

Duties of
District Deputy Grand High Priest of the Grand Chapter

- Being the personal representative of the Most Excellent High Priest
- Being familiar with The Law of Royal Arch Masonry of the Most Excellent Grand Royal Arch Chapter of SC. **(If you do not understand something or you are unable to answer a question, do not give an answer which may be wrong, just say I don't know but I will get an answer and contact the Most Excellent Grand High Priest for clarification).**
- Visiting all Chapters in your District. You are expected to conduct an official visit of every Chapter in your District. Notify the High Priest and/or the Secretary of the planned date of your Official visit and what books and records you will need to examine. **(This visit should be on a date other than the planned visit by the Grand Heads).**
- Examine the books and records of each Chapter in your District. You should check each of the following items of the Chapter to assure that the records are being kept up to date and that the required controls are in place:
 - Minute Book
 - Membership ledger
 - Cash Books of the Secretary
 - Vouchers and Receipts of Secretary and Treasurer
 - Bank Account: **(make sure it is not in the name of an individual and that only the Treasurer or the Treasurer and the High Priest are authorized to draw on it)**
 - Examine the last annual audit report and discuss any discrepancies
 - Review the sign in register, note the number of members in attendance for meetings **(if number is below constitutional number of**

- nine (9) then review minutes to make sure no votes were taken on candidates, spending funds not required to maintain space rental, that no changes were approved to By – Laws and that elections and installations were not held)
- Assure that the IRS 990 form has been filed and a copy was sent to the Grand Secretary
 - Make sure the High Priest has a current copy of his Chapter By Laws and a copy of The Law of Royal Arch Masonry of the Most Excellent Grand Royal Arch Chapter of SC
 - Determine the condition of the Chapter in all respects
 - Resolve issues and conflicts which may arise within your District in a harmonious and brotherly manner
 - Give instructions in matters pertaining to The Law of Royal Arch Masonry of the Most Excellent Grand Royal Arch Chapter of SC
 - Work with District Deputy from the Council and the District Representative from the Commandery in your District to appoint recruiting representatives and to work with you to conduct:
 - Recruiting programs at Lodges in your York Rite District
 - District Instructional Programs or District study groups or establish District degree teams
 - Report in writing the condition of each Chapter in your District to the Most Excellent Grand High Priest and send a copy to the Grand Secretary. Reports may be by email or by letter and are due to Most Excellent Grand High Priest by May 1st; August 1st; November 1st; February 1st
 - To perform services and execute duties as you may be instructed to do by the Most Excellent Grand High Priest and/or the Grand Chapter