



# Grand Chapter of Royal Arch Masons

State of Indiana

PO Box 207 Greencastle IN 46135-0207

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## SECRETARY OF THE YEAR NOMINATION FORM

Nominee's Name										
Chapter			Number		Location					
Number of years a member				How many years as Secretary						
Attendance record		100%		75%		50%		25%		
Do minutes reflect a true and accurate account of the convocation?								Yes	No	
Are minutes written in legible fashion?								Yes	No	
Are membership records up to date?								Yes	No	
Is the Mark Book up to date?								Yes	No	
Is the Annual Report in the Minutes Book?								Yes	No	
Is the Audit Report in the Minutes Book?								Yes	No	
Is the Secretary prompt in corresponding with Grand Chapter requirements?			Yes	No	On Dues		On Reports		50 Year Awards	
					Yes	No	Yes	No	Yes	No
Does the Secretary share correspondence with High Priest before meeting?								Yes	No	
Does Secretary assist the officers of the Chapter with his knowledge of the By-Laws of the Chapter and Laws and Edits of the Grand Chapter?								Yes	No	
Does the Secretary report on the following programs to the Chapter?				R.A.R.A.		Ritual Awards		Life Membership		
				Yes	No	Yes	No	Yes	No	
				Secretary of Year		H.P. of Year		Table Chapter		
				Yes	No	Yes	No	Yes	No	
Does the Secretary make an Annual Report to the Chapter?								Yes	No	
Does the Secretary schedule an audit of all books of the Chapter annually?								Yes	No	
Does the Secretary maintain a supply of literature for prospective candidates?								Yes	No	
Does the Secretary have petitions available at all times for candidates?								Yes	No	
Does the Secretary take an active part in the ritual work?			Mark Master		Past Master		Most Excellent Master		Royal Arch	
			Yes	No	Yes	No	Yes	No	Yes	No
Has the secretary submitted all 12 monthly reports to Grand Chapter?								Yes	No	
Did he attend the last Annual Grand Convocation?								Yes	No	
Does he participate in other York Rite Bodies?								Yes	No	
Does he attend and work in the Symbolic Lodge?								Yes	No	
List any further information that pertains to the CHAPTER ONLY that you feel would help in selecting your nominee as <b>Secretary of the Year</b> .										
Signature of Committee Chairman				Email				Date		