

## Preparing to be Exalted Ruler

### Committee Chairs

- Establish committee chairpersons
- Committee reports
  - Some reports are due each month and some are due quarterly
  - Reports that are not submitted by your chairperson will result in your getting either a phone call or email requesting that “you” submit the report. Reports are the responsibility of the Exalted Ruler. You do not have the time to write and submit these reports, therefore you need dependable chairpersons to help you.
  - When the VP and DD visit your lodge, you will be required to submit all the required reports. These are usually due two weeks before the visit. Again, any reports that are not submitted by your chairs requires you to write and submit the report. The VP and DD will be sitting next to you at the table and will expect you to justify the material that is presented is what is expected.

### Officer Corp

- You have limited control over who becomes an officer in your lodge except for the ones you appoint. Two of your officers will be more important in helping survive your year as Exalted Ruler, the Leading Knight and the Esquire.
  - Leading Knight: is your backup should you be unable to attend a meeting or function. He should help you when you become overloaded.
  - Esquire: helps you run your meetings and ensures that protocol is followed
- Your officers are your team. Some of them will not know what is required of them and others will, you need to train them. Encourage them to attend the district clinics even if they are not required to attend. They will learn what is required of their position. Host training classes so they can learn their jobs.

## Calendar

- Establish your calendar before your year as Exalted Ruler starts
- There are some events that Grand Lodge requires you to host (such as: Mother's Day, Veteran's Day, etc.)
- Traditionally your lodge will host events, your attendance is required

## Miscellaneous

- Volunteers
  - You are going to need many volunteers to help you during the year.  
Try to keep them happy.
- Officers
  - Officers are special volunteers, treat them with respect
- Budget
  - Watch your budget and make changes as required