**The Advisory Council**

**Organization, Duties and Purposes of**

**Understanding the DeMolay Member**

The strength and growth of any DeMolay Chapter can usually be traced directly to the strength and interest of the Chapter’s Advisory Council and often times specifically to the Chapter Advisor. Without adequate adult leadership, a Chapter will too often dwindle to a “do nothing” Chapter and finally to non-existence.

All members of the Advisory Council must be certified. The must complete an Adult Worker Application, submit to a background check and attend DAD I Training. They must be approved for service by the Advisory Council they wish to join, the head of the sponsoring body and the Executive Officer of the Jurisdiction. Each year an Advisor must be re-certified to continue to serve.

The Advisory Council should meet at least once a month to carry out their duties which in general are:

**Organize.** Select a Chairman, a Chapter Advisor, Scribe and Treasurer and divide up the duties and responsibilities among the council members.

**Meet regularly**. And keep records of all the meetings of the Council.

**Provide guidance to the Chapter**. Help the Chapter run itself, but don’t “run the Chapter.”

**Regulate the Chapter.** See that the Chapter operates within the Rules and Regulations of DeMolay International and the By-Laws of the Jurisdiction of Massachusetts.

**Check the Chapter Budget.** Keep a close scrutiny on the finances of the Chapter to insure proper fiscal management.

**Select the Chapter Scribe and Treasurer**. See that a responsible person is selected to keep the Chapter minutes and other vital records and to select a responsible person to be the Chapter Treasurer. (The Treasurer must be at least 18 years of age.).

**Insist on Growth and Expansion**. Do not let the members loose sight of the need for vigorous membership drives, and see that the Chapter members participate in other DeMolay International, Jurisdictional and inter-chapter activities.

While the above items are general responsibilities of the Advisory Council as a whole, there are other specific duties or responsibilities that every individual Advisor on the Council should adhere to. These include:

1. Make an effort to attend all Chapter and public meetings and socials, as your presence will instill a feeling of confidence among the members that you are truly interested in their work and that you are serious in your purpose to help them.
2. Chaperon all parties and socials of the Chapter.
3. Attend all Advisory Council meetings, as no ship can sail without a crew; and as an Advisor, you are an integral part of the crew of the Chapter.
4. Make members of the Chapter feel that you are glad to be with them and advising them, as the interest and friendship of an adult can be a precious thing to a young man.
5. Don’t hesitate to fill any Advisor’s position as needed, for even though you may be assigned some specific specialty, you shouldn’t hesitate to fill in any other place needed in order to get the job done on behalf of the Chapter.
6. Keep DeMolay before Masonry, and this probably is one of the things forgotten most. Whenever and wherever you can, talk about DeMolay activities and remind the Masons of the important job that is being done to mold the character of these young men.

**Qualities of an Advisor**

Some Advisors “click” in their relations with the DeMolays they work with. Others never seem to be effective. What makes the difference? Part of the answer lies in the interest and personality of both the Advisor and the young man, but part of the problem is centered around the way in which the Advisor handles his position.

As Advisor should be well informed of the responsibilities of the particular officer, or program he is advising. An Advisor must know something about the job or program before he can advise others properly.

Although an Advisor must safeguard the efficiency of an office, the young man filling it will be certain to make mistakes, but that’s one of the values of training through experience. Patience is one of the best virtues that an Advisor can have. Teenage boys often have their own way of coping with unpleasant situations. They simply quit! To avoid such an occurrence, an Advisor must learn just how much constructive criticism he can pass along to a particular youth.

It is universally agreed that the major problem confronting DeMolay today is the acquiring and keeping of good, competent Advisors. As an active Advisor on your Chapter’s Advisory Council, you should be constantly looking for likely candidates for Advisory positions. What qualifications should you look for when securing new Advisors? Primarily, a good Advisor must understand the ways of young people and be able to gain their trust and confidence. He must always have sufficient time to devote to the Advisor’s job.

Cooperation and harmonious relationships are basic ingredients that are essential to a smooth working Advisory Council.

Being an Advisor for a DeMolay Chapter is a job that often takes a lot of time, energy and personal expense. The Advisors receive their pay and reward in the knowledge that they are helping the young men of today mold their character for the responsibility of first-class citizenship and leadership of tomorrow.

*“The rewards of life can’t be counted in honors and dollars,*

*but rather in the eyes of those you have served!”*

*“The opportunity to work with young men is a challenge*

*—not one to worry about, but one to enjoy.”*

These are two statements which describe the typical feelings of Advisors who work in DeMolay.

An Advisor is a person who has said “Yes I’ll…

* Give some of my time to build leaders and good citizens.
* Help stimulate constructive thought
* Help teenagers adjust to today’s life,
* Expand, develop, and encourage the DeMolay area I’m assigned to,
* Help my community benefit from DeMolay.”

An Advisory Council is comprised of Master Masons, Parents, and Family, who give a little time to do a big job. When the Council work is divided into areas of responsibility, it yields success.

