

GUARDIAN SECRETARY

The Guardian Secretary:

- Should be familiar with the duties of the office as described in the Constitution of the Supreme Guardian Council and in the Manual of Rules and Regulations of their Jurisdiction.
- Should instruct and supervise the work of the Bethel Recorder, not do her duties for her.
- Should attend all Bethel and Bethel Guardian Council meetings and should keep accurate Minutes of all Bethel Guardian Council meetings.
- Should be sure that the **Permanent Record Book**, including the alphabetical index in the back of the book, is kept up to date. **This is the most important Bethel record.**
- Shall keep **Notice of Dues** up to date. Encourage the Daughters not to let their dues become delinquent. Explain the value of keeping dues paid to Majority age or date of Marriage.
- Should ensure that the Bethel Recorder keeps accurate Minutes of each Bethel meeting. Often the Honored Queen or Bethel Guardian needs to refer to these Minutes to see that the wishes of the Bethel have been carried out and it is important that they are correct.
- Should ensure that the Bills have been audited before the Bethel meeting, and that the Warrants are drawn if the Bethel approves the payment of the Bills.
- Is the custodian of the Bethel Seal.
- Shall complete the back of each Petition for Membership before placing it in the permanent file, which is usually in alphabetical order.
- Shall keep a file of all communications received by the Bethel. When received, these should be read at each meeting until the event has passed. It is helpful for both the Guardian Secretary and the Recorder to read them prior to the meeting. If there are any difficult words used in the communication, the Guardian Secretary should assist the Recorder to pronounce these words or individual names. If the communication is long, it is not necessary to read all of it verbatim but is useful to highlight the important sections and items which may be read.

SUGGESTIONS FOR THE GUARDIAN SECRETARY

➤ ANNUAL REPORTS

The Annual Report (Form 111A/111B) will be sent to the Guardian Secretary by the Executive Manager/Grand Secretary in December. The Annual Report is to be completed and received by the Executive Manager by January 31st (if a Bethel under Supreme) or by March 1st (for the Grand Secretary under a Grand Jurisdiction). A late fee will be charged if this deadline is not met.

➤ JEWELRY

Doc Morgan is the official jeweler of the International Order of Job's Daughters. Official Order Forms can be requested from the Executive Manager at no charge. Remember to order early as some orders may take up to six (6) weeks or more.

➤ SUPPLIES

Order all Bethel supplies from the Executive Manager/Grand Secretary using the **Order Blank For Supplies**. Order Blanks can be requested from the Executive Manager at no charge. A current price list is sent to each Bethel at least once a year, usually in the Fall. Keep and use only the current price list.

➤ ROBES AND CORDS

Robes and cords are ordered through the Executive Manager using the **Order Blank For Supplies**. Be sure to give **size (Petite, Small, Medium or Large)**. **Cords come in purple or white and in 4, 5 and 6 yard lengths**. Robes will be sent to you from the Supreme Office, and you will be invoiced accordingly.

TO WHOM DO I MAKE THE CHECK OUT
AND WHERE DO I SEND IT?

➤ SPECIAL DISPENSATIONS

A request for a Special Dispensation is sent to the Supreme Deputy/Grand Guardian with the fee of \$2.00, if required.

Make Checks payable to the **Supreme Guardian Council** (if a Bethel under Supreme) or to the **Grand Guardian Council** (if a Bethel under a Grand Jurisdiction).

➤ PROMOTIONAL AND EDUCATIONAL PROJECT MONEY
(Also known as the Honored Queen's 30 Day project)

Each Honored Queen is required to have a project for the Educational and Promotional Funds within 30 days of her installation. One-third of this project money remains as a part of the Bethel Treasury. Two-thirds of this project money is sent to the Executive Manager/Grand Secretary.

Make Checks payable to the **Supreme Guardian Council** (if a Bethel under Supreme) or to the **Grand Guardian Council** (if a Bethel under a Grand Jurisdiction).

➤ PAYMENT FOR SUPPLIES, ANNUAL REPORTS Etc.

All Checks are made payable to the **Supreme Guardian Council** (if a Bethel under Supreme) or to the **Grand Guardian Council** (if a Bethel under a Grand Jurisdiction).

Please make a notation on the Check or send an accompanying note stating the reason for the payment and if appropriate, place any invoice number on the Check.

➤ HIKE

Make all donations and contributions to the HIKE Fund payable to **HIKE**.

These Checks can be sent to **Mrs Shirley Terrill, Corresponding Secretary, 10115 Cherryhill Place, Spring Hill FL 34608-7116** (if a Bethel Under Supreme) or to the **Grand Secretary** if under a Grand Jurisdiction.

GUARDIAN TREASURER

The Guardian Treasurer:

- Should be familiar with the duties of the office as described in the Constitution of the Supreme Guardian Council and in the Manual of Rules and Regulations of their Jurisdiction.
- Should instruct and supervise the work of the Bethel Treasurer, not do her duties for her.
- Should supervise the work of the Bethel Librarian by carefully reading her report before it is given at a Bethel meeting.
- Should attend all Bethel and Bethel Guardian Council meetings.
- Should balance the Bethel Books with the Bank Statement and the Books kept by the Guardian Secretary, each month.
- Should work with the Guardian Secretary to prepare the Financial Record Books for the audit of the Associate Bethel Guardian at the end of each term.