay.
- 5) At the request of a Chapter or the League Administrator, schedules to attend and provide information or a discussion on our Youth Protection program.

Director of Ritual

Objective

Supervise the planning and execution of an annual Jurisdiction Ritual program and provide a set of competitive/judging procedures. Plan and execute needed training sessions for Chapters and League Ritual Directors as determined by Director of Ritual and the Executive Officer.

Authority

- 1) Review any contracts for "host" facilities for ritual competitions or for workshops. If satisfactory, submit to the SCJ Senior Staff for review and acceptance before execution.
- 2) Appoint a staff of certified judges to assist in conducting any ritual competitions of the Southern California Jurisdiction.
- 3) Review, add, and update current ritual guidelines, subject to the approval of the Executive Officer, affecting any SCJ ceremonies or DeMolay International ceremonies requiring modification for use in the Southern California Jurisdiction.
- 4) Approve any teams or individuals for any ritual competition outside our Jurisdiction, at the request of the Executive Officer.
- 5) Establish fees for Jurisdiction Ritual Competition.
- 6) Approve and certify those who successfully complete the Jurisdiction Judging Certification Program.
- 7) Based on judging results, determine group and individual winners for award and recognition presentations.

Director of Ritual is Responsible to

Assigned SCJ Senior Staff Member.

Collaborates With

- 1) The DeMolay Ritual Committee assigned by the Jurisdiction Master Councilor.
- 2) Jurisdiction Dad and Jurisdiction Director of Membership for coordination of Degree performance at Membership Class/Devotional Service events.
- 3) Jurisdiction Dad, Jurisdiction Director of Membership and Jurisdiction Director of Conclave for coordination of Degree performance at Membership Class and League Installations at Conclave.
- 4) League Directors of Ritual for coordination of Ritual Judge Training and competitions.
- 5) League Directors of Ritual to the extent that they are involved with the Jurisdiction Ritual Competition.
- 6) Subordinate Ritual Staff.

Major Responsibilities

- 1) Investigate sites and dates for future Jurisdiction Ritual competition(s), judging certification workshops, and any general ritual workshops approved by the E.O.
- 2) Coordinate dates for the following year with the SCJ Senior Staff for placement on the Jurisdiction calendar.
- 3) Work with the DeMolay committee assigned by the Jurisdiction Master Councilor to assist in the development and execution of the Jurisdiction ritual program.
- 4) Develop, maintain and submit any budget requirements to the Executive Officer.

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- 5) Provide a full accounting of all monies received and disbursed for any and all ritual programs/activities.
- 6) See that the ritual program of this Jurisdiction is promoted through the SCJ Officers, League Presidents and by regular or special publications.
- 7) See that a sufficient number of certified judges are available for any Jurisdiction ritual judging, and provide such list to the Leagues for their use.
- 8) Provide information and guidance, including any critiques, to the DeMolay Ritual Committee for the development of a final committee report on the ritual program, providing recommendations for future consideration.

Performance Standards

- 1) Dates for all ritual programs for the next year will be submitted to the SCJ Senior Staff by June 1st.
- 2) The SCJ Ritual Committee assists in the execution of the ritual competition for the Jurisdiction and is encouraged to provide input for possible revisions in the ritual program.
- 3) Solicits input from as many different people and levels of the Jurisdiction as possible, on ideas for improvement of the ritual program.
- 4) Cooperate and work with other Jurisdiction staff members, SCJ Officers, League Directors of Ritual, etc., to obtain maximum support of the Jurisdiction ritual program.
- 5) Responds to the DeMolay Ritual Committee on requests for assistance and provides it with all information available to the Ritual Director, for preparation and presentation of a constructive report on ritual to the Jurisdiction Master Councilor.
- 6) Revenues and expenses for the SCJ ritual program should strive to at least break even, except when sending of any groups or individuals to outside jurisdiction competition(s), approved by the Executive Officer, and which may receive other financial support (i.e. Foundation, donors, etc.).
- 7) Distribution of a schedule for Jurisdiction ritual competition and ritual workshops (judging certifications, floor work demonstrations, etc.), by September 1st.
- 8) Publish list of contests available for competition at SCJ Ritual Competition and registration forms no later than October 1st. See that publicity is provided in The Preceptor, the Advisor Weekly Update and Jurisdiction Website.
- 9) Distribute information on the specifics of any competition, workshop, etc., to concerned parties (minimum: League Ritual Directors, Ritual Committee, Jurisdiction Dad and League Presidents), at least 60 days in advance. See that publicity is provided in The Preceptor, the Advisor Weekly Update and Jurisdiction Website.
- 10) Encourage Jurisdiction and League Officers to promote ritual involvement on the part of all DeMolays and Chapters and provide opportunities in all facets of ritual proficiency.
- 11) Attend all SCJ General Staff Meetings and other committee meetings called by the Executive Officer where it may involve the ritual program for SCJ.

Director of Squire Program

Objective

Supervise the Squire Program in Southern California Jurisdiction and facilitate its development, ceremonies and activities, keeping same within the strict guidelines established by the Executive Officer.

Authority

- 1) The Director of Squire Program coordinates the programming and development of Squire Manors within Southern California Jurisdiction.
- 2) Directs the efforts of any approved and appointed Squire Advisory Board staff and Squire Officers.

Director of Squire Program is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to Director of Squire Program

Appointed Squire Chairman and Advisors.

Collaborates with

- 1) League Administrators that have Squire Manors to coordinate Squire Program activities.
- 2) League Administrators attempting to establish a Squire Manor.
- 3) Director of Priory to the extent that the Priory is required to participate in Squire Program activities, specifically Squire Installations.

Major Responsibilities

- 1) Ensure that all functions of the Squire Program follow the Youth Protection Policy of DeMolay International.
- 2) Assist individual Manors in preparing a Squire Term Calendar for the ensuing year.
- 3) Assist individual Manors in preparing a Squire Budget for the ensuing year.
- 4) Prepare a budget for development of the Squire Program in SCJ and submit it to the Jurisdiction Executive Officer for approval.
- 5) Ensure that the Squire Program is equipped with the necessary and correct paraphernalia to perform any ceremony required of the members.
- 6) Review all submitted vouchers for any SCJ proposed expenditures for Squire Manor paraphernalia before forwarding to the Jurisdiction Treasurer (usually associated with the start of a new Manor).
- 7) See that all Manors that have personal checking accounts are using a voucher system with two signatures, one of which must be a Master Mason as per the SCJ Policy Manual.

Performance Standards

- 1) Attends SCJ General Staff and other meetings as requested by the Executive Officer.
- 2) Submit dates for all approved Squire Program activities for the following year to the SCJ Senior Staff by June 1st.
- 3) Squire Program activities are expected to operate financially at cost or, preferably with a profit.
- 4) All Squire Funds are disbursed utilizing a voucher system following the regulations of the SCJ Policy Manual.
- 5) Apprises the League Administrator of all planned Squire activities and functions in a timely manner, and avoids conflicts with scheduled League events.

