

SECRETARY GENERAL'S AWARD

For Secretary of the Year

Criteria for Selection

The Secretary of the year should be someone who is a proven administrator, and a College Public Relation Representative. He adds continuity to the Officers line, while discharging his duties with efficiency and fidelity. A consideration is his ability to assist the officers, more especially the Governor, during their term of office. The Secretary should never be overbearing, but offer advice and counsel when requested, to enhance the College and the York Rite Sovereign College in particular. The promotion of the College, its precepts, aims and purposes, should be in the forefront of this recommended Secretary.

Characteristics to be considered

1. The individual must be one who leaves an indelible mark on the College.
2. A person who is friendly, straight talking and competent in administration.
3. Tireless and devoted to the college, and the York Rite in general.
4. He epitomizes efficiency and accuracy in recording all transactions of the college.
5. That the Secretary prepares and distributes notices of meetings and complies with Sections 109 & 110 of the "Constitution and By-laws of the Sovereign College".

Eligibility Requirements

1. The Secretary must have served for at least three (3) years prior to the recommendation.
2. The Annual Report, per capita tax and other supporting reports must have been submitted on time, legible and accurate.
3. The elected or appointed Officers of the York Rite Sovereign College, including Past Governors General, will not be eligible.
4. The Above 'Criteria for Selection' must be adhered to.
5. The dais officers of the College (Governor, Deputy Governor and Chancellor) must complete the Recommendation Application Form and return it to the Secretary General of the York Rite Sovereign College for review and selection. All application forms are due in the Detroit office no later than July 1 of each year.

Selection Process

1. This Award is to be presented annually.
2. The Secretary General shall provide a Recommendation Application Form.
3. The Secretary General shall make the selection by using the Recommendation Application Form and reviewing the administrative material of the Secretary during the year.
4. The Secretary of the Year shall be the Companion Knight who best exemplifies the qualifications in the "Criteria for Selection and Eligibility Requirements" sections of this declaration.

THE SECRETARY GENERAL'S AWARD

For the Secretary of the Year

Please complete the Recommendation Application form, and return it to the Secretary General by no later than the first of July.

Recommendation Application Form

1. Name _____ College Name/Number _____
 2. How long has he been a College Secretary? _____
 3. How many meetings did the College hold? Stated _____ Special _____
 5. How many meetings did the Secretary attend? Stated _____ Special _____
 6. Has he ever served as Governor? _____ When _____
 7. Is he an Associate Regent? _____
 8. Name special awards/honours received from the College _____

 9. Does he assist in the portrayal of ritual? _____ Which Parts _____

 10. Were all Sovereign College Reports submitted on time and with clarity to the Secretary General? _____
 11. Does he attend the General Assembly? _____
 12. Does he attempt to promote membership in the College? Explain _____

 13. Is he or has he served on a Sovereign College Committee? _____
 14. Is he a team leader? _____ Explain _____

 15. Has he served the Sovereign College as: Grand Governor _____ Deputy Grand Governor _____ Appointed Officer _____
 16. How often does he attend: Craft Lodge _____ Royal Arch Chapter _____
Cryptic Council _____ Knights Templar Commandery/Preceptory _____
 17. Other distinguishing facts related to College? _____

- Recommended by: _____ Governor
_____ Deputy Governor
_____ Chancellor