

## SECRETARY'S TIME TABLE – BY MONTH

- APR:** 1. On or before first meeting of new Worthy Matron have her read and sign that she read the Duties of the Worthy Matron, *C&BLs Section 1901*  
2. Send **MARCH** Report to Grand Secretary – on or before April 10<sup>th</sup>  
3. Send **Year-End or Annual Report** to Grand Secretary – on or before April 10<sup>th</sup>  
(When doing the Year-End report, check for member(s) who will receive their 50-year award during the coming year. You may request these a year in advance. List them on a sheet of paper and their due date and send to the Grand Secretary who will send them to you at the proper time.)
- MAY:** 1. Dues are delinquent if not paid. Mail written notice of delinquency to past due members.  
2. Send **APRIL** Report to Grand Secretary – on or before May 10<sup>th</sup>  
3. Read copy of Per Capita statement to Chapter, annotate in minutes it was read.
- JUN:** 1. Send **MAY** Report to Grand Secretary – on or before June 10<sup>th</sup>  
2. Order corsages for Grand Chapter – (if applicable): suggestion for corsages – Worthy Matron, Worthy Patron (boutonniere); 50-year members; Deputies or Grand Representatives from your chapter, Grand Officers from your Chapter – who may attend Grand Chapter. (Keep a copy of this order and take with you to Grand Chapter to make sure everyone gets their corsage.)
- JULY:** 1. Send **JUNE** Report to Grand Secretary – on or before July 10<sup>th</sup>
- AUG:** 1. Enjoy your Summer!
- SEP:** 1. Read or hand out (prefer hand out) Jurisprudence Report & copy of Irregularities. If copies are handed, out be sure and indicate in minutes that they have been handed out.  
2. Send second reminder if dues not paid.
- OCT:** 1. Send **JULY, AUGUST & SEPTEMBER** Report to Grand Secretary – on or before October 10<sup>th</sup>. All three months maybe combined into one report labeled at the top 'Report of July/Aug/Sep (year)
- NOV:** 1. Send **OCTOBER** Report to Grand Secretary – on or before November 10<sup>th</sup>
- DEC:** 1. Send **NOVEMBER** Report to Grand Secretary – on or before December 10<sup>th</sup>  
2. When new dues receipts received from Grand Secretary, send them out to all Life and 50-Year members in a Christmas card from the chapter. Helps to notify you if it comes back with an address correction. **Remember:** Honorary members do **not** receive a dues card from your chapter.
- JAN:** 1. Send **DECEMBER** Report to Grand Secretary – on or before January 10<sup>th</sup>  
2. Review donations already made to various charities. Notify WM so action can be taken on others that need to be made. Get all donations done this month so they get recorded in the proper term of office. (*C&BLs Section 901, #1, Donations in Grand Chapter Office on or before March 1<sup>st</sup>.*)  
3. Send Final Notice dues reminder to any still not paid.

- FEB:** 1. Send **JANUARY** Report to Grand Secretary – on or before February 10<sup>th</sup>  
2. Read filings for chapter office at the February meeting.

- MAR:** 1. Send **FEBRUARY** Report to Grand Secretary – on or before March 10<sup>th</sup>  
2. At the Stated Meeting:  
Elections – have the ‘election’ procedure info (from C&BLs) handy for WP to use if only one candidate for each office.  
3. Provide WM with list of dropped members – **THIS IS NOT TO BE READ IN CHAPTER.**  
4. Prepare books for Year-End Audit.