

 Monthly Membership Engagement Calendar MMEC

(This is intended as a tool for Valley Secretaries and their VMAP Team to better manage and coordinate activities within the Valley and with the Supreme Council VMAP Team)

Certain Suggested Committees are listed here. If you do not have these committees in your Valleys, you are encouraged to establish them. Additionally, you may have Committees that have not been listed here that you might want to add to this schedule. (Sending information about these additional Committees, to the Supreme Council VMAP Team - [Dean Alban - [dalban@scottishrite.org](mailto:dalban@scottishrite.org) - 202.777.3109] - would be greatly appreciated so that we might share this information with other Valleys.)

Coordinating Supreme Council VMAP Team Members for these Committees are listed below:

Dean Alban - 33° [dalban@scottishrite.org](mailto:dalban@scottishrite.org) - 202.777.3109

Stan Dodd - 33° [sdodd@scottishrite.org](mailto:sdodd@scottishrite.org) - 202.577.7945

Bob Weatherford - 32° KCCH [*bweatherford@scottishrite.org*](mailto:bweatherford@scottishrite.org) 202.503.5845

[ **MEMBERSHIP COMMITTEES** are established to discuss the increase and loss of members and to establish positive activities to find and reinstate lost members and to find and initiate Master Masons who have not yet had the privilege of becoming and serving as a Brother in the Scottish Rite of Freemasonry. Names and Addresses and Gains and Losses information, etc. may be obtained from the Valley Secretary. Responsible members of the Committee may have access to certain parts of the Sentinel (database) System to help in their quest. One activity of the Committee might involve calling former members to share information, bringing the former member up-to-date on the Valleys activities and bringing the Valley up-to-date with Addresses - Phone numbers - e-mail addresses - wives names - children - occupations, etc. and inviting them to Valley functions, offering transportation if needed. Another very important activity is that of finding members who will offer transportation and Mentoring of the lost member. It is extremely important that a class be held to discuss how to make a positive impression on the person you are calling or transporting or Mentoring and not a negative impression - giving the lost member another excuse for not wanting to reinstate.]

[**BROTHER TO BROTHER COMMITTEES** function in a similar fashion and could actually be a sub-set of the Membership Committee. The Supreme Council Membership Department has in place an App. For the Computer or cell phone (SRChirp) which will allow two Brothers to talk privately with one another. Brother to Brother correspondence should be just that, private. These Brother to Brother Committees could meet in order to gain knowledge of a member or former member who could profit from having a private conversation with a knowledgeable Brother. These conversations should be honest and meaningful and not repeated to others.]

[**AMBASSADOR PROGRAM COMMITTEES** are established to place a Scottish Rite informal contact with individual Craft Lodges. Scottish Rite Members are recruited to be an Ambassador to a particular Craft Lodge, feeding into your Valley. The Committee is made up of these Ambassadors. The Committee should elect, from among its members, a person or persons to keep track of the group’s achievements. Principle responsibilities of Ambassadors is to informally keep track of those Craft Lodge members who have not yet become Scottish Rite members and informally invite them to Scottish Rite Activities and Mentor them, giving them information about the Scottish Rite, printed or Scottish Rite media contacts, or by word of mouth. It is a good policy that no conversation about the Scottish Rite should take place in the tiled recesses of the Craft Lodge. It is extremely important that a class be held to discuss how to make a positive impression on the person you are calling or transporting or Mentoring and not a negative impression, giving the prospective member an excuse for not wanting to be a part of our organization. The Committee leaders might also be requested to report, on any progress made, to the Lodge of Perfections at their meetings. They should also work closely with the Membership Committee, sharing information.]

The meetings of these Committees should take into consideration the availability and comfort of the committee members - example: a breakfast meeting to make things easier for certain committee members or a lunch or dinner meeting for the same purpose. There might also be that Web meetings or telephone group meetings are easier for the committee members.

Committee Members Qualifications:

* Leadership qualities and is respected by Members in the Valley
* Able to devote time to make calls, contact ,etc. (Nights, Weekends)
* Good rapport with Grand Lodge and Lodges within the Valleys Jurisdiction
* Should be computer literate
* Good to Excellent phone skills and willingness to listen.