Director of Sweethearts

Objective

Supervise the Jurisdiction Sweetheart and Princess, provide for the orientation of League Sweethearts and Sweetheart Directors, coordinate their efforts among themselves and the other Jurisdiction Officers, and continually provide encouragement and motivation, and see that the Sweetheart Program and Manual are regularly reviewed and updated.

Authority

- 1) She is the adult liaison for the Jurisdiction Sweetheart and Princess.
- 2) She initially approves the yearly program developed by the Jurisdiction Sweetheart and Princess, and their participation in DeMolay activities and functions, to which they are invited, or wish to attend or participate. NOTE: No Sweetheart and or Princess is allowed to travel to another Jurisdiction without first obtaining permission from our Executive Officer (our Executive Officer will contact the Executive Officer of the Jurisdiction to be visited).
- 3) She oversees and monitors their budget and the financial management of travelling and clothing expenses of the Jurisdiction Sweetheart and Princess.

Director of Sweethearts is Responsible to

The Executive Officer and any member of the SCJ Senior Staff to which she may be assigned.

Responsible to the Director of Sweethearts

Jurisdiction Sweetheart and Princess.

Collaborates with

- 1) Jurisdiction Dad and Jurisdiction Officers.
- 2) League Director of Sweethearts.
- 3) League Administrator, and Sweetheart Director as required for violations of the Sweetheart Manual involving a League Sweetheart or Princess.
- 4) Chapter Chairman and Sweetheart Director as required for violations of the Sweetheart Manual involving a Chapter Sweetheart or Princess.

Major Responsibilities

- 1) Coordinate and see that all Jurisdiction Sweetheart activities are in harmony with the Jurisdiction calendar and any major League activities.
- 2) Work with the Jurisdiction Dad to coordinate the activities of Jurisdiction Officers, Sweetheart and Princess to promote a single cohesive youth team.
- 3) Responsible for the travels of the Jurisdiction Sweetheart and Princess in Southern California and also any travels authorized by the Executive Officer outside of this Jurisdiction.
- 4) Develop a budget to cover anticipated expenses of the Jurisdiction Sweetheart and Princess during their term, and will turn in said budget to the Executive Officer by September 15th.
- 5) Review and advise the Jurisdiction Sweetheart and Princess on any public speeches that they must make on behalf of this Jurisdiction.
- 6) Responsible for the revision and updating of the Southern California Jurisdiction Sweetheart Manual, with the final approval of the Executive Officer and SCJ Senior Staff prior to its placement on the Jurisdiction Website.

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- 7) Is considered the Official Chaperone of the SCJ Sweetheart and Princess during their term, but if unable to attend or be present at any function or activity, will see that an alternate chaperone is present.
- 8) Sees that the Sweetheart dress code for all Sweethearts of this Jurisdiction is in conformity with the established guidelines of the Jurisdiction.
- 9) Provide counseling and advice to the Jurisdiction Sweetheart and Princess and inform them of their important role and place in the Jurisdiction team.
- 10) Handle, as able, any and all Sweetheart concerns, complaints or questions, and, if necessary, consult with the Executive Officer and/or the Jurisdiction Dad for assistance.

Performance Standards

- 1) At least monthly meet or maintain regular communication with the SCJ Sweetheart and Princess.
- 2) Attend PSA meetings when called by the Jurisdiction Master Councilor
- 3) Provide for the orientation and education of Jurisdiction and League Sweethearts and Princesses.
- 4) Coordinate any Sweetheart program/activities as required with other Jurisdiction Staff, Jurisdiction Dad and Jurisdiction Officers.
- 5) Follow the Chain of Command and notify the appropriate League Administrator, Chapter Chairman and/or appropriate Sweetheart Director of any issues, including violations of the Sweetheart Manual, involving a League or Chapter Sweetheart or Princess.
- 6) Review with and advise the Director of Campaigns on approval of candidates for election as Jurisdiction Sweetheart and Princess.
- 7) Provides the Executive Officer with quarterly performance evaluations of the Jurisdiction Sweetheart and Princess within 7 days of the end of each quarter, commencing September 1st.
- 8) Attends SCJ General Staff and other meetings as requested by the Executive Officer.

Jurisdiction Awards Administrator

Objective

Administer Jurisdiction awards program for the distribution, review and approval of Leadership Correspondence Courses, Representative DeMolay and Royal Rose awards. Will also review Past Master Councilor Meritorious Service Award preliminary letter, distribute and review final form for completeness, and forward to Executive Officer for approval.

Authority

- 1) Review award application forms and Leadership Correspondence Courses and update if required.
- 2) Review submitted award applications and Leadership Correspondence Courses and determine if minimum award requirements have been met.
- 3) Provide award paraphernalia and recognition to individuals as appropriate.

Awards Administrator is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Awards Administrator

Individuals submitting award paperwork for consideration.

Collaborates with

- 1) Jurisdiction Webmaster for website publication of award application forms and Leadership Correspondence Courses and publication of award recipients.
- 2) League Administrators updating them on award submissions and approvals.

Major Responsibilities

- 1) Regularly review award application forms and Leadership Correspondence Courses and update as needed to meet new or revised requirements.
- 2) Recommend appropriate SCJ fees to be charged for Leadership Correspondence Courses and any other awards where fees by DeMolay International may be required.
- 3) Provide current award application forms and Leadership Correspondence Courses for publication on the Jurisdiction Website.
- 4) Promptly review submitted award applications and Leadership Correspondence Courses for completeness and accuracy to determine if minimum award requirements have been met.
- 5) If applicant meets the minimum award requirements, provide appropriate award paraphernalia (certificate, pin, medal, etc.) for presentation and provide appropriate recognition to individuals.

Performance Standards

- 1) At least annually reviews award application forms and Leadership Correspondence Courses for potential updates to content, format, etc.
- 2) Provide responses to award applicants and Leadership Correspondence Course applicants within 30 days of submission.
- 3) Provide information to Director of Campaigns on candidate applicants' completion or submission of necessary Award requirements.
- 4) Attend SCJ Staff and other meetings as requested by the Executive Officer.

Jurisdiction Dad

Objective

Supervise and guide the Jurisdiction Officers, coordinate their efforts with the League Presidents and the Jurisdiction Sweetheart and Princess, and continually provide encouragement and motivation, ensure a successful term and the continuing growth of the Jurisdiction.

Authority

- 1) He is the adult liaison for the Jurisdiction Officers.
- 2) He will work with the Director of Sweethearts to coordinate the activities of Jurisdiction Officers, Sweetheart and Princess to promote a single cohesive youth team.
- 3) He initially approves the Jurisdiction Officers yearly program, travel schedules, and participation in DeMolay activities and functions to which they are invited, or wish to attend or participate. NOTE: No member may travel to another Jurisdiction without first obtaining permission of our Executive Officer (our E.O. will contact the E.O. of the Jurisdiction to be visited).
- 4) Coordinate dates for the following year with the Executive Officer for placement on the Jurisdiction calendar.

Jurisdiction Dad is Responsible to

The Executive Officer.

Responsible to the Jurisdiction Dad

Jurisdiction Officers.

