



DUTIES OF THE BETHEL LINE OFFICERS

HONORED QUEEN

- THE LEADER OF THE MEETING, SHE SETS THE TONE
- WORKS IN CONJUNCTION WITH THE BC & EBCC
- PLANS MEETINGS & EVENTS FOR HER TERM, WITH THE APPROVAL OF THE EBCC
- ACTS AS EX OFFICIO MEMBER OF ALL COMMITTEE
- COMMUNICATE TERM PLANS & CALENDAR WITH SOCIAL MEDIA COORDINATOR AT THE BEGINNING OF EACH TERM
- SHARE FLYERS WITH SOCIAL MEDIA COORDINATOR TO BE SHARED ON FACEBOOK
- DUTIES PER THE RITUAL AND SUPREME CONSTITUTION AND BYLAWS
 - APPOINTS THE OFFICERS WITH THE APPROVAL OF THE BGC
 - MAY APPOINT SUBSTITUTE OFFICERS TO LEARN RITUALISTIC WORK AND PROTÉM FOR ABSENT OFFICERS
 - SHALL APPOINT OFFICERS TO FILL VACANCIES IN APPOINTIVE OFFICE WITH THE APPROVAL OF THE BGC
 - INSTALLS AN OFFICER APPOINTED TO FILL A VACANCY
 - PRESIDES AT ALL MEETINGS
 - SIGNS WARRANTS TO BILLS VOTED TO BE PAID IN A BETHEL MEETING
 - APPOINTS STANDING COMMITTEES AND OTHER COMMITTEES AS ADVISED BY THE BGC
 - SERVES AS INSTALLING OFFICER FOR THE BETHEL'S INSTALLATION
 - SHALL FAMILIARIZE HERSELF WITH ALL PARTS OF THE RITUAL
 - READS STANDING RULES CONCERNING ELECTION PROCEDURES PRIOR TO ELECTION MEETING
 - PLANS & IMPLEMENTS A 30 DAY MONEymaking PROJECT WITHIN 30 DAYS OF INSTALLATION
 - PLANS A MOTHER MICK TRIBUTE (DURING MARCH), OBLIGATION (ONCE IN A 12 MONTH PERIOD), MAJORITY (ONCE IN A 12 MONTH PERIOD) & INITIATION (EACH TERM)
 - PLANS A WORSHIP SERVICE

SENIOR & JUNIOR PRINCESS

- ASSIST THE HQ WHEN REQUESTED
- BE ALERT TO THE ACTIVITIES, PROJECTS, PLANS AND OTHER FUNCTIONS OF THE BETHEL

GUIDE & MARSHAL

- ASSIST THE HQ WHEN REQUESTED
- SET UP & REMOVE THE BETHEL ROOM WITH THE ASSISTANCE OF THE SR. & JR. CUSTODIAN (MARSHAL)