

JOB DESCRIPTIONS

Ancient & Accepted Scottish Rite

Orient of North Carolina



March 27, 2026
Version changes highlighted
Version 3.0.5

General Introduction

The Job Descriptions in this publication are intended to give those serving an idea of general expectations when appointed or elected to serve. They **are subject to change without notice, and compliance is expected by all at all times. Version changes are highlighted.** The SGIG or Deputy is the custodian of the Job Descriptions. They are never edited more than once per day, and the current version is available on our website at ncscottishrite.org.

These Job Descriptions may be used as a “Valley Guide” but are not required unless the Personal Representative recommends them and the SGIG approves them.

The approved bylaws govern the NCSRMF Board of Directors.

ALL TEAMS WILL ORGANIZE BY REGIONS EAST, CENTRAL, AND WEST AS BEST DEFINED BY SITUATION, THE CHAIR, AND THE SGIG. ALL POSITIONS ARE VOLUNTEER UNLESS OTHERWISE STATED IN THESE JOB DESCRIPTIONS OR AS THE SGIG MAY PRESCRIBE.

Orient or Valley Leadership positions are volunteers who freely agree to the supervision and direction of the SGIG or Deputy, as well as to these Job Descriptions and any directives from appropriate Orient Leaders authorized by the SGIG or Deputy.

All who accept a Valley or Orient position are expected to have a general understanding of the structure of the Scottish Rite, the Statutes of the Supreme Council, the Bylaws governing Valleys, Wilkerson College, and the Orient, and the roles of the Sovereign Grand Inspector General or Deputy, Personal Representative, and Valley Secretary. Regular written and verbal updates may be required as determined by the SGIG or Deputy. It's better to ask permission than forgiveness.

The SGIG or Deputy may appoint co-chairs or assistants as he deems appropriate.

All who accept a Valley or Orient position are expected to attend reasonably, lead if asked, participate in state and national leadership training for their respective positions, complete COI and NDA documents when required by SGIG, and notify the SGIG why they are unable to engage as expected or directed.

The Job Description for the Sovereign Grand Inspector General or Deputy is found in the current edition of the Statutes of the Supreme Council Articles I-X, the Bylaws of Wilkerson College, the Policies and Procedures of the North Carolina Scottish Rite Masonic Foundation, and the Bylaws of the North Carolina Scottish Rite Masonic Foundation. It includes duties and responsibilities as well as procedures concerning membership in Articles XV-XIX of the Statutes

There are variations of practice in the Valleys specified by their bylaws, but at no time do the Bylaws supersede the authority of the SGIG or Deputy granted by the Statutes of the Supreme Council.

Personal Representatives of the Sovereign Grand Inspector General or Deputy

Introduction

Serving as the Personal Representative of a Scottish Rite Valley or an Orient is a position of distinction, honor, and great responsibility to the Valley and the Orient. The Sovereign Grand Inspector General or Deputy is responsible for appointing the Personal Representative of the Valley or Orient following the Statutes of the Supreme Council. He serves at the will and pleasure of the SGIG or Deputy. The term of office for any Valley Personal Representative in North Carolina is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and mutual consent.

Only members of the Court of Honor of the Scottish Rite in North Carolina may be appointed as Personal Representatives.

There is no compensation for the Personal Representatives. A Valley may include vouchered expenses in its annual budget. The Personal Representative is a servant leader for all four Bodies of each Scottish Rite Valley. Unless otherwise determined by the SGIG, Deputy, or Statutes of the Supreme Council, his role is to provide wise counsel, aid, support, and strength to the beautiful work the Valley and Orient aims to accomplish.

He is the chief executive officer of the Valley. He is responsible for ensuring the provisions of the Statutes of the Supreme Council, the Organizational structure, and the work of the Valley and Orient are current, consistent, and correct with the long and short-range plans of both the Valley and the Orient. in regular consultation with and under the direction of the SGIG or Deputy.

Acceptance of the position of Personal Representative should only be received by those whose full intentions are to promote the success of the Valley and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World.

General Duties

1. Personal Representatives are to carry out all duties described in the Statutes of the Supreme Council, the Valley Bylaws, and any other matters under the direction of the Sovereign Grand Inspector General or Deputy when communicated by him or his Personal Representative, without exception.
2. The Personal Representative serves as the SGIG or Deputy of the Supreme Council's eyes and ears to ensure that peace and harmony may be promoted and brotherly love prevails.
3. The Personal Representative ensures the customs, usages, and laws of the Supreme Council are appropriately observed in each Valley as the SGIG or Deputy of the Supreme Council directs.
4. The Personal Representative attends and/or presides over all meetings of the Advisory Conference, Reunions, Obligatory Days, Orient-wide leadership Summits, Summer Orient Advisory Conferences, Orient Regional Educational Opportunities, Training Events, and the Biennial Session of the Supreme Council. When it comes to budget preparation, Operational Costs are priority.
5. Personal Representatives are to preside over all meetings of the Advisory Conference and may delegate this responsibility to the Secretary or one of the presiding officers of the bodies for the current year in his absence.

6. To maintain the Three Deep Leadership Roll and appoint/recommend men whenever vacancies occur as directed and after consulting with the SGIG.
7. To promote harmonious relationships within every part of the Masonic family in North Carolina.
8. To serve when appointed as a member of the Board of Directors of the NC Scottish Rite Masonic Foundation.
9. To promote all Valley and Orient Initiatives, Wilkerson College, and NCSRMF programs.

Valley Secretary

Introduction

The appointment of the Valley Secretary is the responsibility of the Sovereign Grand Inspector General or Deputy. The Secretary serves at the will and pleasure of the SGIG or Deputy. The term of office for any Valley Secretary in North Carolina is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by him and mutual consent.

Any member of the Scottish Rite in North Carolina may be appointed Valley Secretary; however, the SGIG will consider time served in the Scottish Rite, communication skills, technology skills, teamwork skills, work-remotely skills, initiative, and compassion qualities through a process of interviews at his will and pleasure.

The Advisory Conference establishes the Secretary's compensation, which is subject to approval by the SGIG or Deputy. Compensation may include salary, vouchered expenses, or other benefits as determined by the Advisory Conference and approved by the SGIG or Deputy.

Serving as the Secretary of a Scottish Rite Valley is a position of distinction and honor as well as one of great responsibility to the Valley and to the Orient. The Valley's success, or lack thereof, can often be measured by the effectiveness of its Secretary. The work of the Orient is also related to the efficacy of duties fulfilled by the Valley Secretary reflected in official reports and meeting minutes duly filed.

The Valley Secretary serves all four Bodies of each Scottish Rite Valley unless otherwise determined by the SGIG, Deputy, or Statutes of the Supreme Council. He is the chief administrative officer of the Valley and is responsible for the day-to-day management of its business affairs in consultation with the Personal Representative and the SGIG or Deputy.

Acceptance of the position of Valley Secretary should only be received by those whose full intentions are to promote the success of the Valley and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World.

General Duties

1. Valley Secretaries are to carry out all duties described in the Statutes of the Supreme Council and under the direction of the Sovereign Grand Inspector General or Deputy when communicated by him or his Personal Representative, without exception.
2. Valley Secretaries assist the Personal Representative in carrying out his duties and are considered the principal support person.
3. Valley Secretaries assist the Personal Representative in organizing the Advisory Conference, which oversees long—and short-range planning, financial matters, dues structure, Valley officers, and other necessary functions.

