

Official Visit – Secretary’s Report to WGM

Secretaries: Please complete this form and hand it to the current Worthy Grand Matron at the time she checks your books during her Official Visitation to you Chapter. The dates to use when completing this form are from May 31 through May 31.

Chapter Name _____ Chapter No. _____

at _____ Date _____ 20 _____

Stated or Special Meeting? _____

Worthy Matron _____
(The one who is presiding)

Worthy Patron _____
(The one who is presiding)

Secretary _____

Time of stated meetings _____

Regular meetings NOT held during the year _____

Average Attendance of Officers _____

Two Initiations are required during this Grand Chapter Year (May 31st to May 31st):

Give Dates _____

Number initiated since last W.G. M.’s visit _____ Initiation Fee _____

Dues _____ Rent _____

Secretary’s Salary _____ Other Salaries _____

Balance in Bank _____

Investments (bonds, CDs, savings accounts, etc.) (Attach separate sheet if needed.)

Any delinquent members? _____

Does Secretary examine receipts of Sojourners? _____

Is Visitor’s Register kept? _____

Were or will the By-laws be read as required? _____ Date _____ Up-to-Date? _____

Were or will the Landmarks be read as required? _____ Date _____

Was or when will the Lecture on the Laws of the Order be given? _____ Date _____

Was or when will the Assoc. Conductress lecture be given in the Chapter Room? _____ Date _____

Was or when will the Review on the Fraternal Correspondent's report be given? _____ Date _____

Does the Chapter have an Instruction Committee? _____ Active? _____

Are new members properly instructed? _____

Have all Officers passed the Proficiency Test? _____

What has been done for the Masonic Home? (Attach a separate sheet if needed.) _____

Other Benevolences: (Attach separate sheet if needed.) _____

Were the books Audited? _____ Date? _____

Did each member of the Auditing Committee sign and date the books? _____

Are the Secretary's and Treasurer's Cash Books kept up-to-date? _____

Outstanding Programs (Attach separate sheet if needed) _____

Number of new Rituals _____ Number of Codes/Book Of Instruction? _____

Four copies of the Secret Work in good condition? _____

Date of last visit of Worthy Grand Matron _____

Minutes follow approved form? _____ Show Receipts and Disbursements? _____ Signed? _____

Do Treasurer's Books balance with Secretary's Cash Book? _____

Is Charter present and displayed each meeting? _____ Chapter opened on time? _____

Are Constitution and By-laws present each meeting? _____