



# ADVISORY COUNCIL CHAIR HANDBOOK

Creating, Building & Maintaining a Team to Enable  
DeMolay Excellence

New York DeMolay  
Updated 9/15/2020

# Advisory Council Chairman Handbook

Imagine constructing a house and no one was organizing the work. You may wind up with a floor being done in one room, a wall up in another and missing half a foundation. Or if there was not someone coordinating the efforts of a sports team, a player may be looking for the ball when someone else has done a pass back. The same is true in DeMolay, work

As Advisory Council Chairman, you have the responsibility to organize and empower the adult volunteers of your chapter to ensure that our members have the best possible experience. You also serve as a role model for other adult volunteers to look up to, to model, to emulate. This is no easy task, and we are grateful that you have agreed to undertake this challenge.

This handbook is designed to help you in this role and the goal is to continually improve it. If you have suggestions on how to make this guide better please do not hesitate to let us know!

We want to thank “Dad” Bruce N. Hazard and “Dad” Gregory M. Kita for the development and publication of the first edition.

Thank you to the Adult Education Task Force for their work on updating this!

“Dad” Mark Alvarado

“Mom” Maura Celentano

“Dad” Bryant Dorney

“Dad” Tom Perry

“Dad” Andrew Roberts

## **Assemble a Team**

The Chairman's first priority is to assemble a team of adults who are willing to support the DeMolay program in the community. In most cases, the Chapter already has an established Advisory Council but the Chairman should look to the Masonic and general community for support on a regular basis.

An Advisory Council should consist of enough advisors to properly manage the work of the chapter. Many hands make light work. A Chapter must have at least 3 Master Masons on the Advisory Council. New York DeMolay also requires that each advisory council have at least one female member along with a Parent Liaison. DeMolay International requires that the Chairman role must be filled by a Master Mason.

The Chairman should make a special effort to develop a Corps of Adult Volunteers. Advisory Councils are encouraged to make use of the time and skills of parents and relatives of members and volunteers.

All advisors are required to be registered with DeMolay International, taken the required training, and undergone the appropriate background check.

## Assigning Responsibilities

In order for a Chapter to be successful, the Chairman must put together a team of advisors who can support the activities and programs of the Chapter. There are many capacities that could be filled on an Advisory Council and the number of Advisory Council members will vary from Chapter to Chapter and from time to time. It is very important that every Advisor have a definite position on the Council. Generally, a Chapter with a well-rounded program requires at least the following:

- ◆ Chairman
- ◆ Chapter Advisor
- ◆ Ritual Advisor
- ◆ Membership Advisor
- ◆ Parent Liaison
- ◆ Activities Advisors
- ◆ Awards Advisor
- ◆ Scribe/Financial Advisor

Other Advisory Council positions can be added to supplement the Chapter program, such as:

- ◆ Journalism Advisor
- ◆ Fund Raising Advisor
- ◆ Sweetheart Advisor
- ◆ Communications Advisor
- ◆ Transportation Advisor

*A listing of the duties for each Advisor can be found in the Advisory Council Guide.*

Selecting advisors vary from chapter to chapter. Traditionally, the Chapter advisor should be selected by a vote of the Advisory Council. For other roles talk to each advisor, see what their interests are and what they can commit to doing.

The advisory council should develop and agree to goals for they would like to achieve. Many of these goals will be aligned to a specific advisor, while other goals may be shared among advisors. For example, having the chapter welcome 14 new members in a year may be shared between the membership advisor, the ritual advisor, and the chapter advisor. Or working to have new members earn their obligations card may be shared between the ritual advisor and the education advisor.

The advisory council should be collaborative enough that if a member is having issues achieving goals that others can step in and help.

The Chairman should be thoroughly familiar with the Chapter Administration Handbook so that he can see that all forms are completed and submitted in a timely manner. Such forms include: the Form 10, Officers' Address Report, Annual Financial Report, Certificate of Insurance, etc.