4. Valley Secretaries are the custodians of the bylaws of all bodies of the Scottish Rite in their respective Valleys.
5. Valley Secretaries must maintain current, correct, and consistent information regarding Scottish Rite Clubs associated with their Valley under the SGIG's or Deputy's direction.
6. Additionally, Valley Secretaries have general oversight regarding all administrative matters of the Valley to which they are appointed.
7. Valley Secretaries are expected to be present in meetings or provide for their absence whenever necessary so records may be consistently maintained and business properly conducted.
8. Valley Secretaries represent the Scottish Rite in whatever Masonic Organization they may be present in, such as Subordinate Lodges, York Rite, Order of the Eastern Star, DeMolay, Rainbow, or Shrine.
9. Valley Secretaries are responsible for working with the Personal Representatives and SGIG or Deputy to conduct the Valley and Orient business.
10. Valley Secretaries are aware of and are to make known the needs and concerns of valley members, addressing and observing such needs and concerns appropriately.
11. Valley Secretaries are to cheerfully address requests and concerns of a member's family whenever practically possible.
12. Valley Secretaries are to supervise and direct all other employees or contracted individuals paid by the Valley. This supervision includes payroll, withholding, benefits, and tax filings.
13. Valley Secretaries are to maintain clean and proper décor for office spaces that attract visitors and members wherever such offices exist.
14. Valley Secretaries are to attend all meetings of the Advisory Conference, Reunions, Obligatory Days, Orient Wide Leadership Summits, Summer Orient Advisory Conferences, Orient Regional Educational Opportunities, Training Events, and the Biennial Session of the Supreme Council.
15. Valley Secretaries are to promote the Strategic Plan of the Valley and Orient.
16. At every Stated Communication, the Valley Secretaries are to coordinate with Orient and Valley Leadership the promotion of matters related to the Strategic Plan for the Orient, including but not limited to:
 - a. Membership: Retention, Restoration, Recruitment, Care
 - b. Americanism: JROTC, ROTC, Veterans, History
 - c. RiteCare: All Programs for Speech, Hearing, Learning Disabilities, Project 100
 - d. Development: Fundraising and Perpetual Gifts, Wills and Estates
 - e. Strategic Communications Orient Wide Newsletter, Social Media, nscottishrite.org
 - f. Degree Work: Education and Recruitment of Degree cast
 - g. Orient Programs: Grand Master/SGIG Train Trip, SOAR, OREO, Red, White, Blue Banquet
 - h. Supreme Council Programs such as Free Will, VMAP, MCOC and others.
 - i. Masonic Youth Programs
17. With the assistance of the Personal Representative, Treasurer, Venerable Master, and others of your choosing, present a working budget for each fiscal year to the Advisory Conference and the Bodies. Your budget is to be presented to the SGIG for approval. The budget is to be made available to each member of the Valley on request, and monthly financial reports are to be distributed and made available to each member at the stated meetings of the Valley. Operational costs are priority.
18. Valley Secretaries ensure the Valley submits timely reports, responses to communications, and requests from the Supreme Council, the SGIG, and any member of the Orient Leadership Team.
19. Valley Secretaries produce and provide a copy of the completed audit, Almoner's Report IRS Form 990 to the SGIG and a copy of both documents to the Office of the Grand Executive Director. (See Secretary's manual, page 45 at paragraph 43).

20. Valley Secretaries are responsible for the Annual Fiduciary Report on or preferably before the deadline set by the Sovereign Grand Inspector General or Deputy.
21. Valley Secretaries are responsible for timely payment of the per capita to the Supreme Council and the North Carolina Scottish Rite Foundation for the Assessment.
22. Valley Secretaries are responsible for proper entry of members suspended for non-payment of dues, placed on Form 80, expelled or who have died, and all who are initiated, affiliated, or restored according to directions of the Grand Executive Director, SGIG, Statutes, or Sovereign Grand Commander.
23. Following best Masonic practices, no member of a Valley in North Carolina is to be dropped for non-payment of dues until verification of personal contact has been established. Journal description entry shall include the following contact information: Address, phone number, email address, and the member who attempted. No suspensions will be approved unless otherwise provided for in the Statutes of the Supreme Council. These contacts shall consist of a telephone call or personal visit and should be completed by December 31 of each calendar year.
24. The timely and prompt submission of reports, responses to communications, and requests from the Supreme Council or the Sovereign Grand Inspector General is expected.
25. Obtain and be familiar with the current Bylaws of the Valley, Statutes of the Supreme Council, books of faith, and the current Secretary's Manual from the Supreme Council. These documents are essential for keeping the Valley in compliance with the reporting requirements, deadlines, and best practices mandated by the Supreme Council.
26. As directed by the Sovereign Grand Inspector General or his Orient or Personal Representative, enthusiastically promote and implement those programs and activities adopted for the Orient in your Valley. Be a team player with all Orient Officers.
27. Active support, publicity, and encouragement of the membership's awareness of the activities of the North Carolina Scottish Rite Foundation is expected.
28. Collect all fees and assessments transmitting same to Supreme Council as provided by the Statutes (Art. XI Sec. 5 & 6) or other directive from the office of the Grand Executive Director
29. Provide for the appropriate observance of all Observances and Feasts in your Valley as provided by the Statutes, including.

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| Feast of Tishri | Article XV, Sec. 10 | Lodge of Perfection |
| Maundy Thursday | Article XV, Sec. 10 | Rose Croix |
| Easter Sunday | Article XV, Sec. 10 | Rose Croix |
| Kadosh (Jan. 13) | Article XV, Sec. 10 | Kadosh |
| Consistory (May 31) | Article XV, Sec. 10 | Consistory |
30. See to the safekeeping and maintenance of the physical assets and property of your Valley. Maintain a current inventory of the same, including copies of the Ritualistic Degrees.
31. As required by Article XVII, Sec. 29 of the Statutes, submit an audited report of the status of your life membership plan to the Sovereign Grand Commander prior to April 15th of each year. Provide a copy of the same to the Sovereign Grand Inspector General concurrent with the filing to the Sovereign Grand Commander.
32. As requested by Article XVII, Sec. 37 of the Statutes, report to the Sovereign Grand Inspector General all rejection of any petitions for degrees or applications for affiliations. Report all expulsions or suspensions to the SGIG and to the Grand Executive Director. The report of all suspended members NPD to the SGIG shall include the date on which said members were contacted prior to suspension, including the information required in item 23 above.

33. In the unlikely event of a trial of a member of your Valley, fulfill all duties of the Secretary thereunto appertaining and as provided in the Statutes.

Valley Treasurer or NCSRMF Secretary-Treasurer

Introduction

The appointment of the Valley Treasurer or NCSRMF Secretary-Treasurer is the responsibility of the Sovereign Grand Inspector General or Deputy, following the Statutes of the Supreme Council and existing bylaws. The Valley or NCSRMF Treasurer serves at the will and pleasure of the SGIG or Deputy. The term of office for any Valley Treasurer in North Carolina is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by him and mutual consent.

Any member of the Scottish Rite in North Carolina may be appointed Valley or NCSRMF Treasurer; however, the SGIG will consider time and performance based on personal assessment and observation in the Scottish Rite, financial capability, communication skills, technology skills, teamwork skills, initiative, and other qualities through a process of consultation with the appropriate resource individuals or groups.

The valley Treasurer is not compensated. However, voucher expenses may be paid if they are in the budget.

Serving as the Treasurer of a Scottish Rite Valley or the NCSRMF is a position of distinction and honor as well as one of great responsibility to the Valley and the Orient. It is one of trust, accuracy, tact, and regularity.

The Treasurer is a servant leader for each of the Scottish Rite Valley's four bodies in accordance with its bylaws. Unless otherwise determined by the SGIG, Deputy, or Statutes of the Supreme Council, his role is to provide fiscal responsibility and accountability for the Valley in coordination with the Valley Secretary and Advisory Conference.

Acceptance of the position of Treasurer should only be received by those whose full intentions are to promote the success of the Valley and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World.

General Duties

1. Receive, pay, record all financial matters by standard accounting practices, as directed by the Advisory Conference, NCSRMF, or SGIG, as applicable, and to acknowledge all gifts immediately.
2. To cooperate and coordinate with the Fundraising, Development, Compliance, and Legal Team or others as necessary when using forms provided by the Compliance Generalist.
3. To advise Valley or Orient leadership if there are any outstanding fees for any member or vendor.
4. The NCSRMF Secretary Treasurer will provide Valley Secretaries with all NCSRMF **forms as needed and all investment statement reports within three days of publication by the NCME.**
5. To assist the Personal Representative, Board of Directors, Secretary, Advisory Conference, Chair of the Budget Committee, and SGIG annually in preparation of the Valley or Orient budget.
6. To prepare and submit all financial reports requested or required by the SGIG or Deputy, including but not limited to 990, Secretary of State License, Audit, Fiduciary Report, Budget, monthly Balance Sheets, and any other document that may be required of him on time as directed by the SGIG.
7. To attend training and fundraising events as necessary or required by the Valley or SGIG.
8. To monitor investments and report regularly and on time regarding their status--where they exist.
9. Review bookkeeping functions, payment authorizations, electronic revenue or expense, insurance financial statements, and bank statements, recommending changes when necessary.

10. To serve as a non-voting member of the Advisory Conference or Board of Directors unless otherwise provided for in the bylaws.
11. To be the custodian of financial documents, maintaining concise and accurate records at all times.

Orient/Valley Team Members

General Duties

One of the most important appointments in the Scottish Rite is the appointment of a position to an Orient or Valley team, as mentioned in the Job Descriptions or Strategic Plan.

