

## **SCRIBE/TREASURER ADVISOR**

One of the key positions on the Advisory Council is that of the Scribe Advisor (*in many chapters, that also includes the duties associated with the Treasurer*) so this material will cover some tips and suggestions for both positions. Please remember, these are tips only and if your chapter has a system set up that is working well for you, don't change it unless you see some benefit into tweaking your current procedures.

In most cases, it is best if both the Scribe and Treasurer (*or a combined office of Scribe/Treasurer*) is filled by an Active DeMolay. If DeMolay is truly a learning experience, what better way to learn than by doing? Having a Treasurer actually write a check and keep a ledger is invaluable experience. By having the Scribe actually prepare the minutes of the meeting is much better than having an Advisor handle that function. However, every chapter has limitations on the number of active members so you have to do what works best for you.

**SCRIBE DUTIES:** Here are miscellaneous thoughts on the various duties associated with the position of **Scribe**.....

\*\*\* The Scribe Advisor should insure that a complete set of minutes is kept for every formal meeting of the chapter where bills are paid, membership applications are read and/or voted upon, actions on chapter by-laws are taken and other "business" type items are discussed.

\*\*\* Think about preparing the minutes in advance and printing them on the back of your Meeting Agenda. They should still be voted upon but would not necessarily be read in full, thus saving time and shortening your meeting. They could be voted upon "as distributed."

\*\*\* For notices of meetings and activities, consider using e-mail blasts, text messaging, phone calls, website, the chapter's facebook page, post cards, etc. Use what works best for your chapter to insure that everyone knows what's happening, when it's happening and where.

\*\*\* Insure that the Scribe has a full inventory of all of your chapter's supplies and equipment such as a computer, file cabinet, etc.

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\*\*\* The Scribe should have an ample supply of membership applications, pamphlets, obligation cards, L.C.C. applications, etc.

\*\*\* The Scribe can also work with the Treasurer (*if you have one*) to insure that all financial records are properly maintained. (*See the Treasurer section for more details*)

\*\*\* It is suggested that the Scribe prepare a small supply of "Membership Kits" for potential new members which would contain the following:

- Membership Application
- Membership pamphlets
- Chapter Roster
- Copy of your current term plan
- Information on your website or other publication
- Flyers on any upcoming activities by your Division or N.C.D.A.

\*\*\* It is suggested that the Scribe (*or the Scribe Advisor*) always be prepared to assist the Master Councilor with any of the administrative needs of the chapter to insure that all meetings run smoothly and effectively.

\*\*\* The Scribe should prepare periodic rosters of the members and advisors so that communication is easy and effective. Keep in mind the need for privacy so be sure that any information you publish is approved by the individual and appropriate to be in the public domain.

\*\*\* Since having an up-to-date set of Medical Release forms for each member is so important, the Scribe can play an important role in seeing that these forms are obtained for all new members as well as to be certain that all current members have up-to-date forms on file

\*\*\* DeMolay International issues a Roster to a Chapter upon request, but these Rosters do not contain phone numbers or e-mail addresses. The Scribe would need to add that information to make certain that the Roster is helpful and complete.

\*\*\* It is vital that all new members are promptly reported on Form 9 to they are recorded as new members at DeMolay International. They can be reported on-line at: [www.norcaldemolay.com](http://www.norcaldemolay.com)

**TREASURER DUTIES:** Here are miscellaneous thoughts on the various duties associated with the position of **Treasurer**.....

\*\*\* Obviously, one of the key roles of the Treasurer is the paying of all bills on time and maintaining the appropriate records.

\*\*\* Maintaining financial records can be easily accomplished by using computer programs such as Quick Books, Quicken, Money, etc. This allows the Treasurer to provide accurate and timely financial reports to the chapter and the Advisory Council. This also makes it easy to submit the yearly Financial Report as required by Nor-Cal DeMolay.

\*\*\* It is important that all funds received be handled correctly and in a timely manner. This means that all checks should be deposited promptly and records kept of the deposit and how it was handled. Having a “paper trail” is crucial when handing the funds of the chapter.

\*\*\* With the concept of on-line banking, it is much easier to reconcile the monthly bank statements, which provides yet another double-check on how the funds of the chapter are being handled.

\*\*\* Even though some banks will not enforce the concept of having a second signature on each check, it is still a good idea to have the signature of an Active DeMolay on every check along with that of an Advisor. It causes some extra work in changing the signature card each term, but the lesson is valuable for those DeMolays involved in knowing that spending money is a process and the signing of a check makes that lesson more obvious.

\*\*\* Chapters are now required to file a yearly report with the IRS as a non-profit 501(c)(3) organization. This report is handled by way of an internet submission and is due by May 15th of each year. Be sure to check with the Nor-Cal office for all of the details regarding this yearly report. If you fail to submit this yearly report, it can affect your 501(c)(3) status!

**ADVISOR'S ROLE:** The role of the Scribe/Treasurer Advisor will vary from Chapter-to-Chapter, depending on whether the chapter has a Scribe or a Treasurer or both. In any case, it is hoped that the Advisor will assume the role of “Advisor” and work with the young men involved to teach, inform and mentor them so they are doing the work with the Advisor’s support.