The Chairman should see that a Scribe and Scribe Advisor are appointed to fulfill these duties. The Scribe should be an Active DeMolay. Usually the Scribe is an older, more experienced member such as a Past Master Councilor. The Scribe can be a Senior DeMolay. The Scribe Advisor should be someone with the appropriate office and management skills. If the Chapter has no member who is right for the job, the Scribe Advisor will have to assume these duties himself.

## **Advisory Council Registration and Reports**

New advisors: An Adult Worker Application is a questionnaire that each new, prospective advisor, and adult volunteer must complete. It can be found on escribe and will require the applicant to create an account if they do not already have one.

<https://escribe.demolay.org/>

The Chairman should notify the Executive Officer that the applicant is applying and that they approve. If not, the Executive Officer will reach out to confirm your approval.

Change/no-Change: Annually, each advisor will be emailed started in September a renewal form to serve as an advisor. If there is an advisor who will not be continuing their service please let the Executive Officer know. Renewal as an advisor is at the sole discretion of the Executive Officer.

The annual chapter report is an electron form from DeMolay International that contains all of the important information regarding the chapter.

## **Plan and Lead Advisory Council Meetings**

The Advisory Council should hold at least one meeting a month, separate from the regular meetings of the Chapter. The Chairman presides over the meetings using basic parliamentary procedures when necessary. Select a time, place, and schedule for Council meetings that is convenient to the advisors.

All Advisory Council members are to be invited to every meeting. The Chairman should also invite the 3 Councilors, Scribe, Treasurer, Sweetheart, and any parents to the Meetings. If there are private matters to discuss, such as honors selection or discipline, save those items for the end of the meeting and excuse all non-council members before you hold those discussions.

It is important that during advisory council meetings that each advisor is given an opportunity to have voice and that one advisor does not dominate the conversation. As Chairman if an advisor is being quiet or has not shared you may ask if they have anything they wish to share.

A typical agenda for an Advisory Council Meeting is provided on the next page. You may use that or have your own, but it is critical for a great meeting that there is an agenda that all advisors have input on.

Minutes should be kept in some type of permanent book or in an electronic file that is backed up as they provide a historical record for the Council. Some advisory councils elect a secretary for the advisory councils, while others rotate through who takes minutes. The reports from the Parents Club, Councilors, and Scribe should be in writing and should be attached to the minutes. These minutes should be sent to your District Deputy.

## **Advisory Council Meeting Agenda**

Advisory Council meetings are conducted more efficiently when an agenda is used. Basic parliamentary procedure should be followed.

The following is a suggested Agenda for Advisory Council meetings.

- 1) Call to Order and Prayer
- 2) Roll Call
- 3) Reading minutes of the previous meeting
- 4) Business arising from the minutes
- 5) Communications
- 6) Membership Update
- 7) Bills against the Advisory Council
- 8) Reports
  - a) Master Councilor
  - b) Senior Councilor
  - c) Junior Councilor
  - d) Scribe & Treasurer
- 9) Sweetheart (If applicable)
- 10) Parent Liaison
- 11) Parents' Club President (If applicable)
- 12) Chapter Advisor
- 13) All other Advisors
- 14) Unfinished Business
- 15) New Business
- 16) Good of the Order
- 17) Close and Adjournment

# Typical Year Program for a Chapter

While terms are typically six months, chapters should do planning on a yearly basis. Below are items you may wish to discuss each month.