This position is by SGIG or Deputy appointment only unless the SGIG or Deputy directs the Personal Representative or Valley Secretary to do so or as otherwise directed by the Statutes of the Supreme Council or approved bylaws.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

Interested individuals can notify the SGIG or Deputy of their skill sets by phone, email, or the “Interest Survey” of their interest in serving the Valley or Orient.

Orient Team Members may be assigned to one of the Orient's standing or ad hoc committees. They must be familiar with the Strategic Plan and the Job Descriptions and attend the training events before beginning their service.

There is no compensation for the Orient Valley Team members, as it is voluntary.

Acceptance of any Orient or Valley Team Membership should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in “safe harbor.”

Orient/Valley Team Members must be familiar with the groups to which they are assigned and work with both the Orient and Valleys to which they are assigned by the Chair of their team to ensure the objectives of the strategic plans of the Supreme Council, the Orient, and the Valley.

Membership Team Leader or Member

Introduction

The appointment of the Valley or Orient Membership Team Leader or Member is the responsibility of the Sovereign Grand Inspector General or Deputy for the Orient and the Personal Representative of each Valley. Membership Team Leaders and Members serve at the will and pleasure of the SGIG, or Deputy for the Orient, and the Personal Representative in each Valley.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General, Deputy, or Personal Representative, whichever the case may be, and is subject to renewal by him and mutual consent.

Any member of the Scottish Rite in North Carolina may be appointed to the Membership Team, but priority will be considered for 32° members.

Membership Team members will need to have a passion for membership care, a willingness to communicate genuine brotherly love, a desire to contact members, and a basic understanding of how to search for members whose contact information is not current, correct, or consistent with Valley records, and a good working relationship with the Valley Secretary who will be delegating responsibilities to him following directions received from the SGIG. Priority is given to restoration, retention, and reduction of NPD suspensions.

There is no compensation for the Membership Team Member or Leader as it is voluntary.

Acceptance of the position of a member of the Membership Team should only be received by those whose full intentions are to promote the success of the Valley and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World.

General Duties

1. To serve as an appointed Orient and Valley Membership team member under the direction of a Team Leader for the Orient and the SGIG Advisory Conference. The Orient Team Leader presides at the Orient meetings of the Membership Team. To recruit members and attend membership training events provided by the Supreme Council or Orient of North Carolina.
2. To oversee, ensure, and implement the directives received from the Orient Membership Team and to establish Valley goals and objectives consistent with and not in conflict with the goals of the Supreme Council or Orient for its Valley, including Valley Membership Achievement Project. (VMAP) which may be delegated to another person.
3. To ensure at least three annual "Membership" articles appear in the Orient Wide Newsletter.
4. To represent the Valley as a member of the Orient-Wide Leadership Team for Membership and work regularly with Strategic Communications.
5. Organize and lead the Orient or Valley based on designated appointments. The Orient Membership Team is organized by one per Valley, who regularly assists the Valley Secretary in membership restoration, retention, and reduction of NPD suspensions in the Valley. The Valley may be organized by the counties where its membership is located.
6. To assist the Valleys in submitting the ensuing year budget matters from the Valley Membership Team Leaders by September 15. There is no Orient Membership Budget.

7. To identify and appoint, upon approval by the Personal Representative or SGIG, additional members of the Valley or Orient Membership Team Leaders who will serve to accomplish goals and programs. The Personal Representative or SGIG may appoint said brothers to serve, as it may apply.
8. To make quarterly reports to the Valley or Orient, as applicable.

Director of the Work

Introduction

The appointment of the Director of the Work is one of the most important appointments in the Scottish Rite. The Personal Representative appoints the Director of the Work, who is then approved by the Sovereign Grand Inspector General or Deputy.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General, Deputy, or Personal Representative, whichever the case may be, and is subject to renewal by him and mutual consent.

Only 32° KCCH members or Inspector General Honorary 33° may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

Directors of the Work will need to have a passion for membership involvement in the work, dedication to best practices, commitment to the degree work as outlined in the Statutes of the Supreme Council and under the direction of the Sovereign Grand Inspector General or Deputy, commitment to coordination with Valley, Orient, and Supreme Council leadership toward the instruction of our ritualistic work at every level entrusted to their care.

There is no compensation for the Director of the Work as it is voluntary.

Acceptance of the position of Director of the Work should only be received by those whose full intentions are to promote the success of the Valley and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World.

General Duties

1. To be present, schedule and oversee the degrees and ceremonies consistent with the Valley Charter and coordinate all matters of the reunion or ceremony schedule with other Valley leadership as it may apply.
2. To ensure that all degrees are effectively and adequately observed--consistent and following the current Statutes of the Supreme Council.
3. To promote a "team" approach in all areas of ritualistic activity, as necessary.
4. To coordinate, support, and supervise all obligatory feasts and ceremonies in cooperation and involvement with elected and installed Valley leadership.
5. To appoint Marshals, Class Lecturers, Choir, Supernumeraries, Degree Masters, Wardrobe, Stage, Lighting, Sound, and other staff necessary to conduct the reunions and ceremonies with the approval of the Personal Representative.
6. To provide the schedule for Reunions for two years and update this information prior to November 1 of each year with the Valley, Orient Public Relations Chair, and Sovereign Grand Inspector General or Deputy.
7. To encourage superior memory work and effective reading (when necessary) from those participating in degree work or ceremonies of the Valley.

8. To be a member and attend the SGIG Advisory Conference and Orient Wide Leadership Summit.
9. To assist Orient and Valley Leadership, especially when his Valley hosts an event of Scottish Rite kind.
10. To submit Valley Budget requests from the Director of the Work for the ensuing year by November 1.
There is no Orient Director of the Work Budget.
11. To coordinate and implement with Membership Team Leader inclusion and participation from all members, specifically in degree work.

Americanism Team Leader or Member

Introduction

The appointment of the Valley or Orient Americanism Team Member or Leader is the responsibility of the Sovereign Grand Inspector General or Deputy for the Orient and the Personal Representative of each Valley. Americanism Team Leader or Members serve at the will and pleasure of the SGIG, Deputy for the Orient, and the Personal Representative in each Valley.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General, Deputy, or Personal Representative, whichever the case may be, and is subject to renewal by the SGIG or Personal Representative as applicable and by mutual consent.

All Scottish Rite members in North Carolina may be appointed to the Valley or Orient Americanism Team.

Americanism Team members will need to have a passion for patriotism, love and loyalty for the United States of America, a genuine desire to expose our members and the public to the promotion of our mutually shared values, practical written and verbal communication skills, cooperative spirit, and capability of sharing information that is current, correct, and consistent with Valley records, and a good working relationship with the Valley Secretary who may delegate responsibilities to him following directions received from the SGIG.

There is no compensation for the Americanism Team Member or Leader as it is voluntary.

Acceptance of the position of a member of the Americanism Team should only be received by those whose full intentions are to promote the success of the Valley and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World.

General Duties

1. To serve as an appointed Orient or Valley Americanism team member under the direction of a Team Leader for the Orient and the SGIG Advisory Conference. The Orient Team Leader presides at the Orient meetings of the Americanism Team and is responsible for all written and verbal communication.
2. To recruit members and attend Americanism training events provided by the Supreme Council or Orient of North Carolina.
3. To ensure at least three annual "Americanism" articles appear in the Orient Wide Newsletter.
4. To oversee, ensure, and implement the directives received from the Orient Americanism Team and to establish Valley goals and objectives that are consistent with and not in conflict with the goals of the Supreme Council or Orient for its Valley, including JROTC, ROTC, Historical Observances, Veteran Recognition, First Responder Recognition, or other matters which may be delegated to another person.
5. To represent the Valley as a member of the Orient-Wide Leadership Team for Americanism and work regularly with Strategic Communications.
6. To organize and lead the Orient or Valley based on designated appointments. The Orient Americanism Team is organized by one per Valley. The Valley may be organized by the counties where its membership is located.
7. To submit ensuing year budget matters from Valley Americanism Team Leaders are to submit all ensuing year budget matters by September 15. There is no Orient Americanism Budget.

8. To identify and appoint, upon approval by the Personal Representative or SGIG, additional members of the Valley or Orient Americanism Team Leaders who will serve to accomplish goals and programs. The Personal Representative or SGIG may appoint said brothers to serve, as it may apply.
9. To make quarterly reports to the Valley or Orient, as applicable.

