

GRAND CHAPTER ROYAL ARCH MASONS  
STATE OF INDIANA  
SECRETARY OF THE YEAR NOMINATION FORM –

Nominee's Name: \_\_\_\_\_

Chapter: \_\_\_\_\_ No.: \_\_\_\_\_ Location: \_\_\_\_\_

Number of years a member \_\_\_\_\_ How many years as Secretary \_\_\_\_\_

Attendance record \_\_\_\_\_ 100% \_\_\_\_\_ 75% \_\_\_\_\_ 50% \_\_\_\_\_ 25%

Do minutes reflect a true and accurate account of the convocation? \_\_\_\_\_

Are minutes written in legible fashion? \_\_\_\_\_

Are membership records up to date? \_\_\_\_\_

Is the Mark Book up to date? \_\_\_\_\_

Is the Annual Report in the Minutes Book? \_\_\_\_\_

Is the Audit Report in the Minutes Book? \_\_\_\_\_

Is the Secretary prompt in corresponding with Grand Chapter requirements? \_\_\_\_\_

On dues? \_\_\_\_\_ On Reports? \_\_\_\_\_ 50 year awards? \_\_\_\_\_

Does the Secretary share correspondence with High Priest before meeting? \_\_\_\_\_

Does Secretary assist the officers of the Chapter with his knowledge of the By-Laws of the Chapter and Laws and Edits of the Grand Chapter? \_\_\_\_\_

Does the Secretary report on the following programs to the Chapter? \_\_\_\_\_ R.A.R.A.,  
\_\_\_\_\_ Ritual Awards, \_\_\_\_\_ Life Membership \_\_\_\_\_ Secretary of Year  
\_\_\_\_\_ High Priest of Year \_\_\_\_\_ Table Chapter

Does the Secretary make an Annual Report to the Chapter? \_\_\_\_\_

Does the Secretary schedule an audit of all books of the Chapter annually? \_\_\_\_\_

Does the Secretary maintain a supply of literature for prospective candidates? \_\_\_\_\_

Does the Secretary have petitions available at all times for candidates? \_\_\_\_\_

Does the Secretary take an active part in the ritual work? \_\_\_\_\_ Mark Master

\_\_\_\_\_ Past Master \_\_\_\_\_ Most Excellent Master \_\_\_\_\_ Royal Arch

Did the Secretary attend the annual Sec./Rec. seminar? \_\_\_\_\_ Did he attend the last Annual Grand Convocation? \_\_\_\_\_ Does he participate in other York Rite Bodies? \_\_\_\_\_ Does he attend and work in the Symbolic Lodge? \_\_\_\_\_

List any further information that pertains to the **CHAPTER ONLY** that you feel would help in selecting your nominee as Secretary of the Year. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Committee Chairman \_\_\_\_\_ Date \_\_\_\_\_

Send nomination to Grand Secretary before February 15.