## January

**Administration:** Efforts should begin in completing the annual Financial Report due February 1st.

**Programs:**

- Patriots Day (February)
- DeMolay Month (March)
- Begin to sell advertisements for Convention Ad Journal
- Hold a “Names Night” to kick off your membership efforts.
- Discuss membership goals

**Other:**

## February

**Administration:** The Annual Financial Report due February 1<sup>st</sup>

**Programs:**

- Attend Winterfest
- Register for State Athletics Weekend (May)
- Devotional Day (March)
- DeMolay Month (March)
- Continue Membership Drive (Open House)
- Vote on honors nominations (if any)
- Discuss Ad Journal sales
- **Other:**

## March

**Administration:** Honors due March 1

**Programs:**

- Education Day (April)
- Chapter’s April Installation plans should be underway
- Hold degrees to culminate Chapter’s membership Drive
- Discuss Ad Journal sales
- **Other:**



## April

**Administration:** Send in new Officer Address Report prior to Installation.

### **Programs:**

- Hold Chapter Installation (April)
- Parents Day (May-June)
- Plan to attend Division/State Activities (May)
- Hold a “Names Night”
- Discuss Ad Journal sales
- **Other:**

## May

### **Programs:**

- Attend State Athletics Weekend (May) (If there is one)
- Complete Convention Ad Journal Sales (May 1)
- Continue Membership Drive (Open House)
- **Other:**

## June

### **Programs:**

- Hold degrees to culminate Membership Drive
- Insure all Convention Registrations are complete
- **Other:**

## July

### **Programs:**

- Hold a “Names Night”
- Hold pre-convention event to discuss how chapter will support theme
- Register any member for DeMolay Leadership Training Conferences

## August

**Administration:** In late August, Chapter elects Officer for the next term and sets Installation Date in October.

### **Programs:**

- Attend NY DeMolay Convention
- My Government Day (September)
- Continue Membership Drive (Open House)
- Key Man Conference (PA)
- Region I LTC (NH)
- **Other:**

## September

**Administration:** Expect the Annual Advisory Council Renewals to arrive via email. Schedule the Annual Advisory Council

### **Programs:**

- Hold degrees to culminate Membership Drive
- Confirm Plans for Chapter Installation
- Register NY DeMolay LeadCon
- **Other:**

## October

**Administration:** Send in new Officer's Address Report prior to Installation.

### **Programs:**

- Frank S. Land Day (November)
- Hold Chapter Installation
- Hold a "Names Night"
- Plan to attend Division/State Activities (November)
- **Other:**

## November

**Administration:** Advisory Council Registration Forms are due by November 1<sup>st</sup>.

### **Programs:**

- Day of Comfort (Nov-Dec)
  - Participate in Division/State Activities
  - Continue Membership Drive (Open House)
  - Attend NY DeMolay LeadCon
  - Register for Winterfest
- **Other:**  
Provide each council member with a description of the honors and inform them when, in December, you will be selecting them.

## December

### **Topics of discussion:**

- Annual Financial Report preparation (due February 1st)
- Honor Nominations (due March 1)
- New Advisory Council Position Election and Appointment

## **Youth Protection and Management**

The Chairman should be familiar with the Youth Protection and Risk Management policies of DeMolay International and the Jurisdiction.

Each Chapter should have a Youth Protection Kit. The kit includes information on the Youth Protection Policies of DeMolay International and a Youth Protection Video. The Youth Protection Video should be shown to the Chapter members and Advisors at least once a year, and host another youth protection program during the year. If the Chapter does not have a Youth Protection Kit, one must be ordered. Contact the Executive Officer if you need one.

A Risk Management Guide has been provided by New York DeMolay. Each year, an Insurance Update is distributed with the annual premium notice. The Risk Management Guide and Insurance Update list among other things, activities that are not permitted at DeMolay events. The chairman should be careful that the program plan of the Chapter meets the regulations specified in these resources.

If the Chapter is using a facility, which requires a Certificate of Insurance, one can be obtained by contacting the Executive Officer. Please make arrangements for Certificates of Insurance at least one month in advance of the activity.

## **Masonic Liaison**

The Chairman is the liaison between the Chapter and the Masonic community. He should actively promote DeMolay among Masonic organizations. The Chairman should see himself as the “builder” of good relations in the Masonic family.

The Chairman should communicate with the sponsoring body on a regular basis so that they are aware of the DeMolay program and he should seek their assistance where possible. It is helpful if the Chairman is a member or the sponsoring organization, so that he may easily attend meetings when necessary.