RiteCare Team Leader or Member

Introduction

The appointment of the Valley or Orient RiteCare Team Member or Leader is the responsibility of the Sovereign Grand Inspector General or Deputy for the Orient and the Personal Representative of each Valley. RiteCare Team Leaders are members serving at the will and pleasure of the SGIG, or Deputy for the Orient, and the Personal Representative in each Valley.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General, Deputy, or Personal Representative, whichever the case may be, and is subject to renewal by him and mutual consent.

Any member of the Scottish Rite in North Carolina may be appointed to the Valley or Orient RiteCare Team.

RiteCare is the primary charitable work of the Orient of North Carolina.

The Orient Chair oversees all RiteCare matters delegated to him by the Sovereign Grand Inspector General or Deputy. He organizes the Advocates and Valley Liaisons to accomplish the objectives of the Orient and the North Carolina Scottish Rite Masonic Foundation. He knows all fundraising activities for RiteCare and coordinates visits to sites or programs supported by the Orient of North Carolina in compliance with standards of performance expected to foster an environment of “safe harbor” for the NCSRMF, Orient of North Carolina, his Valley, and the Supreme Council. He serves as the primary RiteCare Advisor to the Sovereign Grand Inspector General or Deputy.

All RiteCare team members must be passionate about helping children with speech, hearing, and learning disabilities. They must be strong advocates for charitable giving and connect members with the objectives of our charitable work and demonstrate no bias or potential conflict of interest with any program or entity. Valley RiteCare Representatives will coordinate with their respective Valleys the dissemination of information relative to the RiteCare programs we support in North Carolina. A good working relationship with the Valley Secretary who may delegate responsibilities to him following directions received from the SGIG is essential.

There is no compensation for the RiteCare Team Member or Leader as it is voluntary.

Acceptance of the position of a member of the RiteCare Team should only be received by those whose full intentions are to promote the success of the Valley and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World.

General Duties

1. Orient Chair
 - a. To oversee all logistic communications and organizational matters from Team Members and RiteCare Programs wherever they exist in North Carolina, in consultation with the SGIG, and work regularly with Strategic Communications and in full compliance with polices approved by NCSRMF, the SGIG, and the Supreme Council, with at least quarterly updates.

- b. To provide quarterly updates to each Liaison to communicate to the Orient membership all fundraising activities and events centered around our RiteCare Charity.
- c. To keep current, consistent, and correct monitoring of all activities related to RiteCare programs for distribution to our membership, programs supported by the NCSRMF, or Valleys.
- d. To complete and successfully achieve all directives communicated by the SGIG of North Carolina for the benefit of the Orient involving all NC RiteCare activities.
- e. To connect all nine valleys, in our three regions, through proper communication from the University Program Advocates, through quarterly updates to each Liaison, will communicate to the Orient membership about all fundraising, activities, and events centered around our RiteCare Charity.
- f. To provide current, consistent, and correct communication with each Valley NC RiteCare representative to keep the Personal Representative and Valley Secretary informed of all activities of the Orient concerning RiteCare programs.
- g. To be informed of and schedule all RiteCare site visits with SGIG and the institutional program after prior approval from the institution and SGIG.
- h. To work with the directions of the SGIG and the Compliance Generalist, Attorney Generalist, and Fundraising/Development Generalist to ensure procedures and policies are consistent with HIPAA, IRS, and other regulatory requirements, and communicate these as necessary matters to the Orient and/or Valley.
- i. To ensure at least three annual “RiteCare” articles appear in the Orient Wide Newsletter.

2. NC RiteCare Advocate

- a. To oversee all logistic communications between the RiteCare Chair and the nine Valley Representatives, encouraging designation of a Valley Liaison in every Valley.
- b. To submit quarterly **updates from NCSRMF approved programs to the Chair and SGIG**
- c. To communicate to the Orient Liaisons all fundraising, activities, and events centered around our RiteCare Charity.
- d. To update funding information to their designated development officers and directors. To complete and successfully achieve all directives communicated by the SGIG of North Carolina for the benefit of the Orient involving all NC RiteCare activities overseen by the RiteCare Chair.
- e. To connect with all nine valleys with effective communication with each Valley NC RiteCare Liaison or to represent RiteCare as the regional Advocate as directed by the SGIG or Chair.
- f. To keep the Personal Representative and Valley Secretary informed of all funding information involving the Orient of all distributions to our RiteCare Programs, wherever they may be, and Masonic Youth organizations.

3. NC RiteCare Valley Liaison

- a. Duties include, but are not limited to, all communication of messages and reports from the RiteCare Chair and RiteCare Advocates and SGIG.
- b. To read and communicate all quarterly updates to the Valley of all fundraising, activities, and events centered around our RiteCare Charity.
- c. To update funding information for the Personal Representative, Secretary, and all Valley members.
- d. To cheerfully support all policies and procedures related to North Carolina Scottish Rite and foster harmony throughout the Orient and Valley.

- e. To ensure at least one annual “RiteCare,” or “Masonic Youth Involvement” article appears in the Orient Wide Newsletter.

Orient Strategic Communications Team Leader or Member

Introduction

The Sovereign Grand Inspector General or Deputy for the Orient appoints the Strategic Communication Team Member and Leader.

The Strategic Communication Team Leaders address technology, social media, publications, marketing, web development, YouTube, history, and other matters related to how the Orient of North Carolina and its Valleys present themselves to the public. Ex-officio members include other Orient Chairs, with or without job descriptions.

Members of this team serve at the will and pleasure of the SGIG or Deputy for the Orient and may hold more than one of the positions listed under General Duties to cover all responsibilities. Their term of office is at the will and pleasure of the Sovereign Grand Inspector General, Deputy, or Personal Representative, whichever the case may be, and is subject to renewal by him and mutual consent.

Due to the nature of the skill sets required for this team, once approved by the Sovereign Grand Inspector General or Deputy, he or she may serve at any team level.

Formerly, separate individuals chaired Public Relations, the Orient Newsletter, Social Media, YouTube, History, and Publications. These are now equal parts of the Strategic Communication Team, with the leaders of these and other teams appointed by the Sovereign Grand Inspector General, who will appoint the Strategic Communication Team Leader who will report directly to the the SGIG.

The Orient Strategic Communication Team serves as the model for each Valley in the Orient to ensure the most effective communication possible on a state and local level. Accordingly, what appears here for the Orient may be reciprocated in the Valley if approved by the SGIG.

The Strategic Communication Team Leader and members are not compensated, as their work is voluntary. Expense reimbursement must be pre-approved in writing by the SGIG for Orient matters or by the Personal Representative of the Valley involved, without exception.

Acceptance of the position of a member of the Strategic Communication Team should only be received by those whose basic competency levels and full intentions are to promote the success of the Valley and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World.

General Duties

Chair of the Orient Strategic Communication Team

- Oversee all communication activities for the Orient of North Carolina, ensuring content across platforms (e.g., website, publications, announcements) is current, consistent, and accurate as approved by the Sovereign Grand Inspector General (SGIG).

- Provide weekly updates to the SGIG or Deputy on key communication challenges, opportunities, or discrepancies, incorporating team insights and stakeholder feedback.
- Foster collaboration among the Strategic Communication Team, Orient Leadership, and Valleys to support effective communication strategies that align with the Orient's current and future goals.
- Lead Strategic Communication Team meetings, ensuring productive discussions, and submit monthly reports to the SGIG summarizing progress, decisions, and recommendations.
- To be the custodian and distributor of all logos received and approved by Supreme Council and organizations associated with Ancient and Accepted Scottish Rite in North Carolina.
- **To coordinate with the NCSRME and Compliance Generalist as the SGIG directs.**
- **To search for, identify, and address other communication resources related to marketing and graphic design as the SGIG directs.**
- **To be the custodian and distributor of the media kits and logos and keep a record of those who have received them officially from the Orient or NCSRME**
- **To identify and report known compliance issues to the SGIG and Compliance Generalist in writing.**
- Preferred qualifications: A bachelor's degree in journalism, communications, English, or a related field, or equivalent professional experience in communications or leadership roles.

