

ADVISORY COUNCIL CHAIRMAN

Another of the key positions on the Advisory Council is that of the Advisory Council Chairman. It is clear that this role on the Advisory Council is one of the most vital in that this advisor is like a Manager of a sports team. He has to recruit his team, organize the other advisors and then insure that they are all performing their specific role on the Advisory Council. The importance of the Chairman cannot be over emphasized for the success of the chapter depends on the Advisory Council and its ability to bring out the best in the young men of the chapter.

The Chairman of the Advisory Council must be a Master Mason although it not required that he be a member of the Chapter's Sponsoring Body. By being a Master Mason, it gives the opportunity to attend the meetings of the Sponsoring Body (provided it is a Masonic Lodge) and hopefully give a monthly report on the progress of the chapter and enlist the aid of the Lodge membership on upcoming projects and activities.

Please remember, these are tips only and if you chapter has a system that is working well for you, don't change it unless you see some benefit into "tweaking" your current procedures.

CHAIRMAN: Here are some miscellaneous thoughts on the various duties associated with the position of **Advisory Council Chairman.....**

*** **First**, he must assemble a team, and this means getting competent individuals to serve as Advisors. By attending the meetings of the Sponsoring Body, he can discuss the need for additional and/or specific Advisors and provide the potential Advisor with a "Job Description" for any position that he might be interested in.

Another great source of Advisors is Senior DeMolay's and the Parents of the new members being recruited for the chapter. Parents have a vested interest in the welfare of their son(s) so being on the Advisory Council is a natural role for them.

*** **Second**, the Chairman must provide a basic organization of the Advisory Council and after the Chapter Advisor has been selected, he should insure that every person on the Council has a specific duty that he or she is comfortable with.

*** **Third**, once each Advisor has a specific duty, the Chairman should insure that each Advisor is fully aware of his responsibility on the Council and how he or she can work most effectively with the young men of the chapter.

*** **Fourth**, it is important that the Chairman insure that each Advisor is aware of his or her duty to “advise” the young men and/or young ladies in the “how” to create and plan events and organize activities and to not do the actual work that should be done by the DeMolays and/or Sweethearts

*** **Fifth**, the Advisory Council Chairman must schedule regular, monthly Advisory Council meetings and preside over these meetings in a business-like manner. Here are several tips regarding these Council meetings:

*** **TIP #1:** Set the dates and locations of the Advisory Council meetings so that the majority of the Advisors and the three Chapter Councilors can attend. Try to keep the dates scheduled on a regular basis such as the 1st Tuesday or the 3rd Thursday. Folks can relate better to a standardized plan.

*** **TIP #2:** It is important that the three Chapter Councilors be expected to attend every Advisory Council meeting to provide their input, ask questions and make requests on how the Council members can best support the chapter. It’s all about Team Work!

*** **TIP #3:** The Chairman should establish an agenda for each meeting and he can send it to all Advisors by e-mail prior to each meeting.

*** **TIP #4:** It is very important to maintain minutes of each Advisory Council meeting and the Chairman should send the minutes when he sends the agenda. In this way, each person attending will know what actions were taken at the last meeting and what is on the agenda for the next Council meeting.

*** **TIP #5:** If the Advisory Council is planning to discuss Honors Nominations or discipline, the youth can be excused for that portion of the meeting.

*** **Sixth**, the Chairman should be aware of the By-Laws of DeMolay International and the Jurisdictional Polices of Northern California DeMolay and insure that the chapter operates in accordance with these standards.

*** **Seventh**, it is important that the Chairman work closely with the Divisional Director or Advisor to help support not only his own chapter but also the other chapters in his Division.

*** **Eighth**, in cooperation with the Divisional Director or Advisor, he should assist in scheduling the Annual Advisory Council Recertification Meeting. A suggested agenda for these meetings may be found in the Advisor Resource Section of our website at: www.norcaldemolay.com

*** **Ninth**, even though the chapter may have a Scribe and/or Treasurer Advisor, the Chairman should be aware of any reports due and make certain they are filed on time. These would include reports such as Form 9's (*for reporting new members*), Form 11 (*for reporting new Chapter Officers*), Form 12's (*for reporting newly proficient members*), the Annual Financial Report and the Annual Insurance payment.

*** **Tenth**, the Chairman should always be looking for ways to improve the chapter and to make frequent reports to the Sponsoring Body.

*** **Eleven**, the Chairman should be fully aware of our Youth Protection Program and always insure the safety of the participants in DeMolay. He should see that one of the scenarios of the Youth Protection video is shown and discussed during each six month term.

*** **Twelfth**, he should remember that he is the "**chosen leader**" of the Advisory Council and must fill that role with passion, effectiveness and diligence.

ADVISOR'S ROLE: The role of the **Advisory Council Chairman** will vary from Chapter-to-Chapter. It can very easily involve some personal counseling role with the Advisors of the Chapter. In any case, it is hoped that the Chairman will assume the role of "Advisor" and work with the Advisors involved to teach, inform and mentor

them so that the DeMolay's are doing the actual work with the Advisor's support and guidance.