Guideline Overview for the Appointed Examination Board

"Prior to Installation" Proficiency Examination of:

Officers and Principals – Z, H, J, –

Examination Board Duty: The Examination Board of not less that two-(2) is appointed at an open Chapter Meeting. The appointed examination board's duty is to review all Chapter Officer's proficiency. A scheduled *private meeting* of all officers within the Chapter is to be held for that purpose prior to installation of Officers and Principals.

1) Review ***"Lodges and Chapter Protocol":***
   a) Applauding,
   b) Proper Meeting Set-Up and Membership Attire,
   c) Saluting and Perambulation,
   d) Retiring and/or Entering, Sign of Fidelity,
   e) Attendance and Punctuality,
   f) Addressing Officers, formality and Festive Board Head Table.

2) Demonstrate Proficiency in ***"Lodges and Chapter Opening, Closing, Call Off and Call On"*** Proficiency in *MMM, MEM*, and *RAM Degree Sharing the Word - (Principals on **Opening** and Companions at **Closing**)*

3) Demonstrate Proficiency in ***"All Degree Signs and Secrets"*** in *MMM, MEM, RAM* for each Officer

4) Demonstrate Knowledge and Ability to ***"Conduct a Meeting"*** in proper form *(Roberts Rules of Order)*

5) Demonstrate Knowledge of ***"Constitution of Grand Chapter and Chapter Bylaws"***

6) Review ***"Officers Lecture Responsibility to Memorize"*** for *MMM, MEM, RAM* Degree Work - *(Obligations are **NOT** required to be recited by **Z as 1st**. Principal at the Examination but **Z** must be aware of his requirement to deliver it for each degree)*

7) ***"Assigning Degree Ritual Responsibility"*** and Officer or Absent Ritual Replacement

8) Candidate ***"Balloting Process in Chapter":*** Inspection, and Procedure review

9) Candidate ***"Pre-Degree Examination Questions and Post Degree Mentoring"***

10) ***"Welcoming, Receiving and Giving Grand Honours"*** to Grand Chapter Officers or Distinguished Visitors

11) "Plan of Action for the Ensuing Year":
   a) Recruitment of New Candidates and their Mentoring,
   b) Degree Ritual Work Allocation and Back-up,
   c) Other Chapter Visitations by Officers ,
   d) Relevant Function Value and Education,
   e) Official Grand Chapter Visitations Scheduled,
   f) Chapter Financial Stability Review and Budgeting