Website Team Leader (Current)

- The Website Team Leader oversees a team responsible for developing, maintaining, and optimizing the organization's website(s) to align with the Grand Lodge of North Carolina's goals and deliver an exceptional user experience. This role requires strong leadership, technical expertise in web technologies, and strategic planning to ensure the website meets organizational objectives and complies with the Supreme Council, Supported Programs, and Grand Lodge's policies, industry standards, as well as applicable laws (e.g., accessibility and data privacy). The ideal candidate is a proactive manager skilled in fostering effective team collaboration and driving digital innovation."
- The Website Team Leader is responsible for managing a team tasked with developing, maintaining, and optimizing the organization's website(s). This role combines leadership, technical expertise, and strategic planning to ensure the website aligns with business goals, delivers a seamless user experience, and remains competitive in a digital landscape. The ideal candidate is a proactive manager with a solid understanding of web technologies in compliance with social media policies of the Supreme Council and Grand Lodge of North Carolina, and procedures, as well as related laws set by industry standards and team dynamics.
- The Website Team Leader leads, mentors, and supervises a team of web developers, designers, content creators, and other specialists to execute website projects.
- The Website Team Leader oversees the planning, design, development, and deployment of website updates, features, or entirely new sites.
- The Website Team Leader collaborates with stakeholders (e.g., marketing, IT, executives) to define website goals, scope, and timelines.

- The Website Team Leader ensures the website is user-friendly, visually appealing, and optimized for performance, accessibility, and SEO.
- The Website Team Leader manages project timelines, budgets, and resources, ensuring deliverables are met on schedule and within scope.
- The Website Team Leader monitors website analytics (e.g., traffic, bounce rates, conversions) and works with the team to implement data-driven improvements.
- The Website Team Leader coordinates with IT or external vendors to maintain website security, hosting, and technical functionality (e.g., uptime, load speed)
- The Website Team Leader stays current on web trends, tools, and best practices to recommend innovative solutions or upgrades.
- The Website Team Leader resolves team conflicts, delegate tasks effectively, and fosters a collaborative, productive work environment.
- The Website Team Leader ensures compliance with legal standards (e.g., GDPR, ADA accessibility) and brand guidelines.
- The Website Team Leader qualifications
- Proven experience leading a team in a web-related role (e.g., development, design, or content management).
- Strong understanding of web technologies (e.g., HTML, CSS, JavaScript, CMS platforms like WordPress or Drupal).
- Experience with project management tools (e.g., Jira, Trello, Asana) and methodologies (e.g., Agile, Scrum).
- Ability to interpret website analytics using tools like Google Analytics or Hotjar.
- Excellent leadership and communication skills to motivate and guide a diverse team.
- Preferred but not required, a bachelor’s degree in journalism, communications, English, or a related field or acceptable experience with the following skills.
- Hands-on experience with web development or design (not just oversight).
- Familiarity with UX/UI principles or A/B testing.
- Knowledge of digital marketing or e-commerce strategies.
- Leadership and team management
- Strategic planning
- Technical proficiency
- Problem-solving, time, and resource management

Social Media Chair Team Leader (Current)

- The Social Media Manager oversees the Orient of North Carolina’s presence across various social media platforms.

- The Social Media Manager will develop and execute strategies to grow our brand's online presence, engage with audiences, and drive traffic through social media channels in compliance with social media policies of the Grand Lodge of North Carolina and procedures as well as related laws set by industry standards.
- The Social Media Manager is a creative, organized, and data-savvy individual who can craft compelling content, monitor trends, and analyze performance metrics to optimize our social media efforts that are current, consistent, and correct.
- Develop and implement social media campaigns to promote products, services, or brand awareness.
- Monitor and respond to comments, messages, and mentions promptly and professionally to foster community engagement.
- Analyze social media performance using tools like Google Analytics, Hootsuite, or platform-specific insights, and adjust data-based strategies.
- Collaborate with marketing, design, and content teams to ensure consistent branding and messaging.
- Preferred but not required, a bachelor's degree in journalism, communications, English, or a related field or acceptable experience.

Orient Wide Newsletter (OWN) Editor & Team

Introduction

The appointment of the Orient Wide Newsletter or any member of his team is one of the most important appointments in the Scottish Rite. This position is by SGIG or Deputy appointment only.

The Orient Wide Newsletter Team is solely accountable to the Sovereign Grand Inspector General or Deputy unless otherwise instructed by him.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

The Orient Wide Newsletter Team must have a working knowledge of publication matters that ensure the Orient and Foundation's policies and procedures are compliant with state and federal law, medical ethic practices, non-disclosure agreements, avoidance of conflict of interest situations, and marketing practices consistent with the mission and purpose of the North Carolina Scottish Rite Foundation and North Carolina Scottish Rite as a 501 (c) (3) and 501 (c) (10) entities respectively, as the case may apply.

There is no compensation for the Orient Wide Newsletter Chair or Team or members as it is voluntary.

The position of Orient Wide Newsletter Team Chair or members should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in “safe harbor.”

General Duties

- The Newsletter Editor, which differs from a social media manager by focusing on written content curation and email-based communication rather than broad social platform management:
- The Newsletter Editor is responsible for creating, editing, and distributing engaging newsletters that inform, entertain, or connect with subscribers. This role involves crafting compelling copy, curating relevant and properly documented content, and ensuring a consistent tone and style that aligns with the brand’s goals. The ideal candidate is a skilled writer and editor with a keen sense of audience needs and an eye for detail.
- The Newsletter Editor will plan, write, and edit newsletter content, including headlines, articles, and calls-to-action, tailored to the target audience.
- The Newsletter Editor will curate content from internal teams, external sources, or contributors to populate newsletters with timely and relevant material.
- The Newsletter Editor will Collaborate with designers, marketers, and stakeholders to incorporate visuals, branding, and promotional elements.
- The Newsletter Editor will Manage the editorial calendar to ensure consistent publishing schedules (e.g., weekly, bi-weekly, monthly).
- The Newsletter Editor will Proofread and fact-check content to maintain high-quality standards and accuracy in compliance with and not limited to copyright laws and trademarks.
- The Newsletter Editor’s primary focus is on newsletters.
- Preferred but not required, a bachelor’s degree in journalism, communications, English, or a related field or acceptable experience.
- To be available to the SGIG or Deputy and to advise him on any matters that he may question.
- To advise the SGIG and NCSRMF regarding budgetary needs for the Orient Wide Newsletter.
- To initiate or respond to the SGIG or Deputy any matter that may be a conflict of interest, violation of non-disclosure agreements, HIPAA matters, need for correction of policy or procedure, or any other matter of concern related to potential actions or transactions that could create potential problems for the Scottish Rite of North Carolina in any form.
- Coordinate actions with Orient Wide Leadership as directed by the SGIG or Deputy.
- Other duties that may be assigned to him by the Sovereign Grand Inspector General or Deputy

YouTube Channel Team

Introduction

The appointment of the YouTube Channel Team or any member of his team is one of the most important appointments in the Scottish Rite. This position is by SGIG or Deputy appointment only.

The YouTube Team is solely to the Sovereign Grand Inspector General or Deputy unless otherwise instructed by him.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

The YouTube Channel Team must have a working knowledge of technological matters that ensure the Orient and Foundation's policies and procedures are compliant with state and federal law, medical ethic practices, non-disclosure agreements, avoidance of conflict of interest situations, and marketing practices consistent with the mission and purpose of the North Carolina Scottish Rite Foundation and North Carolina Scottish Rite as a 501 (c) (3) and 501 (c) (10) entities respectively, as the case may apply.

There is no compensation for the YouTube Channel Team Chair or members as it is voluntary.

The position of YouTube Channel Team Chair or members should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in "safe harbor."

General Duties

- The YouTube Team Leader's role focuses on managing a team to strategize, produce, and optimize content for a YouTube channel. They blend creative oversight with digital expertise and leadership to ensure that content is current, consistent, and correct.
- The YouTube Team Leader oversees a team responsible for growing and maintaining a successful YouTube channel. This role involves managing content creation, channel strategy, and performance optimization while leading a group of creators, editors, and marketers. The ideal candidate is a visionary leader who profoundly understands YouTube's platform, audience engagement, and video production processes.
- Lead and mentor a team of video editors, scriptwriters, thumbnail designers, and other contributors to produce high-quality YouTube content.
- The YouTube Team Leader develops and executes a content strategy that aligns with the channel's brand, goals, and target audience.
- The YouTube Team Leader oversees the production pipeline, from brainstorming video ideas to filming, editing, and uploading.
- The YouTube Team Leader analyzes channel performance metrics (e.g., views, watch time, subscriber growth, engagement) using YouTube Analytics and adjusts strategies accordingly.
- The YouTube Team Leader collaborates with the team to create eye-catching thumbnails, compelling titles, and optimized video descriptions/tags for maximum visibility.
- The YouTube Team leader also manages upload schedules and ensures consistency in content delivery (e.g., weekly videos, series).
- The YouTube Team Leader coordinates with marketing or sponsorship teams to seamlessly integrate promotions or branded content.
- The YouTube Team Leder stays updated on YouTube algorithm changes, trends, and competitor channels to keep the content competitive, current, consistent, and correct while fostering a creative, collaborative team environment, managing deadlines, and resolving workflow issues. and ensuring compliance with YouTube's Community

Guidelines, copyright policies, and monetization requirements, technologies in compliance with social media policies of the Grand Lodge of North Carolina, and procedures as well as related laws set by industry standards as well as those of the Orient of North Carolina.

