

Ohio Lodge of Research Junior Warden Checklist

Junior Warden Duties

- 1) Be familiar with the By-Laws and Standing Rules of OLR in preparation to be Master.
- 2) Serve on the Research and Program, and Officer Service Committees.
- 3) Chair the Finance Committee.

Preparation for your year as Senior Warden of OLR (Things to do before the Annual Meeting.)

1) Select, in concert with the Worshipful Master and Senior Warden, the preliminary meeting places and details for three stated meetings and any special meetings desired for your term as Master. These places need not be "set in stone" yet, and offers to host an OLR meeting do come in from time to time. Firm up your proposed meetings during your Senior Warden term for presentation to the Lodge when you become Master.

Remember The Annual Meeting MUST be within 50 miles of the Ohio Capitol building.

Remember Spread the meetings around the State (by "quadrant"). Note the pattern established by the planned meetings of the Master and Senior Warden. The pattern established for quite some time has been; year 1 - NorthEast and SouthWest quadrants, year 2 - NorthWest and SouthEast quadrants, year 3 - repeat year 1 quadrants, year 4 - repeat year 2 quadrants, and so on. Your quadrants will be determined by your term. Plan accordingly.

Remember The stated meetings consist of an Actives Meeting at 2 P.M. and an OLR Meeting at 3 P.M. The OLR Meeting must be hosted by a Symbolic Lodge, usually at a special called meeting. Remind the WM of the host Lodge that he has to call a special meeting at the previous Lodge meeting

- 2) Start to plan your meeting activities and agendas for your term.
- 3) Start thinking about your committees and who you think would best serve on them.
- 4) Start thinking about which Active Member to start in the line during your term. Discuss possible candidates with the Master and Senior Warden.
- 5) Start or continue helping and encouraging Associate Members to write papers for presentation in the Lodge. Mentor those who need help in their scholarship and writing skills.

Among those who present or have papers presented, be vigilant to determine which ones have potential for future Active Member status. Future Active Members should be enthusiastic about the Ohio Lodge of Research, have some scholastic ability, have some ability of critical thinking and reasoning, and a willingness to share acquired knowledge. "Ladder-climbers" and "honor-seekers" should be avoided.