

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.
SUBORDINATE CLUB OFFICERS – JOB DESCRIPTIONS/DUTIES

CHAPLAIN

Duties of the Chaplain of an assembly

1. This is an appointed position and has one (1) vote on any business brought before the Stated/Called Meetings of the Club. This right of vote exists as a member of the Club, not as a member of the Board of Directors. As an appointed position it has no right of vote on any business brought before the Stated/Called Meetings of the **BOD**.
2. Properly attired¹ regular attendance at the Stated/Called meetings of the Club and/or the Stated/Called meetings of the **BOD**.
3. To be responsible for the spiritual activities of the Club.
4. To recite or lead invocations and benedictions where such prayers are offered at the opening and closing of meetings or other events
5. To perform such other special religious activities as directed by the President and/or Board of Directors.
6. To perform such other duties and have such other authority as from time to time may be delegated to him by the President and/or Board of Directors.
7. As changes are made to these “Officers Duties,” it shall be the responsibility of each elected/appointed officer to incorporate said changes into this manual.
8. This Club owned copy of “Officers Duties” shall be maintained by the member as he progresses through the Club officer line. Should said member fail to be elected or appointed to a higher or the same position or chooses to withdraw from the Club officer line, he shall immediately surrender his copy of these “Officers Duties” to the Club Secretary.

¹ *Properly Attired (Suggested):*

Shoes: normal street shoes, boots, clean well kempt tennis type shoes, etc. – no sandals

Pants: dress or casual slacks, clean well kempt blue jeans – no shorts

Shirt: dress or casual shirt (long or short sleeve), Club or Hi 12 golf shirt – no T-Shirts

Coat: Sport Coat/Blazer and/or Tie – optional