Collaborates with

- 1) Jurisdiction Officers.
- 2) League Advisors and League Officers.
- 3) SCJ Staff as applicable for program planning and execution.
- 4) Assigned SCJ Senior Staff member for administrative assistance.

Major Responsibilities

- 1) Assist the Executive Officer in developing long-range plans for the Jurisdiction.
- 2) Train, guide, assist, and counsel the Jurisdiction Officers and be responsible to the Executive Officer for their activities and conduct.
- 3) Coordinate an orientation program for Jurisdiction Officers and District Officers immediately following Jurisdictions Elections.
- 4) Coordinate, develop and have available no later than Conclave, the Jurisdiction Calendar for the following year.
- 5) Serve as SCJ Congress Dad Advisor and provide supervision and guidance to the Jurisdiction Officers in the development of the Congress Sessions.
- 6) Assist the Jurisdiction Officers and Conclave Committee in developing a blueprint for Conclave schedule to be presented to the Conclave Director.
- 7) Coordinate, with the assistance of the Jurisdiction Officers, the Devotional Service and Devotional Day activities.
- 8) See that all Jurisdiction By-laws, Rules and Regulations are implemented and complied with in the Jurisdiction programs.

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- 9) Provide budgetary and financial management of all expenses of the Jurisdiction Officers, and will turn in a term budget to the Senior Staff by September 15th.
- 10) Review and advise the Jurisdiction Officers on any public speeches that they must make on behalf of this Jurisdiction.
- 11) Provide, in conjunction with the Executive Officer, the necessary support staff and resources to assist the Jurisdiction Officers.
- 12) Acts as the Dad Advisor to all President's Conferences and the Southern California DeMolay Congress.
- 13) Work with the DeMolays appointed by the Jurisdiction Master Councilor, to assist in the development and operation of the annual activities of the Jurisdiction.
- 14) Coordinate with other Jurisdiction Staff members, and/or Jurisdiction Officers for assistance in the operation of the activity.
- 15) Provide a full accounting of all monies received and disbursed for each activity.
- 16) Provide information and guidelines to the committee for the development of a final committee report on each activity with recommendations on future activities of its kind.
- 17) Provide effective publicity for each activity using special mailings, the Advisor Weekly Update email, The Preceptor, and Jurisdiction Officers and League Presidents for promotion.
- 18) Review contracts with host facilities for activity sites and functions. If satisfactory, present to the Executive Officer for review and execution.
- 19) Negotiate prices, services, facilities, etc. with all necessary parties in order to finalize arrangements.
- 20) Recruit any voluntary assistance required to carry out successful negotiations, if beyond the expertise of any of the available Jurisdiction staff.
- 21) Recruit, as necessary, any adult support staff to assist any of the committees.
- 22) Counsel with the Jurisdiction Officers for activity ideas.
- 23) Consult with the SCJ Senior Staff to establish, as necessary, the fees for Jurisdiction activities.

Performance Standards

- 1) At least monthly meet with, and maintain regular communications with the Jurisdiction Officers.
- 2) Attend PSA meetings when called by the Jurisdiction Master Councilor.
- 3) Provide for training of Jurisdiction Officers and League Presidents.
- 4) Hold yearly planning sessions with Jurisdiction Officers one week after the annual Jurisdiction Elections.
- 5) Inform League Administrators, League Advisors, Jurisdiction Directors, Jurisdiction and League Sweethearts and Princesses, Chapter advisors and members reasonably in advance of all Jurisdiction activities that affect them.
- 6) At least Semi-Monthly, or more frequently, call or report to the Executive Officer reporting on activities of the Jurisdiction Officers to keep him personally informed.
- 7) Requires and submits written reports of each Jurisdiction activity, and prepares a written evaluation of each event within 30 days of the event.
- 8) Review with and advise the Director of Campaigning on approval of candidates for elected Jurisdiction Office.
- 9) Provides the Executive Officer with quarterly performance evaluations of the Jurisdiction Officers within 7 days of the end of each quarter, commencing September 1st.
- 10) Negotiates for event locations one to two years in advance, if necessary, in consultation with any committee assigned by the Jurisdiction Master Councilor.

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- 11) Confirm with League Advisors to insure Jurisdiction Officers are communicating with League Officer.
- 12) Confirm with Director of Sweetheart to insure Jurisdiction Officers are communicating with the Jurisdiction Sweetheart and Princess.
- 13) Make sure League Advisors are aware of any assignments given to their respective Officers by the Jurisdiction Officers.
- 14) Make sure Director of Sweetheart is aware of any assignments given by the Jurisdiction Officers to the Jurisdiction Sweetheart and Princess.
- 15) The revenues and costs of planned SCJ events under his charge at least break even. Gifts from outside sources, groups, Foundations, etc., can be counted as part of the revenues, if such contributions do not violate the California Masonic Code.
- 16) Attend all Director/Staff meetings called by the Executive Officer.

Jurisdiction Historian

Objective

To create and maintain historical records on all aspects of the Southern California Jurisdiction, including its programs and activities.

Authority

To create, organize and continually update the historical records of the Jurisdiction of Southern California.

Jurisdiction Historian is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to the Jurisdiction Historian

Any staff requested or selected to assist in creating and maintaining Jurisdiction records.

Collaborates with

- 1) All Staff as needed.
- 2) SCJ Congress Secretary.
- 3) SCJ Director of Alumni.

Major Responsibilities

- 1) Responsible for researching the basic history of the Jurisdiction, including important dates, old and current boundaries of the Jurisdiction and Adult & Youth Leaders.
- 2) Responsible for researching and collecting information on past events, including dates, locations, and organizers.
- 3) Responsible for collecting and maintaining a photo history of the Jurisdiction.
- 4) With the assistance of the appropriate Director, collects and maintains records for all Jurisdiction competitions; including 1st & 2nd place and final scores.
- 5) Collects information on current Jurisdiction programs, with the assistance of the Jurisdiction Congress Secretary.
- 6) Works with the Director of Alumni and current and past leaders of the Jurisdiction in obtaining information on the history of the Jurisdiction.
- 7) Establishes approved guidelines as to what information in the historical archives is generally available or restricted.
- 8) Works with the Jurisdiction I.T. Manager to establish and continually update an SCJ historical archive with open and/or restricted access.

Performance Standards

- 1) At least twice a year, submits a report of record keeping efforts to the Executive Officer.
- 2) Meet with a member of the Senior Staff to review progress of all projects and establish guidelines for information to be archived.
- 3) Maintains an oral history of interviews of current and past leaders of the Jurisdiction.
- 4) Provide access to Members, Sweethearts, Advisors and other interested parties to appropriate sections of the historical archive.
- 5) Attend and be prepared to provide a summarized progress report at SCJ General Staff meetings.

Jurisdiction I.T. Manager

Objective

Maintain Jurisdiction I.T. systems in order to continue and improve the digital services offered by SCJ DeMolay, including SCJ data and mail servers, desktop and laptop computers for presentations and adult training and other backend systems needed.

