

PAST MASTER COUNCILLOR'S MERITIOUS SERVICE AWARD GUIDELINES



Background

The PMC – MSA was instituted by our Founder, Dad Frank S Land. He recognised the tremendous advantage gained by the Master Councillor in having a pre-planned programme for his term of office.

When such a programme has been planned and distributed to Chapter members in printed form the Master Councillor has gone a long way to achieving the goals he has set.

While the newly elected Master Councillor is the only one qualified to apply for and achieve the Award, he cannot do it alone. The requirements can only be met through the combined efforts of the Chapter. The Master Councillor must provide the leadership to inspire his fellow DeMolays toward a well-rounded programme.

Dad Land wrote the qualifications for the award and designed the jewel which is now proudly worn by those who have accomplished success in their term as Master Councillor. We hope that you will qualify for this coveted award.

These guidelines have been created to help you.

Plan for Success

Planning should commence the day you are elected as Master Councillor-Elect.

All three (3) Councillors should play a key role in programme planning, acting on suggestions from the Chapter members and with the advice and assistance of the Chapter Advisor. Follow these steps for success:

Gather information

- A. Refer to the Checklist for Success on the last page of this document.
- B. Survey Chapter members:
 - What current Chapter programmes are popular?
 - What new activities would Chapter members like to try?
- C. Appoint committees to investigate new activities suggested and to make recommendations to the Councillors.
- D. Check community and school activities.
- E. Make a list of annual and monthly events:
 1. DeMolay Australia
 - a. Activities
 - b. Membership programmes
 - c. Obligatory Days
 - d. Sporting Events
 - e. Conclaves
 - f. Conferences
 - g. Other activities
 2. Nation and community:
 - a. Public holidays
 - b. School holidays
 - c. Other activities
 3. Your Chapter:
 - a. Scheduled practice and regular Chapter meetings
 - b. Advisory Council meetings
 - c. Councillors' meetings
 - d. Membership activities
 - e. Social
 - f. Civic and masonic service
 - g. Athletic
 - h. Entertainment
 - i. Fundraising
 - j. Other activities

Programme planning

- A. Make up a calendar using the information gathered.
- B. Analyse your basic program for:
 - 1. Placement of dates during the month
 - 2. Variety:
 - a. In event type
 - b. In age appeal
- C. Correct any shortcomings:
 - 1. Be sure of a balanced programme.
 - 2. Verify that you have all of the activities needed to qualify for the PMC – MSA.
- D. Ensure that your programme maintains or increases a high level of attendance
- E. Make your budget in light of the activities planned.
- F. Estimate the number of new members you will initiate during your term – the minimum target is 1 (target is to be included in your Term Plan).
- G. **Have your Term Plan approved by your Advisory Council before your Installation**

See the next page for your Checklist for Success.

Good luck!!!

Checklist for Success

Step 1 – Letter of Intent

Within 10 days of your Installation you must send a Letter / Email of Intent to:

Executive Director
DeMolay Australia Ltd
coy-sec@demolay.org.au

The letter / email must include:

1. A statement of your intent to qualify for the Award.
2. An overview and description of your plans for a successful term.
3. A statement that you have memorised your portion of the Ritual before taking office.
4. Your Term Plan as approved by your Advisory Council.
5. Any additional information you think is important to include.
6. Your full contact information (postal address, email address, telephone number / s).
7. The letter must be signed by you and your Chapter Advisor.

Step 2 – Term Activities

During your term of office you must meet all of these requirements. Be sure to refer to this list when completing your Term Plan:

1. Ensure that both the Initiatory and DeMolay Degrees are conferred or exemplified from memory at least once.
2. Initiate at least the number of new members as detailed in your Term Plan.
3. Hold all of the social, civic service, Masonic service, athletic, fundraising and other activities as detailed in your Term Plan.
4. Observe each Obligatory Day falling within your term.
5. Ensure a high level of attendance at each meeting.
6. Ensure that all reports and payments are made promptly to Supreme Council / DeMolay Australia Ltd.
7. In short, you must work and achieve your Term Plan.

Step 3 – Final Letter

Within 10 days of your successor's Installation you must submit a Final Letter to the address above detailing the success of your term of office. The letter must include:

1. A summary of your term detailing how you met each of the requirements in item 2. above.
2. An analysis of your Term Plan explaining the results of each activity held and noting any changes made to that Plan.
3. Any additional information you think is important to include.
4. A statement signed by your Chapter Advisor confirming the details of your letter and your qualification for the Award.
5. In addition to 4. above you must also sign the letter