



Orient of North Carolina Council of Deliberation

*Ancient and Accepted Scottish Rite of Freemasonry
Southern Jurisdiction, U.S.A. Prince Hall Affiliation*

Overseer of the Works Evaluation Form

Consistory _____ No _____ Date _____

Commander-In-Chief _____

Area _____

SECRETARY:

1. **Membership Ledger** – A page in the book for each member, address with zip code, telephone number, date of initiation, dues and assessments. Yes _____ No _____
Comments _____

2. **Receipt Book** – A receipt should be given to every member of committee reporting money.
Yes _____ No _____ Comments: _____

3. **Voucher** - A Voucher is to be written for each disbursement. The Commander-In-Chief signs and voucher is given to the Treasurer. Vouchers are made in two (2) copies. Original is kept by the Treasurer, the copy is signed, check number, voucher number, etc., returned to the secretary for files.
Yes _____ No _____ Comments: _____

4. **Minute Book** – If for any reason the secretary cannot be present or late, the secretary should make sure the minutes are in the hands of the Commander-In-Chief before the meeting begins with all minutes recorded. The Commander-In-Chief should have a copy of the last minutes at least a week before the meeting, in order to prepare his agenda. A book with all the minutes should be on file.
Yes _____ No _____ Comments: _____

5. **Constitution and General Regulation** – The Constitution and General Regulation of the United Supreme Council and By-Laws of the Consistory should be present at all business meetings.
 Yes _____ No _____ Comments: _____

6. **Attendance Book** – Members signing the attendance book at each meeting is helpful in many ways, perfect attendance, etc. The attendance book is kept for all meetings, certified by the Commander-In-Chief and the Secretary at the end of each meeting. Yes _____ No _____
 Comments: _____

7. **Seal** – Each Consistory should have a seal with the Consistory name and number on it. All dues cards should have the Consistory seal, Commander-In-Chief's and Secretary's signature.
 Yes _____ No _____ Comments: _____

8. **Dropping Members from the Roll** – Members should be notified three (3) times before being dropped from the roll. Members can only be dropped on the December Semi-Annual Report. Keep a copy on file of all letters mailed. Yes _____ No _____ Comments: _____

9. **Correspondence:** All correspondence should be view by the Commander-In-Chief prior to the start of each meeting. The Commander-In-Chief and secretary should sign all outgoing mail. Copies should be kept on file for record. Yes _____ No _____ Comments: _____

10. **Annual Reports** – Are Annual Reports mailed in a timely manner and a copy of the report kept on file?
 Yes _____ No _____ Comments: _____

11. **Audit:** All financial records should be audited according to your By-laws. Copy of audit report should be kept on file. Yes _____ No _____ Comments: _____

TREASURER:

1. **Receipt Book** – Used to give secretary a receipt for money received. Yes _____ No _____

Comments: _____

2. **Ledger Book** – To record the amount received each time from the secretary and to make itemized listing of all disbursements, noting check numbers and voucher number. Yes _____ No _____

Comments: _____

3. **Check Book** – Imprinted with Consistory name and number. All disbursements should be made by check. The account should be in the name of the Consistory. Two signatures should be required to write checks, the Commander-In-Chief and the Treasurer. Three signatures should be listed at the bank, the Commander-In-Chief, the Treasurer, and the Secretary. The secretary should sign if for any reason the Commander-In-Chief or Treasurer cannot be one of the signers. Yes _____ No _____

Comments: _____

4. **Voucher** – Vouchers are written by the Secretary and signed by the Commander-In-Chief with copies provided for the secretary and the Treasurer. Yes _____ No _____

Comments: _____

5. **Treasurer Reports** – Treasurer and audit reports should be given according to your By-Laws and the wish of the membership and Commander-In-Chief. Yes _____ No _____

Comments: _____

6. **Bond** – All Financial officers should be bonded. The Commander-In-Chief keeps the Bond.
Yes _____ No _____ Comments: _____

7. **Tax Number** – Never use your person ID number. Yes _____ No _____

Comments: _____

8. **Special Accounts** – Review all special accounts earmarked and verify that the spending of these funds is for the purpose designated. Yes _____ No _____ Comments: _____

9. **Deposits** – Are deposits made within 48 hours: Yes _____ No _____

Comments: _____

Commander-In-Chief

The Commander-In-Chief should be present for all Funerals, initiations and should be the direct liaison to the Assembly. The Commander-In-Chief is the head. He is the one whose hand the gavel was placed.

Yes _____ No _____ Comments: _____

1. **Agenda** – Agenda distributed to the membership of each meeting
Yes _____ No _____
2. **Checks** – Signs all checks with the treasurer.
Yes _____ No _____
3. **Programs** – Has planned programs for the Consistory.
Yes _____ No _____
4. **Consistory Chamber Room** – Was Consistory Chamber Room set up properly?
Yes _____ No _____
5. **Charter** – Charter should be present at all business meetings.
Yes _____ No _____
6. **Paraphernalia** – Consistory has paraphernalia for Stations, Altar, Bible, Gavel, Flags, etc.
Yes _____ No _____
7. **Initiation** – All Candidates should be Masonically dressed in accordance with instruction received from the Consistory.
Yes _____ No _____
8. **Post Office Box** – Each Consistory should have a Post Office Box number.
Yes _____ No _____
9. **Officers** – Are your Officers active in the performance of their duty. Assisting in the Consistory Chamber Room, taking care of the property and regalia, etc.
Yes _____ No _____
10. **Checks** – Are you as Commander-In-Chief, signing all checks and correspondence of your Consistory?
Yes _____ No _____
11. **Council of Deliberation** – Are the rules and laws of the Council of Deliberation and United Supreme Council properly conducted?
Yes _____ No _____
12. **Membership** – Does your membership support all local Consistory programs?
Yes _____ No _____

13. **Consistory Handbook** – Insure that handbook is current and all forms and policy letters are up to date.
Yes _____ No _____

14. **Support** – Do you and your Consistory participate in the following

State Project

Yes _____ No _____

Attend the Council of Deliberation Annual Session

Yes _____ No _____

Have a Memorial Service annually (optional)

Yes _____ No _____

Attend the Regional Meeting

Yes _____ No _____

Attend Prince Hall Day

Yes _____ No _____

MAUNDY Thursday Service

Yes _____ No _____

Easter Sunrise Service

Yes _____ No _____

Comments: _____

Commander-In-Chief

Overseer of the Works