Authority

- 1) Update software and Operating Systems on SCJ hardware as needed to maintain a current and secure state.
- 2) Maintain Jurisdiction mail server accounts and add any new ones as needed.
- 3) Develop restricted access areas (Advisor's Only, etc.) to be located on the Jurisdiction Website.

Jurisdiction I.T. Manager is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to Jurisdiction I.T. Manager

Any SCJ Staff members, Jurisdiction Officers or others desiring to add or change, with Executive Officer's approval, any software or service areas to enhance or strengthen the available digital services for the Jurisdiction.

Collaborates with

- 1) Any users of Jurisdiction I.T. systems as required to determine technical or operational problems that may need to be addressed.
- 2) SCJ Webmaster.
- 3) Jurisdiction Treasurer.

Major Responsibilities

- 1) Regularly review and install OS and other software updates as required to keep software up-to-date and secure.
- 2) Regularly review all Jurisdiction I.T. hardware to evaluate if upgrades are needed and, if necessary, schedule, after approval and purchase, required hardware upgrades.
- 3) Maintain Jurisdiction mail server group distribution and individual user accounts.
- 4) Review and make recommendations for future software and hardware purchases that may benefit SCJ operations.

Performance Standards

- 1) Reviews on a semi-annual basis all Jurisdiction I.T. hardware, OS and software installations to evaluate if upgrades are needed.
- 2) Promptly responds to requests for assistance or support from users of Jurisdiction I.T. systems.
- 3) Promptly updates Jurisdiction mail server group distribution accounts as needed to provide distribution of information to the proper people.
- 4) Annually places all emails and information sent to the SCJ server in a separately marked folder for future reference.
- 5) Attends SCJ Staff and other meetings as requested by the Executive Officer.

Jurisdiction Sports Coordinator

Objective

Plan, promote and supervise an annual Jurisdiction Athletics program and provide necessary governing rules and guidelines.

Authority

- 1) Review contracts with "host" facilities for activity sites and functions. If satisfactory, present to Executive Officer for approval and execution.
- 2) Negotiate prices, services, facilities, officials, and so forth with all parties as appropriate for the Jurisdiction Sports venues.
- 3) Generate any required requests for Certificates of Insurance and payment vouchers for the sports program and scan and submit to the Executive Officer.
- 4) Appoint a staff to assist with any Conclave sports program as may be approved by the Conclave Committee & Director.
- 5) Review and update the Jurisdiction Athletics Manual in consultation with the Director of Activities and the approval of the Executive Officer.
- 6) Establish rules and regulations for Jurisdiction athletic programs and events in consultation with the Director of Activities and the approval of the Executive Officer.
- 7) Establish fees for Jurisdiction Athletics to cover anticipated expense, in consultation with the Director of Activities and the approval of the Executive Officer.

Jurisdiction Sports Coordinator is Responsible to

The Director of Activities.

Responsible to the Jurisdiction Sports Coordinator

- 1) Any Sports committee assigned by the Jurisdiction Master Councilor.
- 2) League Athletic Directors involved with Jurisdiction athletics.

Collaborates with

Jurisdiction Officers and Jurisdiction Dad as it relates to Jurisdiction athletic activities.

Major Responsibilities

- 1) Coordinate dates for the following year with the Jurisdiction Dad, after approval, for placement on the Jurisdiction Calendar.
- 2) Investigate sites and dates for future Jurisdiction athletic events as established on the Jurisdiction Calendar.
- 3) Work with the DeMolay Athletic Committee appointed by the Jurisdiction Master Councilor.
- 4) See that a budget is developed and maintained for each athletic event. Provide a full accounting of all monies received and disbursed for each event.
- 5) Provide advice on any sports program established by the Conclave Committee and Jurisdiction Officers for inclusion in the Conclave program.
- 6) Consult with the Jurisdiction Officers and Jurisdiction Dad and provide staffing for any athletic events held at the Jurisdiction Sports Day.
- 7) Promote "Good Sportsmanship" befitting a DeMolay activity and report any adverse conduct to the Executive Officer.

Performance Standards

- 1) Negotiate for athletic events/sites, as necessary and allowable by the agency involved, a minimum of one year in advance in consultation with the Jurisdiction DeMolay Athletics Committee.
- 2) Submit sports dates for the following year by June 1st for consideration/inclusion in the Jurisdiction Calendar.
- 3) Prior to the establishment and development of any new athletic programs, the Sports Coordinator and the DeMolay Athletics Committee acquires input from as many different people and levels of the Jurisdiction as possible.
- 4) The revenues and costs of any fee based sports event will at least break even. Gifts from outside sources, groups, Foundation, etc., will not be counted as part of the revenues.
- 5) Reporting by email to the League Administrator, and copying the Executive Officer, any misconduct or incident, not in keeping with the spirit of DeMolay at Jurisdiction Athletic Events, within 48 hours of the occurrence.
- 6) Distribution to League Athletic Directors and other concerned parties, a schedule of the year's athletics program with SCJ playoff dates and any known DeMolay International competitions. This schedule should be published by September 1st.
- 7) Communication two months in advance to League Administrators, League Athletic Directors and other concerned parties, the exact specifics on the next scheduled Jurisdiction athletics event.
- 8) Publication in The Preceptor, Advisor Weekly Update, and Jurisdiction Website and any other Jurisdiction or League media, of any scheduled Jurisdiction Athletic event at least two months in advance.
- 9) Attend SCJ General Staff Meetings when requested by the Executive Officer.

Jurisdiction Time Line Coordinator

Objective

To ensure that all Jurisdiction events are planned, promoted and executed in a timely manner.

Authority

- 1) To organize and maintain SCJ event deadlines and establish a timeline for notifications.
- 2) Send email notification, with follow-ups, on each planning stage for each SCJ event.

Jurisdiction Time Line Coordinator is Responsible to

Assigned SCJ Senior Staff Member.

Responsible to Jurisdiction Time Line Coordinator

For confirmation/acknowledgement purposes, any specified staff, Senior Staff and/ or youth officers who are responsible for the planning and execution of any Jurisdiction program.

Collaborates with

- 1) All SCJ Staff.
- 2) Jurisdiction Officers.
- 3) Youth Chairmen of Jurisdiction Committees.

Major Responsibilities

- 1) Responsible for maintaining a master calendar of deadlines for all Jurisdiction programs, including booking a location, obtaining required insurance, contracting with outside services (food, equipment, referees, etc.).
- 2) Works with responsible individual(s) to annually review and confirm future deadlines for all Jurisdiction programs.
- 3) Sends out reminders at scheduled intervals of impending deadlines to the Director and/or committees of each event.
- 4) Establishes a timeline for when reminders should be sent out with input from the responsible individual for each event.
- 5) With the assistance of the Jurisdiction Dad and Sweetheart Director, establishes deadlines for reservations for the Jurisdiction Officers' travel.
- 6) Requests confirmation of when a deadline has been met.