- The YouTube Team Leader is expected to be familiar with software tools essential to fulfilling the requirements for this position and use excellent communication and organizational skills to accomplish the goals and objectives of this responsibility.
- Preferred but not required, a bachelor's degree in journalism, communications, English, or a related field or acceptable experience.
- To be available to the SGIG or Deputy and to advise him on any matters that he may question.
- To initiate or respond to the SGIG or Deputy any matter that may be a conflict of interest, violation of non-disclosure agreements, HIPAA matters, need for correction of policy or procedure, or any other matter of concern related to potential actions or transactions that could create potential problems for the Scottish Rite of North Carolina in any form.
- Advise the Orient Wide Leadership on policies and procedures that impact the North Carolina Scottish Rite Foundation, as it relates to charitable undertakings, where necessary.
- Coordinate actions with Orient Wide Leadership as directed by the SGIG or Deputy.
- Other duties that may be assigned to him by the Sovereign Grand Inspector General or Deputy

Compliance Generalist

Introduction

The appointment of the Compliance Generalist or any member of his team is one of the most important appointments in the Scottish Rite. This position is by SGIG or Deputy appointment only.

The Compliance Generalist reports solely to the Sovereign Grand Inspector General or Deputy unless otherwise instructed by him. He may create a team and succession plan if approved by the SGIG,

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

Compliance Generalist must have a working knowledge of matters that ensure the Orient and Foundation's policies and procedures are compliant with state and federal law, medical ethic practices, non-disclosure agreements, avoidance of conflict of interest situations, and marketing practices consistent with the mission and purpose of the North Carolina Scottish Rite Foundation and North Carolina Scottish Rite as a 501 (c) (3) and 501 (c) (10) entities respectively, as the case may apply.

There is no compensation for the Compliance Generalist as it is voluntary.

Acceptance of the position of Compliance Generalist should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in "safe harbor."

General Duties

1. To be available to the SGIG or Deputy and to advise him on any matters that he may question.
2. To initiate or respond to the SGIG or Deputy any matter that may be a conflict of interest, violation of non-disclosure agreements, HIPAA matters, need for correction of policy or procedure, or any other matter of concern related to potential actions or transactions that could create potential problems for the Scottish Rite of North Carolina, **particularly the NCSRME**, in any form.
3. Advise the Orient Wide Leadership on policies and procedures that impact the North Carolina Scottish Rite Foundation, as it relates to charitable undertakings, where necessary **or directed by the SGIG.**
4. Review and revise the Grant Proposal Application for compliance with policies and procedures
- 5. Custodian and distributor of the Policies and Procedures of the North Carolina Scottish Rite Masonic Foundation as well as Non-Disclosure Agreements, Conflict of Interest Forms, Grant Application Forms and all process documents related to the work of the NCSRME.**
- 6. Assist the NCSRME Secretary as the SGIG directs providing an annual review of compliance matters one month prior to the annual meeting of the NCSRME Board of Directors and assist in addressing such issues with the SGIG throughout the year.**
7. Coordinate actions with Orient Wide Leadership as directed by the SGIG or Deputy, specifically with the Fundraising Review and Development Team Leaders and Legal Counsel.
8. Other duties that may be assigned to him by the Sovereign Grand Inspector General or Deputy.

Legal Counsel

Introduction

The appointment of the Legal Counsel or any member of his team is one of the most important appointments in the Scottish Rite. This position is by SGIG or Deputy appointment only.

The Legal Counsel reports solely to the Sovereign Grand Inspector General or Deputy unless otherwise instructed by him. He may create a team and succession plan if approved by the SGIG,

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

The Legal Counsel must have a working knowledge of matters that ensure the Orient and Foundation's policies and procedures are legally compliant with state and federal law, the Code of the Grand Lodge of North Carolina, non-disclosure agreements, conflict of interest situations, and marketing practices consistent with the mission and purpose of the North Carolina Scottish Rite Foundation and North Carolina Scottish Rite as a 501 (c) (3) and 501 (c) (10) entities respectively, as the case may apply. \

There is no compensation for the Legal Counsel as it is voluntary, however if fees are applicable related to the Orient, they may be assessed.

Acceptance of the position of Attorney Generalist should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in "safe harbor."

General Duties

1. To be available to the SGIG or Deputy and to advise him on legal matters that he may question.
2. To initiate and respond to the SGIG or Deputy on any matter that may require legal attention.
3. To advise the Orient Wide Leadership, SGIG, or Deputy regarding any matter that may require legal attention.
4. To confer and consult with other persons or entities as may be required or he may deem appropriate.
5. Other duties that may be assigned to him by the Sovereign Grand Inspector General or Deputy.

History Team Leader

Introduction

The appointment of the History Team Leader or any member of his team is one of the most important appointments in the Scottish Rite. This position is by SGIG or Deputy appointment only.

The History Team Leader reports solely to the Sovereign Grand Inspector General or Deputy unless otherwise instructed by him. He may create a team and succession plan if approved by the SGIG or Deputy.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

The History Team Leader must develop a working knowledge of historical facts about the Valleys and Orient of North Carolina and record it appropriately.

The History Team Leader will create projects that archive the work of both the Valleys and the Orient.

There is no compensation for the History Team Leader as it is voluntary.

Acceptance of the position of the History Team Leader should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in “safe harbor.”

The initial project of the History team will be to write and publish a history of the Scottish Rite in North Carolina with specific chapters reporting each Valley history and a biography on each of the Sovereign Grand Inspector Generals or Deputies who have served North Carolina. It may also include other chapters as recommended by the Chair and approved by the SGIG/Deputy.

Orient Development Team

Introduction

The appointment of the Orient Development Team Chair or any member of his team is one of the most important appointments in the Scottish Rite. This position is by SGIG or Deputy appointment only.

The Chair of the Orient Development Team reports solely to the Sovereign Grand Inspector General or Deputy unless otherwise instructed by him. He may create a team and succession plan if approved by the SGIG.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

The Orient Development Team must have a working knowledge of matters that ensure the Orient and Foundation's policies and procedures are compliant with state and federal law, the Code of the Grand Lodge of North Carolina, non-disclosure agreements, avoidance of conflict of interest situations, and marketing practices consistent with the mission and purpose of the North Carolina Scottish Rite Foundation and North Carolina Scottish Rite as a 501 (c) (3) and 501 (c) (10) entities respectively, as the case may apply. \

There is no compensation for the team members as it is voluntary.

It is highly recommended that these positions are only accepted by those whose full intentions are to support and promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in "safe harbor."

General Duties

1. To be available to the SGIG or Deputy and to advise him on any matters that he may question.
2. To report to the SGIG or Deputy any matter that may aid and assist the Orient in its perpetual charitable work or the establishment of funds that aid and assist the Valleys or Orient in its objectives for perpetual work as allowed by state and federal law.
3. Coordinate actions with Orient Wide Leadership as directed by the SGIG or Deputy, specifically with the Compliance Generalist and Orient Fundraising Team.
4. Other duties that may be assigned to him by the Sovereign Grand Inspector General or Deputy.

Orient Fundraising Review Team

Introduction

The appointment of the Orient Fund-Raising Team or any member of his team is one of the most important appointments in the Scottish Rite. This position is by SGIG or Deputy appointment only.

The Orient Fundraising Team Chair reports solely to the Sovereign Grand Inspector General or Deputy unless otherwise instructed by him.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy, but will usually be the Second Vice President of the North Carolina Scottish Rite Masonic Foundation..

The Orient Fundraising Team Chair must have a working knowledge of matters that ensure the Orient and Foundation's policies and procedures are compliant with state and federal law, the Code of the Grand Lodge of North Carolina, non-disclosure agreements, avoidance of conflict of interest situations, and marketing practices consistent with the mission and purpose of the North Carolina Scottish Rite Foundation and North Carolina Scottish Rite as a 501 (c) (3) and 501 (c) (10) entities respectively, as the case may apply. \

There is no compensation for the Fundraising/Development Generalist as it is voluntary.

Acceptance of the position of Orient Fundraising Team should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in "safe harbor."

