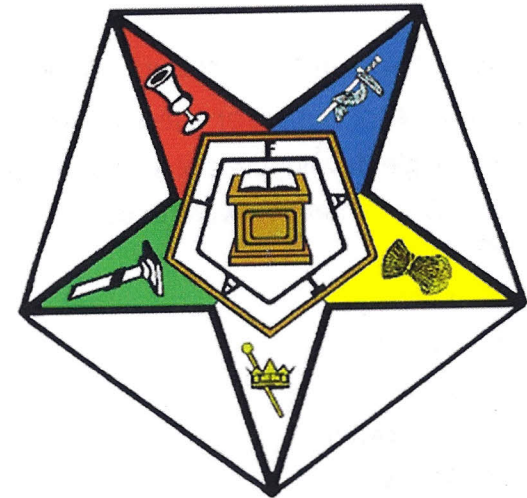


A Chapter Line Officer's Guide

*Our fraternal
Star hangs in
the East*

Follow the Star



Goals, Plans,
Objectives,
What to Do,
When to Do It



Setting the stage

If your goal is to be Worthy Matron of your Chapter, planning and preparation for the event is very important to the success of a good year and a comfortable path to your goal. Ideas must be developed, plans for supporting these ideas must be made and estimated costs must be determined early.



When you are elected as Associate Conductress, consider the following:

- Begin developing a plan by thinking about what you want to do
- Theme
- Colors
- Emblems
- Flowers
- Dedication
- Songs
- Chapter attire
- Charities or special projects
- Study Bylaws and Constitution of your Chapter and the Grand Chapter
- Join the local Conductress' club, if one is available
- Get to know your Chapter's members in all ways



When you are elected as Conductress, consider the following:

- Select a man to share your year with you
- Continue to develop your plan from the Associate Conductress year
- Gifts
- Travel to Grand Chapter
- Travel to other Chapters
- Programs for meetings
- Formulate a budget to support your plan
- Study Bylaws and Constitution of the Chapter and Grand Chapter.
- Chapter finances for the year
 - Work with the Chapter Finance Committee to determine what items will be funded out of Chapter funds
 - Allowance for Grand Chapter expenses
 - Allowance for Grand Representatives (if any)
 - Allowance for Grand Officers from your Chapter (if any)
 - Donations for scholarships (if desired)
- Personal finances born by the Worthy Matron and Worthy Patron
 - Cost of producing programs
 - Cost of gifts
 - Cost of decorations
 - Travel to Grand Chapter not covered in the allowance



To make your meetings interesting, consider the following:

- Refreshments
- Entertainment
- Educational activities
- Guest speakers
- Fund raising projects



Some other helpful endeavors to consider:

- Get to know your Grand Chapter counterpart
- Work with your local Masonic Lodge
- Work with community charitable projects



When you are elected as Associate Matron, consider the following:

- Finalize Plan
- Make final adjustments
- Pick your appointed officers
- Select and order Chapter attire



When you are elected as Worthy Matron, consider the following:

- Now you are ready
- Execute your plan
- Remember to have fun and fellowship