Performance Standards

- 1) Every quarter, submits to the Executive Officer a report and evaluation of how deadlines were met and recommendations on how to better meet them.
- 2) Makes sure Directors and/or committees are aware of pre-determined deadlines.
- 3) Copies appropriate Senior Staff member on second reminder in regards to a deadline not confirmed.
- 4) Copies appropriate Senior Staff member and Executive Officer on third reminder in regards to a deadline not confirmed.
- 5) When requested submits reports at the SCJ General Staff meetings on the progress of all duties.
- 6) Attends SCJ Staff and other meetings as requested by the Executive Officer.

Jurisdiction Treasurer

Objective

The Jurisdiction Treasurer is responsible to the Executive Officer for the proper financial accounting of all funds received, disbursed and/or invested, the invoicing to Chapters and collection of the annual insurance premiums, and keeping separate ledger accounts of all assessments, dues or fees payable to SCJ, and those to DeMolay International collected by SCJ.

Authority

- 1) By virtue of the office is a member of the Senior Staff. The Treasurer responds, as appropriate, to questions as relating to his position and responsibilities, and shares financial reports and data to a financial committee consisting of the Senior Staff and whomever else the Executive Officer desires to be a member. This committee may also serve as an audit committee. However, he ultimately answers ONLY to the Executive Officer.
- 2) Authority of the Jurisdiction Treasurer is limited to the financial matters and interests of the Jurisdiction of Southern California, and any related provisions contained in the By-Laws, Rules and Regulations of DeMolay, the Jurisdiction Policy Manual, and the orders, and edicts of the Executive Officer.

Jurisdiction Treasurer is Responsible to

- 1) The Executive Officer.
- 2) The Financial and Audit Committees of the Jurisdiction.

Responsible to Jurisdiction Treasurer

- 1) Individuals that the Jurisdiction Treasurer may involve, with the approval of the Executive Officer, to assist him with certain responsibilities in the disbursement, collection and/or recording of financial information and data.
- 2) All persons requiring payment or reimbursement of SCJ expenditures are responsible to electronically submit a properly executed SCJ voucher to the SCJ Treasurer. The exception will be any assessments, fees, and dues payable to DeMolay International as required by the By-Laws, Rules and Regulations of DeMolay International, and then only by written directive of the Executive Officer.
- 3) League Administrators and Supervisors are responsible to the SCJ Treasurer for the timely payment of any assessments against the League and/or Chapters (i.e. insurance payments).
- 4) Anyone assisting the Treasurer in the dissemination, collection and recording of funds, financial information or financial data for the Jurisdiction of Southern California.

Collaborates with

- 1) Assigned SCJ Senior Staff member in regards to issues involving the IRS or State of California, funds received from closed bank accounts, or other financial matters.
- 2) Jurisdiction Time Line Coordinator for notifications to Administrators on filing annual SCJ, IRS and State of California tax reports.
- 3) Staff or others in creating internet technology for the invoicing and collection of payments, program receipts, and so forth.

Major Responsibilities

- 1) Records and deposits in an insured financial institution, all funds paid to and received by SCJ for form fees, entry fees, insurance fees, Conclave attendance fees, individual and group donations, purchases, and so forth.
- 2) Scans any checks received prior to deposit, making sure that the payment purpose and payee are clearly indicated. Emails scanned checks to the SCJ office email address.
- 3) Sees that no payment is made, with the exception of that due DeMolay International and then only with a directive from the Executive Officer, without the receipt of a properly executed voucher as established by the Executive Officer. The voucher must include signatures of the Executive Officer (or temporarily appointed representative), and one member of the Senior Staff, excluding the Treasurer.
- 4) Maintains an electronic ledger accounting system and records each SCJ income and expenditure item in an appropriate category, including those paid by the online PayPal System, the SCJ debit card on file with DeMolay International, or any cash, checks or other means of payment.
- 5) Keeps separate accounting for any funds received and/or donated, and disbursed for restricted purposes, i.e. SCJ Priory, DeMolay Manors, solicited fund raising programs, and so forth, as designated or so classified by the Executive Officer.
- 6) Prepares and provides a quarterly financial statement to the Executive Officer and the SCJ Senior Staff.
- 7) Prepares and provides a yearly financial statement of all assets and liabilities for the Jurisdiction of Southern California to the Executive Officer and Senior Staff.
- 8) Prepares and recommends to the Executive Officer for his review and adjustment, an annual budget of income and disbursements for the operation of Southern California Jurisdiction.
- 9) Quarterly reviews the budget with the Executive Officer and the SCJ Senior Staff, indicating how each line item has fared against the original budgeted amount.
- 10) Disseminates and monitors collection of the annual liability insurance bills to each SCJ DeMolay entity, soliciting the assistance for reminders and collection of same from the League Administrators and Supervisors.
- 11) When notified, will make available, in a timely fashion, all accounts, vouchers, and other financial data and documents for audit by a committee selected by the Executive Officer.

Performance Standards

- 1) Maintains a personal high attendance at all SCJ Administrator and General Staff meetings.
- 2) Is present at SCJ Conclave and receives from the SCJ Conclave Director and staff, any Conclave fees, payments, etc., making deposits as prudent. The Treasurer also is ready to disburse, with properly signed vouchers, any needed Conclave payments.
- 3) Strives to achieve a 100% timely submission of all IRS and California annual tax returns.
- 4) Strives to achieve a 100% timely receipt of all SCJ DeMolay liability insurance payments.
- 5) Provides a report to the SCJ Senior Staff and Executive Officer on outstanding Insurance payments by the established payment date set by the Executive Officer.
- 6) Provides timely information to the editor of the Advisor Weekly Update email, on any pertinent financial matters and deadlines for Chapters and others (i.e. insurance bills/payments).
- 7) Works in harmony with the League Administrators and Supervisors in the proper distribution and collection of SCJ/DI fees and payments.
- 8) Keeps the Executive Officer and SCJ Senior Staff apprised of any financial or tax notifications/concerns that may impact SCJ and/or any of its subordinates.

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- 9) Submits to the Executive Officer and SCJ Senior Staff all financial reports as required of the position.
- 10) Cooperates and assists any assigned audit committee in its review of the books and financial information for Southern California Jurisdiction.

Jurisdiction Webmaster

Objective

Develop, improve and maintain Jurisdiction Website (scjdemolay.org) in a current and relevant state. Insure that all material that is a part of the Southern California Jurisdiction Website is within the bounds of good taste and the high standards of DeMolay.

Authority

- 1) Update, publish, modify and maintain the Jurisdiction Website as required to promote and communicate upcoming events.
- 2) Provide links to required SCJ resources, including applications, forms, current By-Laws, etc.
- 3) Provide links to the DeMolay International Website, the By-Laws, Rules and Regulations of DeMolay International, and other Jurisdictional and related websites as relevant (i.e. NorCal).

Jurisdiction Webmaster is Responsible to

Director of Communications.

Responsible to Jurisdiction Webmaster

Any DeMolays assigned by the Jurisdiction Master Councilor to assist with the Jurisdiction Website.

Collaborates with

- 1) Assigned DeMolay member/committee responsible for website publication.
- 2) Director of Public Relations.