The Chairman should also develop good relations with the building association and its members. If conflicts arise concerning the building, it is helpful if the Chairman has a friendly rapport with the building association. Address any concerns promptly and thoroughly. Make sure that the members take good care of the building. “Leave it better than we found it” is the DeMolay motto when it comes to the use of facilities.

Develop a good relationship with your counterpart in the women’s youth organizations and be sure the Chapter Advisor is doing the same. Encourage the Chapter to plan quality Masonic service projects during the year. Even encourage functions between the chapter and the Masonic groups, like a Masonic picnic or softball game.

As Chairman if you are not a member of the sponsoring body should make every effort to visit them.

## Adult Recruitment

Advisor recruitment is an ongoing responsibility of the Chairman and it is a responsibility that he should take seriously and act upon diligently. The State Headquarters recommends modifying the 4x4 Membership Plan. It is suggested that the Chairman become familiar with this program and use it regularly.

Developing an annual plan is the best way to insure a quality Advisory Council for the Chapter. Make a yearly calendar for recruitment. Perhaps designate two or three months of the year as “Advisor Recruitment Months”. Engage the entire council in this effort. There are several sources for potential Advisors:

**Parents, Guardians, and Relatives of Members:** Parents, Guardians and family members are key supporters of their young men’s success. Please make a point to include the families in as much as possible. Share the Parents’ Guide and offer the companion training component so that these potential supporters are made to feel as welcome as their charge. They can form a corps of adult volunteers to assist the Advisory Council and Chapter. Such support could work its way into full involvement on the Advisory Council.

**REMINDER:** The Parents and Guardians of an Active DeMolay are welcome at any even their Active DeMolay is present at.

**Teachers and Sports Coaches:** These are people who work with youth and have a lot of resources that could be beneficial to the Chapter. Keep in regular contact with the teachers and coaches in your community. Make them aware of DeMolay and include them in your activities whenever possible. You may even want to ask them to be a guest speaker at a DeMolay event for initial introduction to the program

**Service Club Members:** These are normally individuals who like to become involved in the community. As Chairman, you may want to join other service clubs in your community like Rotary and Lions Clubs to promote the activities of the Chapter and encourage adult participation.

**Masons, Eastern Star and Amaranth Members:** Keep DeMolay before Masonry whenever possible. Talk about DeMolay activities and remind the Masons of the important job that is being done to mold the character of these young men.

## Support and Empower Your Advisors

Since 1919, DeMolay has relied on adult volunteers to mentor and assist our youth. We want to make sure that we are building a supportive and nurturing environment for the adult volunteers that empower them. Creating this culture is the responsibility of every advisor. They will look to you to ensure that happens. Below are some key strategies that we can recommend.

**1. Create an onboarding and orientation experience:** You can have a local orientation, or rely on a regional or jurisdictional orientation experience. Remember, what you think may be common knowledge to a long serving advisor is new knowledge to a new advisor.

**2. Get to Know Them As a Person:** Take the time to get to know each advisor, know their families, their passions, what their hobbies are. Remember their birthdays and anniversaries. Often times the friendships youth feel in DeMolay adults also feel in DeMolay.

**3. Be a PIOP:** You want to be a Positive Influence on People. Studies have shown that word choice and attitude have significant impacts on people's happiness levels. Always look for the positive and the bright side of things. Sometimes some advisors like to lament about a problem that happened in the past. The past is the past and we need to focus on the future. The advisors will look to you for these important signals.

**4. Value their time:** No matter who you are, what you do, what your income level is, we all only have 24 hours in their day. Starting meetings on time, communicating about activities, and ensuring broad participation will ensure that people's time is respected and valued.

**5. Value and Appreciate Their Skills:** Each person has different skills they bring to the table, you will want to make sure that you are using each person's skills to the best of their ability.

