

State Officer Information

The following is information for those seeking an elected or appointed state office. Please remember that you are making a commitment to serve Kentucky DeMolay and your brethren.

Qualifications:

- A candidate must be an active member of his chapter and have received his proficiency card.
- A candidate should have started the Leadership Correspondence Course.
- A candidate should have at least been a junior councilor of his chapter.
- A candidate for SSC must be a past master councilor of his chapter.
- A candidate for SJC should be a past master councilor of his chapter.
- A candidate for SSC or SJC must have successfully completed his Representative DeMolay form.
- It is strongly recommended that a candidate for SSC should be from a different chapter than the incoming SMC.
- A candidate must have written approval from his Chapter Dad by signing the application form.
- A candidate must have the support of his Chapter Dad and/or Parent whom will be involved in transporting candidate to DeMolay events.
- A candidate must be able to finish his term before his 21st birthday.

Officer Election Policy:

- It is encouraged that one should be elected/appointed based on his actions and performance in DeMolay.
- A Chapter Dad can withdraw his approval of a candidate up to the moment of election/appointment.

Kentucky DeMolay State Officer Expectations

For all officers, elected or appointed:

It is expected that:

- you will attend all conclaves.
- you will know your ritual part from memory, and be ready to travel to perform your part at any event.
- you will be involved with the planning and execution of state meetings, events and functions.
- you are serving as a role model for DeMolay members.
- your actions and character will set the example for your DeMolay brothers. If they perceive you are earnest about performing your duties and living your obligations, they will take their DeMolay activities more seriously.

Communication is a key factor. Check e-mail daily. **Prompt attention to verbal requests, e-mails, text messages and/or phone calls are extremely important.** If lack of communication becomes a habitual problem, your services may no longer be necessary.

State Chaplain: Responsible for devotionals and all prayers are to be done from memory.

Required ritual proficiency: Open, closing, nine o'clock, installation opening prayers

State Marshal: Responsible for introductions at all state events.

Required ritual proficiency: Initiatory degree marshal, opening/closing marshal, installation marshal

State Scribe: This is an administrative position. It is expected that you take minutes at all congress sessions, and provide these Minutes to the Executive Officer.

Required ritual proficiency: Initiatory degree scribe

For all Councilors: It is expected that you will attend all state events. It is expected that you will be willing to take on all assignments that may be delegated to you.

There will be a ritual proficiency and interview with the Executive Officer on that you must attend to run for office. Location and date will be announced later.

State Junior Councilor (Elected Office): This position is to improve leadership. You should be prepared to take on any tasks delegated to you. **You will need to be present at all Chapter Installations, State events, Grand Masters conferences and new Chapter openings.**

Ritual Proficiency: Junior Councilor for initiatory degree and installation, a preceptor, and one DeMolay degree part

State Senior Councilor (Elected Office): This position will prepare you for becoming SMC the following year. It is a leadership position. You will not only be in contact with DeMolays and Advisors, but also with other Masonic organizations. Much time will be spent traveling with the SMC. Be on time, or you will be left behind. **You are required to be present at all Chapter Installations, State events, new Chapter openings and DeMolay International Session.**

You should be ready to take on any responsibilities that are delegated to you. You must communicate effectively with the SMC and Executive Officer. Developing a good working relationship with the SMC and your Executive Officer is fundamental to this position.

During this time, you live and act in a fishbowl, people will be watching you from all angles and at all times. You do not have the luxury of turning your position on and off at will. You are expected to be a role model at all times. If living in a fishbowl is a problem for you, you will likely not thrive in this position. Your actions during this term will determine whether you are ready to elevate to the SMC position.

Ritual Proficiency: Junior and Senior Councilor for initiatory degree and installation, Master Councilor for initiatory degree and fourth section, one DeMolay degree part, either the Flower Talk or Ceremony of Light

You may be called upon to fill in for the State Master Councilor. Therefore, before your installation you should be learning the parts required for that position.

State Master Councilor (Elected Office): This position requires a great deal of time. Planning, organization and communication are your most significant attributes. You should be thinking about DeMolay daily, charting Kentucky DeMolay's course, and encouraging its members. It is your job to keep yourself motivated to do your job. Keeping yourself motivated is primary, especially when you are expected to find creative and exciting ways to motivate appointed State Officers and Chapter Officers. You are elected for an entire year and should stay motivated. Watch out for the I/Me/My problem. It is not your term of office – it is everybody's.

