

2021

(gg) Initiate, order and maintain all promotional items and keep an accurate inventory providing a copy to the Grand Secretary no later than May 15. (2007)

(2) The chairman of the Promotion Committee shall:

(aa) Convene, organize and assign duties to each member of the Promotion Committee within twenty (20) days of the close of the Annual Session of the GGC. Absent members shall be notified of their duties within two (2) weeks. (2002)

(bb) Regularly inform the Grand Guardian, the members of the Promotion Committee, Fraternal Relations Committee and Membership Committee of the progress and activities of the committee. (2002)

(cc) Maintain a file of written reports obtained from the Bethels on promotional activities. (2002)

(dd) Make an annual report which shall serve as a permanent file of the transactions of the Promotion Committee. This file shall be retained in the Grand Secretary's Office. (2002)

(ee) Keep and maintain a permanent file on each Bethel under the Grand Guardian Council and turn it over to her/his successor at the end of the Annual Session or within ten (10) days thereof. (2002)

(3) One (1) member of the committee shall be appointed to oversee publicity and his/her responsibilities shall be to:

(aa) Assist local Bethels in the development of press releases.

(bb) Prepare and submit to the press for publication news items regarding the activities and promotions of the Order.

(cc) Work closely with the Committee members to prepare and submit to the press for publication news items that will promote the ideals and purpose of the Order in communities where there exists the possibility of organizing a new Bethel.

(f) **Fraternal Relations Committee**, composed of at least one (1) member whose duty it shall be to:

(1) Contact and keep in touch with the leaders of the Masonic Order and concordant bodies and endeavor to interest them in organizing Bethels of the Job's Daughters International.

(2) Assist the Promotion Committee in its effort to institute Bethels.

(g) **Century Club Foundation Committee**, shall be the members of the Executive Grand Guardian Council. It shall be the duty of the Century Club Foundation Committee to: (2021)

(1) Supervise and administer the Century Club Foundation account. (2021)

(2) The Grand Secretary shall issue Membership Certificates and Membership Cards to new members. (2021)

(3) The Grand Secretary shall acknowledge contributions received "in honor" or "memory of" someone. (2021)

(4) The Grand Treasurer shall submit an annual report of their activities at the Annual Session of the GGC. (2021)

(5) Develop methods to increase the principal amount in the fund through grants, donations, beneficiaries, fundraisers and other creative programs. (2003)

## **Section 2. Other Committees**

Before the close of the Annual Session the incoming Grand Guardian shall appoint the following Committees. She shall appoint one member of each committee to serve as its chairman. Each committee will be composed of at least one (1) member.