Committee Chairman Duties:

* Work with Valley Leadership to identify and develop committee members
* Manage committee and communicate with the Valley at regular meetings or as needed
* Set attainable goals
* Meet with committee on a monthly basis

Ambassador Chairman:

* Adhere to the Chairman duties above
* Provide every member the tools necessary to approach and recruit new members
* Develop and implement a member prospect event on a regular basis. Would suggest this be a fun, family friendly event that includes all members. When prospective members see existing members enjoying each other’s company it sets a great example.
* Provide Blue Lodges with Educational programs if allowed
* Provide a membership presentation at each Valley event
* Provide every member with a petition (Try the pocket petition for ease of use)

## THINGS TO REMEMBER BY MONTH

## (It is suggested that the same day of the month be established for repeating events to help with continuity)

Valley Event Reminder Calendar

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| January |
| **To do this Month:** |
| * Begin planning of spring Reunion –**Reunion Committee**/**VMAP Team** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
| **To do Daily:** |
| * Check Sentinel and call each member - wishing them HAPPY BIRTHDAY on their Birth Date – **Membership** **Committee/ VMAP Team** * Make available various membership reportsto the Membership Committee, etc. as requested – **Valley VMAP Team** |
| **Odd years:**   * Plan on **Biennial Session** Valley attendance as information is available. * Create plans for viewing Biennial Session via local internet for those unable to attend. – **Valley Leadership and VMAP Team** |
| **Even years:**   * Plan Scottish Rite Leadership Workshops attendance * Plan RiteCare Conference attendance as needed – **Valley Leadership**/ **VMAP Team** |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| February |
| **To do this Month:** |
| * Continue planning of spring Reunion –**Reunion Committee**/**VMAP Team** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s and others begin submission of Candidates to Valley VMAP Team for the Spring Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
| **To do Daily:** |
| * Check Sentinel and call each member - wishing them HAPPY BIRTHDAY on their Birth Date – **Membership** **Committee/ VMAP Team** * Make available various membership reportsto the Membership Committee, etc. as requested – **Valley VMAP Team** |
| **(Suggested Activities)**  Yearly - **Sweethearts Dinner – Date and time – Valley VMAP Team or Committee**  Yearly - **Robert Burns Dinner** and/or Celebration – **Knights of St. Andrews or Committee**  Yearly - **George Washington Dinner (Americanism and JROTC/ROTC honors) – Valley VMAP Team or Committee** |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| March |
| **To do this Month:** |
| * Finalize plans for the **Spring Reunion** – **Valley VMAP Team - Leadership and committees** * Begin planning the Valleys activity for the **CTC** event (Supreme Council Fundraiser) – **Separate Committee** /**Valley Leadership** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s - and others - continue submission of Candidates to the Valley VMAP Team for the Spring Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
| **To do Daily:** |
| * Check Sentinel and call each member - wishing them HAPPY BIRTHDAY on their Birth Date – **Membership** **Committee/ VMAP Team** * Make available various membership reportsto the Membership Committee, etc. as requested – **Valley VMAP Team** |
| **Even years:**   * Finalize plans for attending Scottish Rite Leadership Workshops – As many as can attend, open to all * Continuing to plan for RiteCare Conference attendance as needed – **Valley Leadership** |
| **(Suggested Activities)**  Yearly - plan and promote **Ceremony of Remembrance and Renewal (Memorial Service) –VMAP Team Committee** |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| April |
| **To do this Month:** |
| * Finalize plans for the **Spring Reunion** – **Valley VMAP Team - Leadership and committees** * Continue planning the Valleys activity for the **CTC** event (Supreme Council Fundraiser) – **Separate Committee** /**Valley Leadership** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s - and others - continue submission of Candidates to the Valley VMAP Team for the Spring Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
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| **(Suggested Activities)**  Yearly - Final plans and promotes **Ceremony of Remembrance and Renewal (Memorial Service) –VMAP Team Committee**  Yearly – Plan Feast of the Consistory celebration as close to May 31st as possible. |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| May |
| **To do this Month:** |
| * Finalize plans for the Valleys activity for the **CTC** event (Supreme Council Fundraiser) – **Separate Committee** /**Valley Leadership** * Finalize plans for the **Spring Reunion** – **Valley VMAP Team - Leadership and committees** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s - and others - continue submission of Candidates to the Valley VMAP Team for the Spring Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
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| **Odd years:**   * Finalize plans for **Biennial Session** attendance |
| **(Suggested activities)**  Yearly – Plan Feast of the Consistory celebration as close to May 31st as possible. |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| June |
| **To do this Month**: |
| * Promote Members paying Membership Dues on line – **Secretary - committees and Valley VMAP Team** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
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| **Even years:**   * Continue to plan for RiteCare Conference attendance as needed – **Valley Leadership** * Finalize plans for **Fellows** transportation and attendance - **Valley VMAP Team and Leadership** |
| **Odd years:**   * Finalize plans for **Biennial Session** attendance |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| July |
| **To do this Month:** |