The SMC is accountable for the actions of his elected and appointed officer corp. He is to assign tasks and follow-up to make sure the tasks are being completed. You should be prepared to conduct Installations of Officers and to assemble the team to conduct the installation. You will be called upon to assemble degree teams for Initiatory and DeMolay degrees at state events and on behalf of local chapters. If there is a problem with an elected or appointed officer, then SMC should report the problem to the EO so that a warning or some other action can be determined to correct the problem.

You are required to be present at all Chapter Installations, State events, Grand Masters conferences, new Chapter openings and DeMolay International Session. You will be traveling to Chapter, State and International events. You will be called upon to speak often, sometimes without prior notice, be prepared.

Prompt attention to verbal requests, e-mails, text messages and/or phone calls are extremely important. You will not only be in contact with DeMolays and Advisors, but also with other Masonic organizations. Much time will be spent traveling with the Executive Officer. You must communicate effectively with the Executive Officer, your officers, and Executive Officer Staff.

During this time, you live and act in a fishbowl, people will be watching you from all angles and at all times and you should represent DeMolay well. You do not have the luxury of turning your position on and off at will. You are expected to be a role model at all times. If living in a fishbowl is a problem for you, you will likely not thrive in this position.

Your position entails working with a person that has ultimate control and bears the responsibility for Kentucky DeMolay – the Executive Officer. This is on-the-job-training for dealing with a “real” boss in the “real” business world. You can have a good working relationship or a bad one, and that is up to you. Decisions are made by the Executive Officer for the betterment of DeMolay and the Executive Officer will have a low tolerance for socially disruptive behavior. If the Executive Officer or any Advisor has to talk to you about your performance, it should be evident that you are not performing up to the level of which you are capable. Developing a good working relationship with your Executive Officer is fundamental to this position.

Ritual Proficiency: All Councilors for initiatory degree, fourth section, and installation, Installing Officer, RD Master Councilor, COH Master Councilor, Flower Talk and Ceremony of Light

Kentucky DeMolay
State Officer Application Form

Full Name _____ Date of Birth _____

Chapter and Current Office _____

Address _____

Phone: (home) _____ (work) _____ (cell) _____

(e-mail) _____

Father's Full Name _____ Mother's Full Name _____

School Level _____

If you're graduating from high school, what college will you be attending _____

School Location _____

Course of Study _____

Do you work full or part time? _____ If so, will you be able to get time off for state events? _____

Employer _____

Description of Employment _____

Chapter offices held _____

Ritual Parts Known _____

State Offices Held _____

What social networking sites are you a member of (i.e. Facebook, Twitter, Instagram, Snapchat)? Provide usernames. _____

How many members have you brought into DeMolay? _____

DeMolay Achievements (circle all that apply):

BHK FMA PMC-MSA RD Chevalier LCC level: _____ Other: _____

What do you expect to accomplish as a state officer?

Projects you have managed personally in your chapter:

- 1) _____
- 2) _____
- 3) _____

I would like to be considered for: (check any that apply)

- | | |
|------------------------------|------------------------------|
| _____ State Master Councilor | _____ State Scribe |
| _____ State Senior Councilor | _____ Appointed State Office |
| _____ State Junior Councilor | |

If another club or organization you are involved with has a meeting on the same day as a DeMolay event will you be attending the DeMolay event? If no, explain.

Do you have any special qualifications that would make you the best choice for a particular office? _____

Read and initial each of the following statements:

- _____ I have read and understand the qualifications of office attached to this application.
- _____ I have memorized and am ready to perform the ritual parts required for the office I am seeking.
- _____ I am prepared to meet with the Executive Officer or his designee to demonstrate my ritual proficiency.
- _____ I have held the offices required to serve in the office I am seeking, according to the attached information.
- _____ I have arranged for appropriate transportation through the year.
- _____ I will complete tasks assigned to me by the Executive Officer, member of his staff, or State Master Councilor by the deadline.
- _____ I will provide a reliable means of communication and will respond to messages within 24 hours.
- _____ I will attend all required events or communicate my absence to the Executive Officer as soon as possible before the event.
- _____ I understand that failure to meet the expectations and agreements in this application may result in my removal from office

Signed:

Candidate _____ Date _____

I approve of this candidate and his efforts to seek an elected/appointed position and I will support him in the performance of his duties. As a parent/advisor, I understand that I may be required to provide transportation to and from DeMolay events.

Parent _____ Date _____

Chapter Dad _____ Date _____