

TABLE OF CONTENTS

I.	COUNSELOR	2
II.	MARSHAL AND ASSISTANT MARSHAL	3
III.	GREETER	4
IV.	TRUSTEES	5
V.	HISTORIAN	6
VI.	LIBRARIAN	7
VII.	MUSICIAN	7

I. COUNSELOR

As counselor of your lodge you have assumed a position of honor and responsibility. It is your duty to aid, assist and counsel the other officers in the performance of their duties. By the guidance of your words and deeds and mentorship, your lodge will be strengthened through the development of competent leadership.

The counselor has a unique opportunity to serve the lodge president and board. You will share your experience while offering the new officers guidance and encouragement to experiment with new ideas, programs and styles of leadership.

It's important to be available to offer advice, but you should allow the new board to make changes that may be different from your own point of view. No one has ever had a monopoly on good ideas or leadership. In order for the lodge to succeed, new projects and programs must be experimented with.

You will also be expected to support the new president through their successes and challenges. Be the person that supports the new board in the most public way possible. The counselor can be the cheerleader for the new officers, making a point to publicly applaud the efforts of the new board of officers throughout the year. Also as the senior statesman of the lodge you have the opportunity to be a peacemaker and mediator for the new president.

In addition, affirm the importance of all our Sons of Norway benefits, the lodge system, insurance, travel, heritage, sports, youth and foundation programs. Counselors have the responsibility of setting a positive example in the lodge for the transition of leadership from one president to the next.

II. MARSHAL AND ASSISTANT MARSHAL

Congratulations on your election! It is your duty to see that the ceremonial functions of the lodge are conducted in a proper and dignified manner. You shall have custody of the regalia, songbooks, gavel and other items of the lodge making sure they are properly distributed at the opening and collected at the close of each meeting. Your services are an important component lodge meetings and your responsibilities will include:

- A.** Arriving early with the assistant marshal to set up for the meeting. Set up the chairs for members and officers, podiums for the officers and necessary tables for secretary and assistant secretary, and for financial secretary (*membership secretary if applicable*) and treasurer. Then set up the lodge banner, the American, Canadian, and Norwegian flags (*consult the Order for Ceremonies section in the Guide for Leadership for placement*), sound system and microphone and lights (*when applicable*). Next, place the regalia at each officer's position and place songbooks on members' chairs. These tasks should be completed before the meeting is scheduled to start.
- B.** Seeing that all supplies are put away after each meeting. The marshals and president shall retain their regalia until the meeting is formally adjourned. At the proper time, the marshals collect all the songbooks and officer regalia.
- C.** Attending to visiting dignitaries or guests. On special occasions, the president may ask you to escort dignitaries to a specific place for seating. The counselor introduces the visitors. The president may then want to say a few words of welcome. Following the remarks, the marshals should escort the visitors to their seats and then return to their places.
- D.** Draping the lodge charter upon the death of a member, if your lodge deems it appropriate.

III. GREETER(S)

Welcome to your position of lodge greeter. In this capacity you will be performing two separate, but equally important, roles.

The first is to help business meetings function smoothly. During formal business meetings of the lodge, you are to see that only eligible persons are admitted to the meetings and that the opening and closing ceremonies of the lodge are not disturbed. All meetings where business of the lodge is transacted are closed meetings. Attendance is restricted to members of the lodge and visitors (*members of Sons of Norway from other lodges*). The lodge president may declare a meeting an "open meeting". If no objections are voiced, guests (*non-members of Sons of Norway*) are allowed to attend.

Under the direction of the vice president, you have charge of the entrance to the lodge meeting room. Before the meeting starts, you should obtain names and lodge affiliations of visitors, the names and positions of district officers, and the names of any guests, and give them to the president. In this way, the president will know that there are dignitaries to be escorted in and visitors to be introduced during the meeting.

Your second role is to represent the lodge to guests and create a welcoming, friendly environment. Making a positive first impression on newcomers is immensely valuable. They could be prospective new members. Greet those who come at the beginning of the meeting or event, as well as those who come later. Spend time with newcomers before and after the meeting to gather contact information, answer questions, converse with them, and pair them with other members that would be willing to guide them through the Sons of Norway lodge experience. Following the meeting, give the vice president a list of all guests (*non-Sons of Norway members*), including complete mailing addresses and phone numbers.

IV. TRUSTEES

Congratulations on assuming the position of lodge trustee. As a trustee, you are the custodian of the property of assets of the lodge. It is your duty to know what the lodge owns and where it is located.

- A.** Once a year, make a list of all the property the lodge owns, its value and location including contact information. At the end of the year, present a copy to the president and all the other officers, or as needed, for insurance purposes. If the lodge acquires new items during the year, advise the membership at the next lodge meeting and add it to the list.
- B.** When the new officers take their positions, the list should be updated and passed on to the successor along with other books, papers, etc.
- C.** The term of office for a trustee is three or six years, at the option of the lodge. (See section 158 of the Charter and Constitution.)

If a lodge selects a three-year term, the trustees are elected as follows: one for one year, one for two years and one for three years.

If a lodge selects a six-year term, the trustees are elected as follows: one for two years, one for four years and one for six years.

Going forward, each year for the lodges choosing a three-year term or every second year for lodges choosing the six-year term, a new trustee will be elected.

V. HISTORIAN

As lodge historian, it is your responsibility to record the historical events and activities of the lodge. Your services are essential in the continuance and preservation of the records describing the fraternal progress of your lodge.

The chief responsibilities of the historian are:

- A.** To act as custodian for all records and materials pertinent to the history of the lodge. It is especially important that early records be kept intact. There are a number of details that should appear in a permanent record. Consider including the date and place of lodge organization, names and photos of organizers, by-laws adopted at the first meeting and a list of first officers and committee chairs
- B.** To compile and keep a record of current lodge events and activities to be presented in the form of an annual history. These details can include the names of officers, chairs of committees, programs, activities and special business activities.
- C.** Archive all lodge newsletters in chronological order and have them placed in an appropriate binder.
- D.** Maintain a lodge photo album. An album can be an effective and enjoyable tool to record lodge activities. This book should be present at all lodge meetings. Pictures of new members should be in this book as well as all major events and activities. This lodge picture book can also be used in a lodge booth at a fair or festival.

VI. LIBRARIAN

As librarian it is your duty to supervise and control the lending of books belonging to the lodge library and to see to it that all books are returned to the library, or appropriate lender, in good condition and within the prescribed time set by the lodge. You shall also aid and assist the members in the selection of books, as well as assist the lodge in determining books to purchase.

VII. MUSICIAN

As musician of your lodge, it is your duty to assist at the keyboard/piano or any other suitable instrument, when called upon to do so by the social director or the president, especially during ceremonies of the lodge. Musical accompaniment can add a great deal to the atmosphere of ceremonial activities and lodge meetings.

With the assistance of the social director, it is customary that you choose appropriate songs for opening and closing the lodge meeting. It should be your goal, over time, to introduce and teach your lodge members new songs from contemporary Norway as well as the old favorites.

Songbooks, cassettes of anthems and CDs of popular lodge songs can be purchased through the Supply department at Sons of Norway Headquarters by calling 800-945-8851 or e-mailing supply@sofn.com.