| * Promote Members paying Membership Dues on line – **Secretary - committees and Valley VMAP Team** * Begin plans for **Fall Reunion** – Committee **VMAP Team** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s - and others – begin submission of Candidates to the Valley VMAP Team for the Fall Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
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| **Even years:**   * Finalize plans for RiteCare Conference attendance – **Valley Leadership** |
| **Odd years:**   * Finalize plans for **Biennial Session** attendance and local viewing – **Valley VMAP Team** |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| August |
| **To do this Month:** |
| * Promote Members paying Membership Dues on line – **Secretary - committees and Valley VMAP Team** * Continue plans for **Fall Reunion** – Committee **VMAP Team** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s - and others - continue submission of Candidates to the Valley VMAP Team for the Fall Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
| **To do Daily:** |
| * Collect and correct email and other addresses and phone numbers and other member info. – **Valley VMAP Team** * Check Sentinel and call each member - wishing them HAPPY BIRTHDAY on their Birth Date – **Membership** **Committee/ VMAP Team** * Make available various membership reportsto the Membership Committee, etc. as requested – **Valley VMAP Team** |
| **Even years:**   * Finalize plans for RiteCare Conference attendance – **Valley Leadership** |
| **Odd years:**   * Finalize plans and attend **Biennial Session** * Promote and hold local viewing option of **Biennial Session** – **Valley VMAP Team** |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| September |
| **To do this Month:** |
| * Promote Members paying Membership Dues on line – **Secretary - committees and Valley VMAP Team** * Finalize plans for **Fall Reunion** – Committee **VMAP Team** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s - and others - continue submission of Candidates to the Valley VMAP Team for the Fall Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
| **To do Daily:** |
| * Collect and correct email and other addresses and phone numbers and other member info. – **Valley VMAP Team** * Check Sentinel and call each member - wishing them HAPPY BIRTHDAY on their Birth Date – **Membership** **Committee/ VMAP Team** * Make available various membership reportsto the Membership Committee, etc. as requested – **Valley VMAP Team** |
| **Even years:**   * Attend RiteCare Conference – **Valley Leadership** |
| **(Suggested Activities)**  Yearly - plan and promote the **Feast of Tishri – Committee VMAP Team**  Odd Years – Attend the Orient-wide **Investiture of the Knights Commander of the Court of Honor – All members**  Yearly – Valley Officer training and planning session for the ensuing year  Yearly – Valley Succession Plan built and implemented  Yearly – Valley Strategic Plan updated and adopted  Yearly – Assess Valley’s activities and begin completion of VMAP report |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| October |
| **To do this Month:** |
| * Promote Members paying Membership Dues on line – **Secretary - committees and Valley VMAP Team** * Finalize plans for **Fall Reunion** – Committee **VMAP Team** Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s - and others - continue submission of Candidates to the Valley VMAP Team for the Fall Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
| **To do Daily:** |
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| **(Suggested Activities)**  Yearly - Promote the **Feast of Tishri –VMAP Team Committee**  Yearly - complete Valley VMAP report and review for missing items - **VMAP Committee** |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| November |
| **To do this Month:** |
| * Promote Members paying Membership Dues on line – **Secretary - committees and Valley VMAP Team** * Finalize plans for **Fall Reunion** – Committee **VMAP Team** * Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s - and others - continue submission of Candidates to the Valley VMAP Team for the Fall Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
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| **(Suggested Activities)**  Yearly - plan and promote a **Thanksgiving Dinner –VMAP Team Committee**  Yearly - submit final Valley VMAP report to SGIG/Deputy  Yearly – elect Valley officers for ensuing year  Yearly – report to SGIG results of officer elections  Yearly – plan for installation of officers |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| December |
| **To do this Month:** |
| * Promote Members paying Membership Dues on line – **Secretary - committees and Valley VMAP Team** Membership Call Committee meeting – (**Chairman’s name)** * Brother to Brother Committee meeting– (**Chairman’s name)** * Ambassador Program Committee meeting – (**Chairman’s name)** * Ambassador’s - and others - continue submission of Candidates to the Valley VMAP Team for the Fall Reunion * Promote stated meeting -any speaker and perhaps Menu – **Committees and Valley VMAP Team** * E-mail giving link to The Tyler’s Place Podcast (updated e-mail list is very important) (and directions how to link to FB or website)-**Valley** **VMAP Team** * Plan and inform the members about other committee meetings and activities – **Valley Leadership and VMAP Team** * As often as newsletters, etc. is produced - include Supreme Council services information. - **Valley VMAP Team** * **Invite Sojourners to Valley stated meetings** |
| **To do Daily:** |
| * Collect and correct email and other addresses and phone numbers and other member info. – **Valley VMAP Team** * Check Sentinel and call each member - wishing them HAPPY BIRTHDAY on their Birth Date – **Membership** **Committee/ VMAP Team** * Make available various membership reportsto the Membership Committee, etc. as requested – **Valley VMAP Team** |
| **(Suggested Activities)**  Yearly - plan and/or install officers for the ensuing year  Yearly - publish event calendar for following year |
| **Please add your local Events here:**  **Membership Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Brother to Brother Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ambassador Committee Meeting:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agenda: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Membership Events:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