Major Responsibilities

- 1) Actively updates the Jurisdiction Website with articles and content that are relevant to current events in SCJ DeMolay.
- 2) Provides the ability for individual Leagues to promote their specific events.
- 3) Coordinates with the appropriate SCJ Staff to make available forms and publications that may be relevant to current activities, such as event registration forms, campaign applications, honor forms, etc.
- 4) Promptly removes material or information that is no longer relevant to current SCJ programs or events.
- 5) Provides secure access to information that is designated for specific individuals/groups (i.e. advisor only information).
- 6) Reviews, changes and add new links to other DeMolay sites as they become known and made available.
- 7) Provides easy, discernable access to information on DeMolay, including videos, pamphlets, activity photos, and procedure on how to join.

Performance Standards

- 1) Solicits articles and material for timely publication on the Jurisdiction Website. Edit for printing errors, timeliness, grammar, and value for DeMolay.
- 2) Strives to improve the website image of SCJ DeMolay within the DeMolay and Masonic family, and with the general public.

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- 3) Arranges to have other staff publications published on the Jurisdiction Website in a timely manner.
- 4) Attends SCJ Staff and other meetings as requested by the Executive Officer.
- 5) Promptly updates listing of SCJ staff and League personnel and positions, SCJ and League Officers, and new SCJ Chapters as information is provided.
- 6) Publishes individuals, groups and Chapters who receive honors and awards.

League Administrator

Objective

The League Administrator is responsible for the administration, growth and expansion of DeMolay in his/her assigned League. The Administrator is to act on behalf and represent the Executive Officer at all functions and activities within that assigned area of responsibility. A League adult staff is appointed by the League Administrator for the coordination of activities and functions, to provide supervision, guidance and assistance to a set of duly selected League Officers, and provide overall assistance in the administration of DeMolay in Southern California.

Authority

- 1) Authority of the Administrator is limited to those Chapters assigned to his League.
- 2) The League Administrator is the personal representative of the Executive Officer within the League.
- 3) Serves as Chairman of the League Advisory Council.
- 4) Confers with the Executive Officer on appointment of a League Advisor.
- 5) Appoints a League Staff.
- 6) Has final say on all matters involving the programs and actions of the League.
- 7) Approves candidates for League Offices in consultation of the League Advisor and League Director of Sweethearts.
- 8) Reviews and approves Chapter Advisory Council Registration and Honor Forms.
- 9) The League Administrator is bound by the Rules and Regulations of DeMolay, the Policies of Southern California Jurisdiction, and the directives and edicts of the Executive Officer.

League Administrator is Responsible to

The Executive Officer.

Responsible to the League Administrator

The following are directly responsible to the League Administrator:

- 1) Any League Supervisor(s) in his League appointed by the Executive Officer.
- 2) League Advisor and League Staff.
- 3) Chapter Chairmen and Advisors.
- 4) Any Liaisons that may be appointed by the Administrator.

Collaborates with

- 1) Assigned SCJ Senior Staff Member.
- 2) League Advisor.

Major Responsibilities

- 1) Consults with the Executive Officer on the appointment of a League Advisor (either the League Administrator or the League Advisor, or both, must be a Mason in good standing).
- 2) Appoints a League Staff, the make-up of which can consist of a Director of Sweethearts, League Scribe and/or Treasurer, Ritual Advisor, Athletics Advisor, Membership Advisor, and other positions as may be required or deemed beneficial.
- 3) Insures that the League Officers are invited to and a part of all League Advisory Council meetings, and that they are encouraged to contribute on all matters not otherwise exclusive (i.e. Honor nominations, disciplinary actions and so forth).

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- 4) Maintains close contact, oversees, and is otherwise responsible for any Supervisors as appointed by the Executive Officer to assigned Chapters in the League.
- 5) Sees the timely submission of all DeMolay International and Jurisdiction forms, reports, and fees and/or assessments (i.e. insurance) from the Chapters and League.
- 6) Regularly reminds his Chapters and other responsible parties that all reports and forms are to be scanned, and emailed in PDF format.
- 7) Sees that “brief” Quarterly reports are provided to the Executive Officer on the status/condition of each Chapter within the League and the League as a whole, with emphasis on any areas of need and/or requiring improvement.
- 8) Sees that all SCJ Annual Financial Statements (available from the SCJ DeMolay Website) are prepared, scanned and submitted; and appropriate IRS and California tax returns are submitted/filed as required by the established deadlines, emailing confirmations of such filings to SCJ.
- 9) Performs and submits by email, semi-annual Chapter audits on forms available from the SCJ DeMolay Website.
- 10) Continually reviews League Staff, League Officers, Advisory Councils and DeMolay membership for potential DeMolay/Advisor Honors. Submits all eligible nominees on the forms available from the SCJ DeMolay Website. Scans and electronically submits completed Honor forms, along with necessary approval signatures, to the Executive Officer by established deadline(s). Sees that required fees are promptly submitted/paid to SCJ. NOTE: Forms not submitted by deadline date may not be considered until the following year.
- 11) Reviews, initials, dates and submits to the Jurisdiction Awards Administrator in a timely fashion, all applications for PMC-MSA, Representative DeMolay, Founders Membership Award, Blue Honor Key, Pink Honor Key and Royal Rose.
- 12) Submits to the Executive Officer by his established deadline, a nominee for the following distinctions:
 - a) Distinguished Service Award.
 - b) Athlete of the Year.
 - c) DeMolay of the Year.
 - d) Chapter of the Year.
- 13) Provides continuous education of Staff and Chapter Advisory Council members on their duties and responsibilities, individually, as a group, or on a League wide basis.
- 14) Sees that staff and Chapter Advisory Councils are aware of the self-training programs available to advisors and others on the Jurisdiction Website.
- 15) Utilizes training available from the Director of Adult Training, and from other sources that are available.
- 16) Sees that the DeMolay International By-Laws, Rules & Regulations, the Policy Manual for SCJ, applicable portions of the California Masonic Code, other SCJ manuals and the Executive Officer’s orders and edicts are understood and enforced. Provides the electronic sites of where these documents are available: DeMolay International Website, Grand Lodge Website (available for active Masons), and Jurisdiction Website.
- 17) Sees that the following are scanned and electronically submitted to the Executive Officer and SCJ: the annual DeMolay International Chapter Rosters and Advisory Council Certification forms & Adult Worker Profiles (AWP) by the published deadline; and sees that all fees are electronically paid or sent.
- 18) Receives and forwards in an email to the Executive Officer and to office address all properly completed requests for a Certificate of Insurance, on the SCJ provided form.