General Duties

1. To be available to the SGIG or Deputy and to advise him on any matters that he may question.
2. To report to the SGIG or Deputy to "approve" or "not approve" fundraising application of the Orient and each of the nine Valleys **using the prescribed forms in the care of the Compliance Generalist.**
3. To advise the Orient Wide Leadership on policies and procedures that impact the North Carolina Scottish Rite Foundation, as it relates to charitable or taxable undertakings, wherever necessary.
4. Review and revise Fundraising Application and Guidelines as necessary and be the custodian of those documents with the SGIG.
5. Ensure all final documents are in the custodial care of the SGIG or other appropriate Orient officers.

- 6, Coordinate actions with Orient Wide Leadership as directed by the SGIG or Deputy, specifically with the Compliance Generalist, Development, Orient Fund Raising Liaison and when necessary, Legal Counsel
7. Other duties that may be assigned to him by the Sovereign Grand Inspector General or Deputy.

Orient Disaster Response Team

General Duties

The appointment of the Disaster Relief Chair and Team is one of the most important appointments in the Scottish Rite as it will coordinate the first response of the Orient and Valleys in case of a natural disaster.

This position is by SGIG or Deputy appointment only and may include members of the Project 100 Team.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

The Chair of this team must have a working knowledge of Emergency Management protocols and procedures as well as how to deal with FEMA, the Red Cross, or other organizations that assist in times of response and recovery for natural disasters.

This team is not responsible for fundraising but may advise the SGIG, Orient Fundraising Team, or NC Scottish Rite Foundation of financial needs as it identifies them.

There is no compensation for the Orient Disaster Relief Team, as it is voluntary.

Acceptance of the position of Orient Disaster Relief Team work should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in “safe harbor.”

At the time of these initial Job Descriptions, there is no language in the Orient strategic plan as it relates to disaster preparedness, disaster response, or disaster relief. Thus, the first responsibility of this team will be to shape exactly what this endeavor entails and will look like moving forward.

Project 100

General Duties

Project 100 may have no more than 100 individuals at any one time serving. Each member of this team will be assigned **ONE OR MORE COUNTIES** in the State of North Carolina and will be the Chair for county-wide matters involving Scottish Rite, after the approval of the Personal Representative and/or SGIG or Deputy.

The appointment of the Project 100 team is one of the most important made by SGIG or the Deputy and includes all matters outlined in the Orient Team Member Job Description and Strategic Plan.

It may involve one or more members per county.

Each County member of Project 100 reports directly to **THE SGIG** to create, promote, and sustain a connected relationship in each county with the Scottish Rite in all matters as needed that are part of the Strategic Plan or these Job Descriptions, which include, but are not limited to Membership, RiteCare, Americanism, Disaster Relief, and Masonic Youth or any other matters deemed appropriate by the SGIG/Deputy.

Any newly identified needs or concerns are to be shared with the SGIG or the Deputy of the Orient.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

There is no compensation for members of the Project 100 Team as it is voluntary.

Acceptance of the position of responsibility as a member of Project 100 should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in “safe harbor.”

Project 100 Team Members are the primary contact person for the SGIG, the PR, the Secretary, and the Orient Chairs to give and receive any information related to the Scottish Rite in North Carolina or the Southern Jurisdiction. Their primary focal points are Membership, RiteCare, Masonic Youth, and Disaster Response. Promotion of nscottishrite.org is expected of all team leaders.

Project 100 Team Members are one of the liaisons between the SGIG and the subordinate lodges of North Carolina and are expected to share relevant Scottish Rite information as appropriate in the subordinate lodges of their assigned county.

Masonic Youth Development Team

General Duties

The Masonic Youth Development Team was created in 2002 to explore, discover, plan, and implement strategic approaches to providing support for existing youth organizations in North Carolina connected to the Masonic fraternity. Its first project was to sponsor the Illustrious H. Lloyd Wilkerson 33° DeMolay Chapter at the Masonic Home for Children in Oxford and give a gift to the International Order of Rainbow for Girls in North Carolina in preparation for the Supreme Session in Virginia in 2024. The SGIG increased the NC Assessment for all Scottish Rite members, currently providing \$1 per year per organization per member support, totaling an estimated collection of \$4000.00 if every member pays their dues.

The Chair of this team is selected from Scottish Rite Masons who are actively engaged in the work of DeMolay or Rainbow.

Members of this committee are the adult and youth leaders of both organizations or their appointees. The goal is to meet at least annually no later than May 30.

There will also be three appointees by the SGIG from each of the three reasons and any others he may deem necessary from time to time.

This Team will continue to explore, discover, plan, and implement strategic approaches to provide support for our existing youth organizations in North Carolina. It will advise the Valleys through the regional representatives or Valley appointees of opportunities and needs of our Masonic Youth organizations.

The Team, with the assistance of the SGIG or Deputy, will assist with the annual gift process, serve as the custodian of the Application Form, ensure the proper use of logos, and schedule the presentation of donations from the NC Scottish Rite Foundation.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

The leadership of this Team must have a working knowledge of matters that ensure the Orient and Foundation's policies and procedures are compliant with state and federal law, the Code of the Grand Lodge of North Carolina, non-disclosure agreements, avoidance of conflict of interest situations, and marketing practices consistent with the mission and purpose of the North Carolina Scottish Rite Foundation and North Carolina Scottish Rite as a 501 (c) (3) and 501 (c) (10) entities respectively, as the case may apply.

There is no compensation for serving on this Team, as it is voluntary.

Acceptance of the position on this Team requires the strictest of attention to all safe practices involving minor children, State, Federal, and fraternal fundraising regulations, support and promotion of the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World that ensures our work is always in "safe harbor."

Strategic Plan Review Team

General Duties

The Strategic Plan Review Team shall be comprised of at least one member from the following regions of North Carolina: West, Central and East.

The original Strategic Plan Review Team will receive the original document after November 1, 2025, that has been vetted by the Orient Wide Leadership Team and every Valley over ten months of review.

The SGIG will appoint all members of the Strategic Plan Review Team and the Chair. The Chair will work with the SGIG to name others if deemed necessary.

The SGIG/Deputy is custodian of the Strategic Plan Document.

The purpose of the Strategic Plan Review Team is to make adjustments in the plan as needed, with the approval of the SGIG or Deputy.

Changes in the plan may be initiated by the Orient Team, a Valley, an individual who is or may not be a member of a Valley, or the Orient Leadership Team but all require the approval of the SGIG.

The Strategic Plan Review Team will consider recommendations, as appropriate to recommend to the SGIG for “approval” or “not approval” in the Plan Document.

The SGIG is the primary custodian of the Strategic Plan, and the Chair is the secondary custodian.

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

There is no compensation for members of the Strategic Plan Review Team as it is voluntary.

Acceptance of the position of responsibility as a member of the Strategic Plan Review Team should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in “safe harbor.”

Future Activity not yet established

Publication Team Leader (Future)

- The Publication Team Leader oversees the production and management of published content—in compliance with social media policies of the Grand Lodge of North Carolina and procedures as well as related laws set by industry standards typically for magazines, journals, books, or digital publications—combining editorial leadership, project management, and strategic planning.
- The Publication Team Leader manages a team responsible for the planning, creating, and delivering high-quality published content, whether in print, digital, or both. This role involves coordinating writers, editors, designers, and other contributors to produce cohesive, engaging publications that meet deadlines and align with the organization’s vision. The ideal candidate is an experienced leader with a strong editorial background and a knack for managing complex workflows with the following specific responsibilities.
- Lead and supervise a team of writers, editors, graphic designers, and production staff to produce publications on schedule.
- Develop and implement an editorial strategy, including content themes, tone, and target audience alignment.
- Oversee the end-to-end publication process, from concept and content creation to editing, design, and final distribution.
- Manage the editorial calendar, ensuring deadlines are met for drafts, revisions, and publication dates.
- Edit and review content to ensure accuracy, consistency, and adherence to style guides or brand standards.
- Collaborate with marketing, sales, or digital teams to promote publications and maximize reach or revenue.
- Coordinate with printers, web developers, or distribution platforms to deliver the final product (e.g., print magazines, e-books, online articles).
- Monitor publication performance (e.g., readership, sales, engagement) and use insights to refine future issues or editions.
- Resolve team challenges, delegate tasks effectively, and maintain a productive, creative work environment.
- Ensure compliance with copyright laws, ethical standards, and regulations.
 - The Publication Team Leader must have proven experience in publishing, journalism, or editorial management, with a portfolio of past publications or projects.
 - The Publication Team Leader has the following skills.
 - Strong leadership skills
 - Exceptional writing, editing, and proofreading abilities, with a keen eye for detail.
 - Familiarity with publishing tools (e.g., Adobe InDesign, CMS platforms) and production processes (print or digital).
 - Ability to manage budgets, timelines, and resources for multiple projects simultaneously.