MMEC Support Materials

* Robert Burns Night for the Beginner
* Valley Picnic
* Brother to Brother overview of Program
* Current dues ask email script
* Sample letter to NPD Version C
* Sample letter to NPD Version B
* Email Scripts
* Phone Scripts
* Scottish Rite Ladies Guide
* Feast for Remembrance and Renewal Guide
* Feast of Tishri
* Maundy Thursday guide
* Ambassador Program
* Officer Training
* Membership Retention

**For your information here you will find a list of Supreme Council VMAP Team Members who are available to help you**

**Supreme Council VMAP Team Members offering  
assistance to the Valley VMAP Team members:**

|  |  |  |  |
| --- | --- | --- | --- |
| VMAP | Judy Fletcher | JFLETCHER@SCOTTISHRITE.ORG | 202.777.3114 |
| Fellows Program | Stuart Pool | SPOOL@SCOTTISHRITE.ORG | 202.777.3198 |
| Biennial Session Information | Admiral Bill Sizemore | [bsizemore@scottishrite.org](mailto:bsizemore@scottishrite.org) | 202.232.3579 |
| Biennial Session Registration | Tammy Fannin | [tfannin@scottishrite.org](mailto:tfannin@scottishrite.org) | 202.777.3112 |
| Leadership Workshop Information | Admiral Bill Sizemore | [bsizemore@scottishrite.org](mailto:bsizemore@scottishrite.org) | 202.232.3579 |
| Leadership Workshop Registration | Tammy Fannin | [tfannin@scottishrite.org](mailto:tfannin@scottishrite.org) | 202.777.3112 |
| 50 year Pins and Certificates | Crystal Tolson | [ctolson@scottishrite.org](mailto:ctolson@scottishrite.org) | 202.777.3126 |
| Sentinel Assistance | Gary Frame | [gframe@scottishrite.org](mailto:gframe@scottishrite.org) | 202.738.2865 |
| Research Society Membership Management | Crystal Tolson | [ctolson@scottishrite.org](mailto:ctolson@scottishrite.org) | 202.777.3126 |
| Scottish Rite Journal Information | Crystal Tolson | [ctolson@scottishrite.org](mailto:ctolson@scottishrite.org) | 202.777.3126 |
| Supreme Council Directory | Dana Osterndorf | [dosterndorf@scottishrite.org](mailto:dosterndorf@scottishrite.org) | 202.777.3184 |
| Patents | Dana Osterndorf | [dosterndorf@scottishrite.org](mailto:dosterndorf@scottishrite.org) | 202.777.3184 |
| Secretary’s Manual | Dana Osterndorf | [dosterndorf@scottishrite.org](mailto:dosterndorf@scottishrite.org) | 202.777.3184 |
| Profile of Fees - Dues and Reunions | Dana Osterndorf | [dosterndorf@scottishrite.org](mailto:dosterndorf@scottishrite.org) | 202.777.3184 |
| Profile of Valley Meetings & Reunions | Dana Osterndorf | [dosterndorf@scottishrite.org](mailto:dosterndorf@scottishrite.org) | 202.777.3184 |
| Finance and Accounting Office | Jorge Franchi | [jfranchi@scottishrite.org](mailto:jfranchi@scottishrite.org) | 202.777.3189 |
