

Job's Daughters International  
Grand Guardian Council of Utah  
Grand Secretary Responsibilities  
February 8, 2008

The Grand Secretary has lots of major responsibilities to perform over the course of the year.

1. Receive all monies due to GGC and post accordingly to excel spreadsheets. Including, but not limited to:
  - a. 2/3's projects
  - b. Supplies
  - c. Bylaws
  - d. Directories
  - e. Bonding
  - f. Insurance
  - g. Any other items
2. Receive all monetary donations made to HIKE, post accordingly to excel spreadsheets and forward to HIKE Foundation with a letter
3. Order supplies for Bethels and GGC
4. Issue invoices for the following and update excel spreadsheets:
  - a. Bylaws
  - b. Supplies
  - c. Directories
  - d. Bonding
  - e. Insurance
  - f. Any other items
5. Issue warrants for the following and update excel spreadsheets:
  - a. Bylaws
  - b. Supplies
  - c. Bonding
  - d. Insurance
  - e. Reimbursements
  - f. Any other items
6. Keep an updated list of Past Grands
7. Keep an updated list of current Executive Bethel Guardian Councils
8. Keep updated mailing labels for:
  - a. Bethel Guardians
  - b. Supreme Guardian Council Office
  - c. HIKE Foundation
  - d. Grand Treasurer
  - e. Other Grand Guardian Council Members
  - f. Grand Bethel Council

9. Annual Reports
  - a. When receive information from Supreme, make copies of forms that need to be filled out for each Bethel
  - b. Type and mail cover letter with instructions and date due back to GS
  - c. When receive forms back from Bethels, fill out GGC forms that SGC needs in order to complete the annual report
  - d. Verify figures on 2/3's projects that Bethels send in
  - e. Work with BG and BGS to get complete required information
10. Annual Session of the GGC
  - a. Registration Committee
  - b. Coordinate requesting and receiving all paperwork necessary for Rally packets
  - c. Mailing of Rally packets
  - d. Minutes for Rally Planning meetings, including distribution of minutes
  - e. Coordinate requesting and receiving all reports necessary for Proceedings Book
  - f. Election Ballot forms
  - g. Amendments
  - h. Bylaws
  - i. Minutes from previous Annual Session
  - j. Minutes from current Annual Session
  - k. Credentials
  - l. Jewelry sales including Session Charms and Miss Charms
  - m. Assist with any other duties that may be asked of me by the GG or any member of the GGC
11. HQB
  - a. Receive all monies and post accordingly
  - b. Issue warrants and post accordingly
  - c. Retrieve any items needed from storage
  - d. Assist with any other duties that may be asked of me
12. MUJD/SA Competition
  - a. Receive all monies and post accordingly
  - b. Issue warrants and post accordingly
  - c. Retrieve any items needed from storage
  - d. Assist with any other duties that may be asked of me
13. Ritual Competition
  - a. Assist with any duties that may be asked of me
14. Grand Bethel
  - a. Assist with any duties that may be asked of me
15. Scholarships
  - a. Work with BOT on Scholarship Applications
  - b. Receive monies from Grand Bethel for Scholarships
  - c. Issue warrants accordingly for the recipients
  - d. Issue letters to the schools for the recipients

- e. Assist with any other duties that may be asked of me

16. Other duties

- a. Attend and contribute to Grand Guardian Council meetings
- b. Take minutes at meetings including distribution of minutes
- c. Attend Bethel visitations and installations as availability allows
- d. Attend and contribute to any committees that may be assigned to me
- e. Attend Annual Session of the GGC
- f. Attend Supreme if possible
- g. Become very familiar with Bylaws, Supplemental Instructions, Rules & Regulations
- h. Attend special events when appropriate for me to be there
- i. Have the time to create templates for repetitious items, such as SI II, Utah R&R, tax forms, invoices, etc..

Recommended attributes and characteristics:

- Be a little bit crazy and bleed purple
- Have an attitude of cooperation and collegiality
- Be willing to work hard and be present at events
- Actively engage with all of the girls, their parents/guardians and other adult leaders
- Forget that your 'home bethel' is the best and replace that with 'ALL Utah Jobies' are the best
- Be willing to part with your time and money in return for amazing and unforgettable experiences
- Ability to put the Girls first and remember that this is a girls organization with adults who mentor, guide and support them
- Ability to help the girls (and adults!) learn, grow and mature, remembering that it is a privilege to be a part of the process and celebrate success!
- Must like working on excel spreadsheets
- Must like and get along with the Grand Treasurer
- Must be willing to give up space in your home to accommodate two 4 drawer file cabinets and a minimum amount of floor and wall space to accommodate 4 tubs
- Must have a damn cute sense of humor