



VISITING OFFICER'S REPORT

To be forwarded to the Grand Master with the "MASTER'S AND RECORDER'S REPORT" within TEN DAYS after the date of the Visit.

Visit _____, 20__

to: _____ Council of _____, Massachusetts

By _____, Visiting Officer

CHARTER

Condition of Original Charter: _____

Condition of Certified Copy: _____

RECORDS

Are _____ written

.....Judged by legibility and neatness.

Are Records of all Assemblies entered? _____

Are Annual Reports of the Treasurer, Recorder, Trustees and Auditor entered? _____

Are any Dispensations issued entered? _____

Does the Recorder maintain Membership Records on a computer? _____

If so, how often is the data backed up? _____

Does the Recorder use a hard copy of the data? _____

FINANCIAL

Are all Funds held by the Treasurer, Recorder or Trustees deposited in banks in the name of the Council? _____

.....STRONGLY RECOMMENDED

Does Recorder make prompt and frequent settlements with the Treasurer? _____

Was the Grand Constitution presented? _____

Are all amendments properly inserted? _____

If the Treasurer or Recorder is over 70 years of age, has the Council elected a Deputy Treasurer or Deputy Recorder? _____

Are Past Illustrious Masters filling subordinate offices other than Treasurer, Recorder, Chaplain or Master of Ceremonies? _____

If so, why? _____

What is the General Condition of the Council, and how do its officers impress you?

ATTENDANCE AT VISIT

Members _____ Visitors _____
Visiting Officer and Suite _____ Total present _____

State of the weather _____

WORK

What Degree _____ Floor Work _____

Ritual _____ General Rendition _____

Does Council possess adequate Regalia, Robes and Costumes for:

Royal Master Degree? _____

Select Master Degree? _____

Super-Excellent Master Degree? _____

BY-LAWS

Are By-Laws entered in a separate book? _____

Has every Companion Greeted within the past Cryptic Year signed the By-Laws? _____

If not, who has not?

Suggestions for Improvement _____

Condition of the rooms for conferring Council Degrees _____

Is instruction needed? _____

Have you visited the Council unofficially since your appointment _____

Additional Remarks to be made on the back of this report.

Visiting Officer