

Ohio Lodge of Research Senior Warden Checklist

Senior 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 Committee.
- 3) Chair the Officer Service Committee.

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

- 1) Select, in concert with the Worshipful Master and Junior Warden the meeting places and details for three stated meetings and any special meetings desired.

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

Remember - Spread the meetings around the State (by "quadrant").

Remember - The stated meetings consist of an Actives Meeting at 2 P.M. and an OLR Meeting at 3 P.M.

- 2) Plan your meeting activities and agendas.

- 3) Select your Committees.

Remember - The Committee Chair MUST be an Active Member and each Committee MUST have three or more members. (Associate Members may serve on Committees.)

Remember - The Research and Program Committee is the Master, Senior and Junior Wardens.

Remember - Only Active Members may serve on the Paper Review Committee.

Remember - A Trustee should chair the Audit Committee.

Remember - The webmaster and the e-group moderator MUST be on the E-Communications Committee.

Remember - The Audit and Finance Committees MUST be appointed at the Annual Meeting. You have 30 days to appoint the remaining Committees.

- 4) Select Active or Associate Members for the Appointive Offices of Chaplain, Senior and Junior Stewards, and Tyler.

- 5) Select Installing Officers, who MUST be Past Masters of a Symbolic Lodge (and may be Past Masters of OLR.)