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- 19) Provides for D.A.D. Training of all new DeMolay advisors in his/her League, on any level, and electronically notifies the Director of Adult Training and SCJ of their names, utilizing the form available on the Jurisdiction Website.
- 20) See that SCJ is advised of changes in Chapter Officers or Advisory Council personnel as they occur, i.e. after an Installation of Officers.
- 21) Instructs and reminds League staff and Chapter Advisory Councils of the Chain of Command for advisors and DeMolays on League and Chapter levels.
- 22) Observes League and Chapter protocol and the gavel of authority when attending any League or Chapter Meeting.
- 23) Works closely with the League Advisor on operations of the League, and seeks advice on matters germane to the government of the League and its Chapters. The League Administrator utilizes the League Advisor and League Officers to provide feedback on the condition and activities of the Chapters and their personnel.
- 24) IMMEDIATELY notifies the Executive Officer by text, phone and/or email, of any of the following:
 - a) Any non-DeMolay conduct that could possibly involve disciplinary action.
 - b) Any conduct or behavioral action by a DeMolay Advisor or Senior DeMolay, which is contrary or detrimental to the best interests of DeMolay.
 - c) Any item or occurrence that could possibly lead to a claim against DeMolay's insurance carrier.
- 25) Sees that all Chapters have in their possession and are showing the Youth Protection Video(s) at least twice a year (once per term), and more appropriately, when new members are initiated.
- 26) Contacts the Director of Risk Management on any questions or issues regarding the application of Youth Protection safeguards for special situations that come to knowledge, where the health, safety or well-being of our youth might potentially be jeopardized.

Performance Standards

- 1) Attends and completes Administrators /Supervisors training session and any follow-up sessions.
- 2) Maintains a personal high attendance at all SCJ Administrator and General Staff meetings.
- 3) Is present at SCJ Conclave and prepared to assist when requested.
- 4) Provides quarterly reports to the Executive Officer in a timely manner.
- 5) Conducts a semi-annual Chapter Audit review and report with each Chapter and submits same to Executive Officer when completed.
- 6) Attends League Meetings, functions and activities, and makes sure that all such events are properly supervised by registered advisors.
- 7) Sees that news of League events are provided in a timely fashion for publication in The Preceptor, and Advisor Weekly Update email.
- 8) Strives to see that all Chapter Form 10's, financial reports, tax filings, fees and payments are submitted by published deadlines or when due.
- 9) The League Administrator, through personal leadership, and that of the League staff, and with the utilization of SCJ staff and programs, shows obvious growth in DeMolay membership and expansion of DeMolay in the League.

League Advisor (Dad)

Objective

Supervise and provide guidance and direction to the League President and League Offices, assist the Jurisdiction Dad upon request and perform other duties as prescribed by the League Administrator.

Authority

- 1) The League Advisor is the adult liaison for the League Officers.
- 2) Has initial approval of the League calendar with final review and approval by the League Advisory Council.
- 3) Sees that the League Officers work within any devised budget created by themselves or others.
- 4) The League Advisor is the adult spokesperson at all League meetings and special meetings called by the League President.
- 5) Primarily responsible to obtain sufficient adult assistance and supervision at all League activities and functions programmed by the League Officers.

League Advisor is Responsible to

The League Administrator.

Responsible to the League Advisor

- 1) All League officers.
- 2) Chapter Advisors within the League, to the extent of their Chapter's involvement in League activities and programs.

Collaborates with

- 1) The League Officers.
- 2) The Jurisdiction Dad, to the extent of the League Officers involvement in Jurisdiction activities and programs.

Major Responsibilities

- 1) Assists the League Administrator in developing future plans and direction for the League.
- 2) Provides assistance and guidance to the League President and Officers and is responsible to the League Administrator for their conduct and actions.
- 3) Cooperates and assists the League President in developing a League calendar and budget for presentation to the League Advisory Council.
- 4) Sees that input is solicited from DeMolays and Chapters of the League to assist the League President in the development of the League calendar.
- 5) Represents the League Administrator at Chapter functions and activities when possible, whenever the League Administrator is unable to attend.
- 6) Maintains a close relationship with the League Administrator, advising him/her of all plans, projects and activities of the League.
- 7) Works with the Jurisdiction Dad and cooperates with him in planning and executing Jurisdiction programs and events when appropriate.
- 8) Works with the League President, League Officers and Chapter Representatives in establishing a written agenda prior to each League meeting.

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- 9) Works with other members of the League Advisory Council to coordinate League plans and programs to work within the master calendar.
- 10) Instructs and advises the League Officers on proper dress, appearance, poise, behavior, protocol and speaking.
- 11) Instructs and advises the League Officers on parliamentary procedures and the "how to" in running a League meeting.
- 12) Sees that the League President or, in his absence, a League Vice President is at all League Advisory Council Meetings.
- 13) Works with the Chapter Advisors in promoting the best interest of the Order and takes any information they supply back to proper personnel for appropriate action.
- 14) Coordinates with the League Director of Sweethearts to insure that the League Sweethearts' Program is working in concert with the overall League Program.

Performance Standards

- 1) At least monthly and at times other than League meetings, meet with and maintain regular contact with the League President and other League Officers.
- 2) Supplements the training received by the League Officers at Leadership Camp and the Jurisdiction Orientation Program.
- 3) Is available for counsel and assistance to any League Officer.
- 4) Does not allow League events to be scheduled that would interfere with or detract from SCJ programs and activities.
- 5) Submits the final League calendar to the League Advisory Council for approval no later than 30 days following the election of League officers.
- 6) Requires written reports from the League President and/or committees, on each completed League activity with evaluation and recommendations, and presents at the next League Advisory Council meeting.
- 7) Reviews and advises the League Administrator on applications for elected League Officers.
- 8) At least weekly, communicates with or reports to the League Administrator via email, phone call or direct meeting, on activities of the League Officers and the programs of the League.
- 9) Attends all instruction workshops, seminars, training sessions, etc. as established by the Jurisdiction to keep fully informed and to properly execute assigned responsibilities.
- 10) Allows the League President and Officers to function with a minimum of interference, providing information, guidance and direction only when needed or requested.
- 11) Encourages and promotes the interchange of ideas and programs between the Jurisdiction, League and Chapters.
- 12) Keeps the remainder of the League staff and others informed as to the League activities and programs.
- 13) Attends PSA Meetings as called by the Jurisdiction Master Councilor.
- 14) Provides quarterly reports to the League Administrator regarding the performance of the elected League Officers.
- 15) Brings to the attention of the League Administrator any areas of concern or situations that come to light in the course of working with the League Officers and Chapters.

Priory Advisor (Dad)

Objective

Supervise and provide guidance and direction to the Order of Knighthood program in Southern California Jurisdiction and facilitate its ceremonies and activities, keeping same within the strict guidelines established by the Executive Officer. Acts as the Priory Officers and members Representative at all Priory Advisory Board meetings.

Authority

- 1) The Priory Advisor is the adult liaison for the Priory Officers.
- 2) Directs the efforts of the Elected and appointed Priory Officers.
- 3) The Priory Advisor is the adult spokesperson at all Priory meetings and special meetings called by the Illustrious Knight Commander.

Priory Advisor is Responsible to

The Priory Chairman.

Responsible to the Priory Advisor

All elected and appointed Priory Officers.

Collaborates with

- 1) Director of Priory.
- 2) All Priory Officers.
- 3) Jurisdiction Dad and Jurisdiction Officers to the extent that the Priory is required to participate in Jurisdiction activities.
- 4) The Director of Squire Manors for assistance in Squire Installations.

