

## Sample Lodge Officer Descriptions

**These descriptions are general guidelines from the International office as each lodge can alter them based on lodge's needs**

- President – Responsible for coordinating all activities, scheduling, legal and other required reports and tax filing, and all activities of the Lodge with the assistance of the other officers and members.
- Vice President - Assist with any duties the President request, encourages membership and outreach, and conducts the meetings in the absence of the President.
- Secretary -Responsible for writing and maintaining the minutes of the lodge. If requested, assist with any other correspondence and reports required of the lodge.
- Treasurer Keep accurate accounts of the receipts and disbursements of the lodge, filing 990 forms and other tax related forms, and coordinating closely with the Financial Secretary.
- Financial Secretary -Collecting and depositing income of the lodge, submit a detailed report of the receipts during the preceding period and prepare the membership reports of the lodge, working closely with the Treasurer, and handling membership applications.
- Bingo Chairman-Works with treasurer to oversee the bingo game, license and reporting requirement, game set up and other details.
- Counselor- Aid, assist and counsel the other officers in the performance of their duties. This is normally a past lodge President or person with leadership experience.
- Marshal and Assistant Marshal -Help the President with ceremonial functions of the lodge are conducted in the proper manner such as draping the charter and any special room set up.
- Greeters-Welcome visitors and guests to our lodge. Help staff the door entries and when people come into the lodge. Advise the president of guests or other needs.
- Trustees -You the trustees of the lodge, are the custodians of the personal property of the lodge and coordinating projects.
- Cultural Committee – Assists with planning meeting night programs.
- Musician-Lead the group in singing Happy Birthday and Happy Anniversary, and work with the Cultural Committee in offering musical activities for the lodge monthly programs.
- Editor/Publicity Director –Publish the lodge newsletter, assist with Facebook page, secure sponsors for the newsletter, and work with lodge President and other officers on publicizing lodge events.
- Foundation Director- Give the lodge complete and updated information about the Sons of Norway Foundation and its outreach programs and organize an October Foundation meeting event.
- Sunshine Director – Bring greetings, cheer and comfort to members of our Lodge who are suffering from illness, loss of loved ones or who are celebrating a joyous occasion. Sends flowers for funerals/visitations of current members.
- Librarian: Supervise and control the lending of books belonging to the library. Helps encourage participation in the Cultural Skills program.
- Historian– Record the historical events of the lodge and maintain the scrapbooks.
- Youth Director-Assisting with any youth activities including 3rd grade event, Family Christmas Event and other activities to welcome youth and families to our lodge.
- Sports and Recreation Director - Planning and supervising of a well-rounded program of sports activities and recreation, encourage use of Sports Medals Program, and promote District sport events.