

# SECRETARY GENERAL'S AWARD

## For Secretary of the Year

### Criteria for Selection

The Secretary of the year should be someone who is a proven administrator, and a College Public Relation Representative. He adds continuity to the Officers line, while discharging his duties with efficiency and fidelity. A consideration is his ability to assist the officers, more especially the Governor, during their term of office. The Secretary should never be overbearing, but offer advice and counsel when requested, to enhance the College and the York Rite Sovereign College in particular. The promotion of the College, its precepts, aims and purposes, should be in the forefront of this recommended Secretary.

### Characteristics to be considered

1. The individual must be one who leaves an indelible mark on the College.
2. A person who is friendly, straight talking and competent in administration.
3. Tireless and devoted to the college, and the York Rite in general.
4. He epitomizes efficiency and accuracy in recording all transactions of the college.
5. That the Secretary prepares and distributes notices of meetings and complies with Sections 109 & 110 of the "Constitution and By-laws of the Sovereign College".

### Eligibility Requirements

1. The Secretary must have served for at least three (3) years prior to the recommendation.
2. The Annual Report, per capita tax and other supporting reports must have been submitted on time, legible and accurate.
3. The elected or appointed Officers of the York Rite Sovereign College, including Past Governors General, will not be eligible.
4. The Above 'Criteria for Selection' must be adhered to.
5. The dais officers of the College (Governor, Deputy Governor and Chancellor) must complete the Recommendation Application Form and return it to the Secretary General of the York Rite Sovereign College for review and selection. All application forms are due in the Detroit office no later than July 1 of each year.

### Selection Process

1. This Award is to be presented annually.
2. The Secretary General shall provide a Recommendation Application Form.
3. The Secretary General shall make the selection by using the Recommendation Application Form and reviewing the administrative material of the Secretary during the year.
4. The Secretary of the Year shall be the Companion Knight who best exemplifies the qualifications in the "Criteria for Selection and Eligibility Requirements" sections of this declaration.