| Data Management and Operations | Tammy Fannin | [tfannin@scottishrite.org](mailto:tfannin@scottishrite.org) | 202.777.3112 |
| Valley Billing Forms | Tammy Fannin | [tfannin@scottishrite.org](mailto:tfannin@scottishrite.org) | 202.777.3112 |
| Label and Report Orders | Tammy Fannin | [tfannin@scottishrite.org](mailto:tfannin@scottishrite.org) | 202.777.3112 |
| Membership Card Orders | Tammy Fannin | [tfannin@scottishrite.org](mailto:tfannin@scottishrite.org) | 202.777.3112 |
| Development and Fundraising | Matt Szramoski | [mszramoski@scottishrite.org](mailto:mszramoski@scottishrite.org) | 202.777.3143 |
| Education and Americanism Program | Stuart Pool | [spool@scottishrite.org](mailto:spool@scottishrite.org) | 202.777.3198 |
| Master Craftsman Program | Linda Johnson | LJOHNSON@SCOTTISHRITE.ORG | 202.777.3110 |
| Scholarship Information | Linda Johnson | LJOHNSON@SCOTTISHRITE.ORG | 202.777.3110 |
| JROTC and ROTC Programs | Linda Johnson | LJOHNSON@SCOTTISHRITE.ORG | 202.777.3110 |
| Rite Care Conference | Stan Dodd | [sdodd@scottishrite.org](mailto:sdodd@scottishrite.org) | 202.577.7945 |
| Knights of St. Andrews | Stan Dodd | [sdodd@scottishrite.org](mailto:sdodd@scottishrite.org) | 202.577.7945 |
| Scottish Rite Journal Insert | Stan Dodd | [sdodd@scottishrite.org](mailto:sdodd@scottishrite.org) | 202.577.7945 |
| Online Dues payments (Member Portal) | Judy Fletcher | [jfletcher@scottishrite.org](mailto:jfletcher@scottishrite.org) | 202.777.3114 |
| Form 80 Senior Exemption Information | Judy Fletcher | [jfletcher@scottishrite.org](mailto:jfletcher@scottishrite.org) | 202.777.3114 |
| Scottish Rite Social Media | Elizabeth McCarthy | [emccarthy@scottishrite.org](mailto:emccarthy@scottishrite.org) | 202.777.3186 |
| Webmaster Assistance | Elizabeth McCarthy | [emccarthy@scottishrite.org](mailto:emccarthy@scottishrite.org) | 202.777.3186 |
| Reunion Book Orders | Elizabeth Sizemore | [esizemore@scottishrite.org](mailto:esizemore@scottishrite.org) | 202.777.3160 |
| New Member Packets | Judy Fletcher | [jfletcher@scottishrite.org](mailto:jfletcher@scottishrite.org) | 202.777.3114 |
| Membership Dept. Social Media Program (SRChirp Geocaching Society Freemason Network) | Jay Patterson | [jpatterson@scottishrite.org](mailto:jpatterson@scottishrite.org) | 202.777.3162 |
| Membership Services (WSB Tough Mudder Program) | Stan Dodd | [sdodd@scottishrite.org](mailto:sdodd@scottishrite.org) | 202.577.7945 |
|
| Tyler’s Place Podcast | Maynard Edwards | [Podcast@scottishrite.org](mailto:Podcast@scottishrite.org) |  |
| All other questions  Receptionist - Crystal Tolson - [ctolson@scottishrite.org](mailto:ctolson@scottishrite.org) - 202.777.3126 | | | |