**Advisory Council Meetings**

The Chairman of the Advisory Council should call regular monthly Advisory Council meetings. These meetings should be conducted in a businesslike manner. The reason is threefold. First, it is incumbent on the Advisors to set an example for the DeMolay members. A Chapter Advisor is in an untenable position when he attempts to encourage the DeMolays to hold formal businesslike meetings when the example set by the Advisory Council he represents is lacking. DeMolays would rather do as the Advisors do than merely do what they say. If Councils conduct important business by haphazard telephone calls then the Master Councilor naturally could assume he could follow his Advisor’s example.

Second, an efficiently managed Advisory Council is in a better position to attract new members. As with the Chapter, boys are attracted to the efficient, successful Chapter rather than to the second-rate Chapter that practices short cuts and permits poor ritual. Each of us wants to belong to a first-class organization. So it is with the Advisory Council. A person would rather become associated with an efficient group who take their responsibility of advising young men seriously. This responsibility of working with youth deserves to be taken seriously. A person attending his/her first DeMolay Advisory Council meeting would like to be a member of an effective team of Advisors who know what they are doing and who know how to work with a DeMolay Chapter.

Third, the efficiently run Council demands less of each member. A cooperative venture on the part of a dozen men, each knowing what the other is doing and each performing his task is less demanding of the individual’s time than the one- or two- man Council that thries tomdo everything and results in duplication of time and effort. As the effiecient Advisory Council attracts more advisors, it proportionately demands less of each person of his time and energy. In this example, efficiency truly results in savings!

Meetings held on a regular night—once a month—are strongly recommended. This affords the member of an opportunity to reserve that time period each month in advance. The members should be reminded with a meeting notice or email in advance. An email or a text message is an easy and very inexpensive reminder.

A meeting conducted using basic parliamentary procedure and following an agenda will be efficient and time-saving—and nothing will be omitted. Long meetings are boring. Unfinished business is frustrating.

A recommended order of business is as follows:

1. Attendance
2. Reading of the minutes of the previous meeting(s).
3. Business arising from the minutes.
4. Reading communications.
5. Bills of the Advisory Council.
6. Reports:
   1. Master Councilor’s Report
   2. Financial Report
   3. Chapter Advisors Report
   4. Other Advisors’ Reports
7. Unfinished business
8. New Business
9. Good of the Order

Minutes must be kept in a permanent book. As the Chapter’s minutes provide a historical record for the Chapter, so the Advisory Council’s minutes should provide a similar record for the Council.

The reports received at the Advisory Council meeting should be in writing and should be attached to the minutes. Motions and business must be correctly recorded.

If the Chairman adheres to the agenda and directs discussion according to parliamentary procedure, all members will be permitted an opportunity to express themselves and group decisions can be made easily and quickly. Time will be used economically. Time saved can be used for a social period following a meeting. Informal social get-togethers can help immeasurably in building friendly cooperation. This will permit the council to work together toward the common goal—that of advising a progressive and healthy DeMolay Chapter.

Job Descriptions for individual advisors that are assigned by the Chairman include: Membership Advisor, Awards, Masonic and Public Relations, Activities Advisor, Athletics, Civic Service, Fund Raising, and Social to name a few. There is never a time when a DeMolay Chapter cannot find something for a qualified, dedicated, team oriented advisor to be involved with.

**Training**

There are no replacements for personal experiences, but there are tools to every trade and Advisors should be well equipped.

To aid and expand the basic DeMolay knowledge of each Advisor, Massachusetts DeMolay provides the following resources:

**The Advisors’ Conference**. Held annually, usually in the Fall. This is a specific day or weekend organized by the Director of Advisor Training and Retention to bring the Advisors together for a time of training, role-playing and discussing DeMolay procedures, programs and proper chapter leadership. These conferences do not include Active DeMolays and allows for a inter-chapter and inter-Advisory Council interaction.

**DAD I Training**. DeMolay takes the topic of youth protection seriously. Knowing the guidance rules protects you as much as it protects our members. DAD Training is the foundation of all further service within DeMolay. No adult may serve in DeMolay without completing Dad I Training.

**Congress/Conclave/Leadership Summit**. During the DeMolay year there are many opportunities for the Advisors to meet. We will take an opportunity to do so at every statewide DeMolay event. You are encouraged to ask questions, question what you see and ask for guidance, advice and assistance.

**The Advisors’ Update**. Monthly Massachusetts DeMolay sends out an email that broadcasts important reminders, to encourage and supply new ideas, to share the successes of other Chapters or DeMolays. This email is sent at no charge.

Other resources include the Lamp of Knowledge (sometimes referred to as the LCC), The Leaders Resource Guide, and most importantly the state staff. Don’t be shy about picking up a phone and calling the DeMolay Office, the Director of Advisor Training, a Deputy Executive Officer or even the Executive Officer. They are all resources that serve you as an Advisor.