- Preferred but not required, a bachelor's degree in journalism, communications, English, or a related field or acceptable experience.

Marketing Team Leader (Future)

- The Marketing Team Leader oversees a team to develop and execute marketing strategies across various channels, in compliance with social media policies of the Grand Lodge of North Carolina and procedures as well as related laws set by industry standards blending leadership, creativity, and data-driven decision-making:
- The Marketing Team Leader is responsible for directing a team of marketing professionals to plan, execute, and optimize campaigns that promote the Orient of North Carolina's message, services, and brand.
- The Marketing Team Leader is a strategic thinker with strong leadership skills to drive brand awareness, customer engagement, and business growth. The ideal candidate thrives in a fast-paced environment and excels at aligning creative efforts with measurable outcomes.
- The Marketing Team Leader will
- Lead and mentor a team of marketers, including content creators, graphic designers, digital specialists, and analysts, to deliver cohesive marketing initiatives.
- Develop and oversee marketing strategies that align with Orient goals.
- Plan and execute multi-channel campaigns as directed by SGIG or Deputy.
- Analyze campaign performance using tools like Google Analytics, CRM software, or social media insights, and adjust strategies as needed.
- Manage the creation of marketing materials, including copy, visuals, and multimedia content, ensuring brand consistency.
- Foster a collaborative team culture, resolve conflicts, and ensure team members meet deadlines and performance goals.
- Reports on marketing outcomes and insights to SGIG providing actionable recommendations.
 - The Marketing Team Leader has
 - Proven experience in marketing, with a track record of leading successful campaigns or managing a team.
 - Strong understanding of marketing channels (digital, traditional, social) and tactics (e.g., PPC, content marketing, PR).
 - Leadership skills to motivate and guide a diverse team of creative and analytical professionals.
 - Proficiency with marketing tools (e.g., HubSpot, Google Ads, Mailchimp) and data analysis platforms.
 - Excellent communication and interpersonal skills to liaise with internal teams and external partners.
 - Bachelor's degree in marketing, business, communications, or a related field (often preferred). Preferred but not required, a bachelor's degree in journalism, communications, English, or a related field or acceptable experience.

Graphic Design Team Leader (Future)

- The Graphic Design Team Leader oversees a talented group of designers to produce high-quality visual content that enhances brand identity and supports marketing or communication goals. This role requires a seasoned creative professional with strong leadership abilities to guide the team in delivering designs that are both aesthetically impactful and strategically aligned. The ideal candidate is a visionary who can balance artistic excellence with project deadlines and client needs in compliance with social media policies of the Grand Lodge of North Carolina and procedures as well as related laws set by industry standards.
- The Graphic Design Team Leader will
- Lead and mentor a team of graphic designers, illustrators, and multimedia artists to create visuals for print, digital, and other platforms (e.g., ads, websites, packaging).
- Develop and maintain a cohesive design strategy that reflects the organization’s brand guidelines and objectives.
- Oversee the design process from concept to completion, including brainstorming, sketching, prototyping, and final production.
- Collaborate with marketing, product, compliance, and content teams to ensure designs meet campaign goals and audience expectations.
- Review and provide constructive feedback on team members’ work to ensure quality and innovation materials are current, consistent, and correct.
- Manage project timelines, assign tasks, and prioritize workloads to meet deadlines across multiple projects.
- Coordinate with external vendors (e.g., printers, photographers) or freelancers as needed for specialized projects.
- Present design concepts and progress updates to stakeholders, articulating the vision behind creative choices.
 - The Graphic Design Team Leader has proven experience as a graphic designer with a robust portfolio showcasing diverse, high-impact work.
 - Leadership skills, ideally with prior experience managing or mentoring a creative team.
 - Expertise in design software (e.g., Adobe Creative Suite—Photoshop, Illustrator, InDesign) and emerging tools (e.g., Figma, Procreate).
 - Understanding typography, color theory, layout principles, and branding.
 - Ability to juggle multiple projects while maintaining attention to detail and meeting deadlines.
 - Preferred but not required, a bachelor’s degree in journalism, communications, English, or a related field or acceptable experience.

Graphic Designer (Future)

- The Graphic Designer is individual contributor role compared to the Graphic Design Team Leader, focusing on creating visual content rather than managing a team:
- The Graphic Designer is responsible for creating visually appealing and effective designs that communicate ideas, enhance brand identity, and support marketing or organizational goals. This role requires a creative individual with a strong eye for detail and technical proficiency to produce high-quality work across various media. The ideal candidate is passionate about design and thrives in a collaborative compliance with social media policies of the Grand Lodge of North Carolina and procedures as well as related laws set by industry standards .
- The Graphic Designer will:Design visual content for print and digital platforms, including logos, brochures, social media graphics, websites, advertisements, and packaging.
- Collaborate with marketing, content, or product teams to understand project goals and translate them into compelling visuals.
- Develop concepts, sketches, and prototypes, refining designs based on feedback from stakeholders or clients.
- Ensure all designs align with Orient guidelines, maintaining consistency in style, typography, and color schemes that are current, consistent, and correct.
- Use design software to create polished deliverables, prepare files for production (e.g., print-ready PDFs, web-optimized images).
- Stay updated on design trends, techniques, and tools to bring fresh ideas to projects.
- Manage multiple projects simultaneously, meeting deadlines while maintaining ambitious standards of quality.
- Assist brainstorming sessions/presentations to pitch design concepts to team members or clients.
- Revise designs based on feedback, ensuring final outputs meet expectations.
- The Graphic Designer has:
- Strong portfolio demonstrates a range of design projects and creative problem-solving.

- Proficiency in graphic design software (e.g., Adobe Photoshop, Illustrator, InDesign) and familiarity with file formats and resolutions.
- Solid grasp of design principles, including layout, typography, color theory, and composition.
- Ability to work independently and collaboratively, adapt to feedback and shift priorities.
- Excellent attention to detail and a keen eye for aesthetics.
- Preferred but not required, a bachelor's degree in journalism, communications, English, or a related field or acceptable experience.

Fundraising/Development Liaison (VACANT)

Introduction

The appointment of the Fundraising/Development Liaison is one of the most important appointments in the Scottish Rite. This position is by SGIG or Deputy appointment only.

The Fundraising/Development Liaison reports solely to the Sovereign Grand Inspector General or Deputy unless otherwise instructed by him. He may create a team and succession plan if approved by the SGIG,

Their term of office is at the will and pleasure of the Sovereign Grand Inspector General or Deputy and is subject to renewal by them, with mutual consent.

Any qualified member may hold this office in North Carolina unless otherwise directed by the SGIG or Deputy.

The Fundraising/Development Liaison must have a working knowledge of matters that ensure the Orient and Foundation's policies and procedures are compliant with state and federal law, the Code of the Grand Lodge of North Carolina, non-disclosure agreements, avoidance of conflict of interest situations, and marketing practices consistent with the mission and purpose of the North Carolina Scottish Rite Foundation and North Carolina Scottish Rite as a 501 (c) (3) and 501 (c) (10) entities respectively, as the case may apply. \

There is no compensation for the Fundraising/Development Liaison as it is voluntary.

Acceptance of the position of Fundraising/Development Liason should only be accepted by those whose full intentions are to promote the success of the North Carolina Scottish Rite Masonic Foundation and the Orient of North Carolina as part of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, Mother Council of the World and ensure our work is always in “safe harbor.”

General Duties

1. To be available to the SGIG or Deputy and to advise him on any matters that he may question.
2. To initiate or respond to the SGIG or Deputy any matter that may be a conflict of interest, violation of non-disclosure agreements, need for correction of policy or procedure, or any other matter of concern related to potential actions or transactions that could create potential problems for the Scottish Rite of North Carolina in any form.
3. Advise the Orient Wide Leadership on policies and procedures that impact the North Carolina Scottish Rite Foundation, as it relates to charitable undertakings, wherever necessary.
4. Review and revise Fundraising Application and Guidelines as necessary and be the custodian of those documents with the SGIG.
6. Ensure all documents are in the custodial care of the Foundation or Orient officers.
7. Coordinate actions with Orient Wide Leadership as directed by the SGIG or Deputy, specifically with the Compliance Generalist, Development, and Orient Fundraising Team.
8. Other duties that may be assigned to him by the Sovereign Grand Inspector General or Deputy.