Major Responsibilities

- 1) Attends all Priory Advisory Board Meetings.
- 2) Ensures that all functions of the Priory are conducted within the Youth Protection Policy of DeMolay International.
- 3) Ensures that all ceremonies performed by the Officers and members of the Priory are performed from memory.
- 4) Coordinates with the Priory Advisory Board Chairman, Priory Ritual Advisor, and Priory Armory Instructor for annual election, appointment, and installation of Officers and insure that these are conducted in a proper, safe, and dignified manner.
- 5) Coordinates with the Illustrious Knight Commander for the appointment of Priory Officers.
- 6) Assists the Illustrious Knight Commander in preparing a Priory Term Calendar that encompasses the following calendar year. After review, submits it to the Priory Advisory Board for approval and its submission to the Jurisdiction Executive Officer.
- 7) Assists the Illustrious Knight Commander in preparing the Priory Budget. After review with the Priory Advisory Board, submits it to the Jurisdiction Executive Officer for approval and inclusion in the Jurisdiction Term Budget as necessary.
- 8) Maintains an inventory of all Priory paraphernalia required to perform ceremonies required of the members, and that the paraphernalia is stored in easy portable protective containers for transport.

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- 9) Consistently remind the Priory Officers and members of this Jurisdiction that the Priory is one of honor and service, and that they are committed to being available to answer the call of need for participation in Jurisdiction, League, or Squire Manor events as requested and when appropriate.
- 10) Prepares vouchers for proposed expenditures for Priory functions to make sure they are within reasonable amount of the proposed budget, and forward to the Priory Advisory Board Chairman for approval and forwards to the Director of Priory.
- 11) Recommends to the Priory Advisory Board the removal of any Officer or member, who fails to perform their respective duties or who violate any DeMolay International Regulation or Jurisdiction Policy.

Performance Standards

- 1) Submit dates for all approved Priory activities for the following SCJ year to the Director of Priory by June 1st.
- 2) Ensures that Priory activities are coordinated with the Jurisdiction and League Officers to avoid conflicts and obtain their assistance in informing and promoting Priory activities to DeMolays, Advisors and others.
- 3) Ensures that Priory activities at least break even in cost or, preferably with a profit.
- 4) Creates a voucher for all Priory expenses for approval and submits same to Director of Priory.

Senior Staff Members

(Assistant Executive Officers, Executive Director Emeritus and Treasurer)

Objective

Provide counsel and support to the Executive Officer and oversee staff, areas and functions of the Jurisdiction as assigned.

Authority

- 1) Guide as required, the efforts of the SCJ Directors, Coordinators and other Staff members as assigned.
- 2) Review potential staff members and make recommendations to the Executive Officer for appointment.
- 3) Remove an assigned SCJ Staff member directly responsible to him either at the direction of the Executive Officer, or if determined necessary after consultation and approval of the Executive Officer.

Senior Staff Member is Responsible to

The Executive Officer.

Responsible to the Director/Coordinator

SCJ Directors, Coordinators and Staff as assigned.

Collaborates with

- 1) Other members of the SCJ Senior Staff.
- 2) League Administrators and Supervisors of any Leagues linked to a Senior Staff Member.
- 3) Jurisdiction Time Line Coordinator.
- 4) Any SCJ Staff who would otherwise be responsible to the Executive Officer, but where his/her job responsibilities involve a Senior Staff Member assigned position.

Major Responsibilities

- 1) Be available to meet or converse with the Executive Officer in a group, or individually, as requested, either in person or via electronic communication.
- 2) Review and understand the Job Descriptions of each directly or indirectly assigned position.
- 3) Maintain communication with those directly assigned, offering assistance and advice as needed.
- 4) Receive a copy of all information that is disseminated and communicated to others related to the job function of any of those directly assigned.
- 5) Follow-up with the assigned Directors, Coordinators and any others to verify that they are performing their responsibilities and conforming to the Performance Standards of their job descriptions.
- 6) Assist the Time Line Coordinator, when notified, in seeing that specific milestones are kept (i.e. locations secured, Certificates of Insurance obtained) and assist in the timely negotiation of contracts if requested or as needed.
- 7) Review negotiated contracts to see that all details have been covered prior to them being submitted to the Executive Officer for approval.
- 8) Provide a secondary review of all Vouchers signed by the Executive Officer for proposed expenditure of SCJ funds for activities and functions of those positions linked to Senior Staff

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Member (see SCJ Organization Chart). If questions arise, seek answers. If satisfactory, sign and then send to Jurisdiction Treasurer for final processing.

- 9) Temporarily assume direct responsibility for any assigned but vacant Director/Coordinator or other staff person.
- 10) Seek out qualified candidate(s) for any directly responsible vacant position, and make recommendation(s) to the Executive Officer for appointment to fill the position.
- 11) Assist and advise other Senior Staff Members of potential candidates for vacant positions under them.
- 12) Communicate directly to any or all of those individuals, Leagues, and/or Chapters on matters for which Treasurer or Senior Staff member is directly responsible (i.e. Advisor Weekly Update, taxes, non-profit issues, non-assigned League, vouchers).
- 13) Encourage communication from assigned League Administrator(s) for needed assistance, advice or counsel on any League administrative matters.

Performance Standards

- 1) Attendance at most SCJ General Staff Meetings, conference calls or other electronic meeting program as called by the Executive Officer.
- 2) Attendance at most of the exclusive Administrator / Senior Staff meetings, conference calls or other electronic meeting program as called by the Executive Officer.
- 3) Is capable of using video conferencing (i.e. Skype, WebEx) and responds to timely requests from Executive Officer for one-on-one (or group) video discussion/conference.
- 4) Assigned Directors, Coordinators or others are fulfilling the responsibilities and standards of their job description.
- 5) Timely information for an SCJ activity/function, including firm details and any registration form, are disseminated a minimum 60 days in advance.
- 6) Required contract(s), fee schedule, Certificate of Insurance for an SCJ activity/function is requested from the entity involved and executed at the earliest possible date.
- 7) All SCJ Vouchers sent by the Executive Officer are signed, forwarded and executed within 5 days of receipt.
- 8) For Senior Staff members collaborating with League Administrator(s), work with but avoid any direct involvement in the government of the League(s), unless directed by the Executive Officer.
- 9) Provide summarized and brief quarterly reports to the Executive Officer on all Directors, Coordinators or others that are under direct responsibility of a Senior Staff Member.

Glossary of Terms

Authority:

The authority that a particular Director/Coordinator has to do and/or provide direction.

Collaborates with:

Those individuals/groups that are required to collaborate with this particular Director/Coordinator.

Director/Coordinator is Responsible to:

Those to whom a particular Director/Coordinator is directly responsible.

Major Responsibilities:

List of major responsibilities of this particular Director/Coordinator.

Objective:

Basic “tree top” summary of this Director’s/Coordinator’s job.

Performance Standards:

What tasks this particular Director/Coordinator is expected to do in order to maintain satisfactory job performance.

PSA Meeting:

President/Sweetheart/Advisor Meeting.

Responsible to the Director/Coordinator:

List of people/positions that are directly responsible to this particular Director/Coordinator.

SCJ email Address:

office@scjdemolay.com