**6. Empower them to Do What They are Passionate About:** We had an advisor who was really excited about social media, but his advisory council did not want to do social media so they kept him as an assistant chapter advisor. Channeling the advisor's passion to work on communications, or reaching out to the state to see if there was a way to use that person's passion would keep that volunteer more engaged.

**7. Appreciate your Advisors:** Every person wants to feel appreciated and recognized for their contributions. This can range from acknowledging contributions during advisory council meetings, at chapter meetings, on social media and other places. Reach out to the Executive Officer and share some of the successes so the advisors can be recognized.

## **General Awareness and Knowledge**

As the adult leader of the DeMolay program in your community, it is vital that you be knowledgeable about all aspects of the program. Make sure you have a copy of all resources available like the Leaders Resource Guide, and all the other resources mentioned in this and other handbooks. Read the Hi "Dad" book so that you are aware of the history of the organization.

It would be very helpful if you were to complete the Leadership Correspondence Course which will require you to use all of the essential resources. This course is available through the New York DeMolay website.

Keep in contact with the Executive Officer and read all correspondence sent to you from the Jurisdiction and DeMolay International so that you keep abreast of changes and new programs. Pass this information along to all Advisors and Chapter leaders since they may not have received the same information.

1. Assemble a Team - The Chairman must assemble a team of Advisors to guide and develop the DeMolay program in the community. The Chairman must lay down a basic organization for the operation of the Advisory Council. After the Chapter Advisor is elected, he must see that the other Advisory Council members are given specific responsibilities as Advisors. He should see that Advisors who will not do their job properly are re-assigned or replaced. As a resource and direct link to the State Administration, a Chairman works closely with an Area Governor to complete his duties.
2. Plan and Lead Advisory Council Meetings – The Chairman must schedule regular Advisory Council meetings (monthly) and preside over these sessions in a businesslike manner. Business would include reports on Chapter progress and scheduling Advisors, transportation for upcoming events, Risk Management and Youth Protection Issues.
3. Advisory Council Registration - He must hold an Annual Advisory Council Meeting in the month of September or October. The purpose of this meeting is to register all Advisors for the upcoming year, review the Youth Protection and Risk Management programs, and review the supplemental agenda provided by the Executive Officer.
4. Reporting and Chapter Administration - The Chairman should insure that all reports to DeMolay International or the Jurisdiction are forwarded promptly and timely. He should see that a Scribe is appointed to handle the day to day administration of the Chapter. This includes designating an Advisor to periodically monitor his progress.
5. Youth Protection and Risk Management - The Chairman should insure that the Chapter closely follows the Youth Protection and Risk Management policies of DeMolay International and the Jurisdiction. Among other things, he must see that the Youth Protection Video is shown to the membership at large at least twice a year and to the Advisory Council at least once a year. All activities in the program plan are approved activities under the specifications of the latest insurance update.
6. Masonic Liaison - The Chairman should communicate with the sponsoring body on a monthly basis so that they are aware of the DeMolay program and he should seek their assistance where possible. He should actively promote DeMolay among Masonic organizations. The Chairman should see himself as the “builder” of good relations in the Masonic family.
7. Adult Recruitment - The Chairman should conduct on-going recruitment programs to build and supplement the Advisory Council. The 4x4 Membership Plan can be modified for this purpose.
8. General Awareness and Knowledge - The Chairman should be thoroughly familiar with the DeMolay programs and resources including the awards and honors system, the Ritual, The Leader's Resource Guide, and other guides and handbooks provided by DeMolay International and the Jurisdiction Office. He should be knowledgeable of the Rules and Regulations of DeMolay International and the policies of the Jurisdiction (Standard Operating Procedures & By-Laws and Constitution).

## **Succession Management**

Change is the one constant in DeMolay. As Chairman you need to be attuned to the changing needs of the advisory council, and making sure that you are keeping an eye to the future needs of the advisory council. This includes thinking about successors for the various roles on the advisory council, including your own. Involving and cross training advisors to take on duties and responsibilities will help to ensure a smooth transition when that may become appropriate.