

POSITION DESCRIPTION: Curator

Skills: Attention to detail, availability of printer for creating new name tags.

Frequently used software/systems/apps:

DAR Resources:

DUTIES per Standing Rules:

The Curator shall:

- a. receive and safeguard the chapter's flag, banner, gavel, name tags, guestbook, attendance roster and other gifts and acquisitions of the chapter;
- b. print name tags for members, prospectives and guests attending chapter meetings;
- c. provide other curator work as the National Society and the Minnesota State Society may authorize.

Storage: Chapter's flag and banner are currently maintained in the storage unit in the lower level of the Wayzata Masonic building. The chapter has a key to the storage unit but not to the exterior doors. Access to the building must be coordinated through Kevin Sullivan, ksullivan17415@yahoo.com.

Most Frequent Contacts: Chapter Regent, Vice Regent, Membership Chair

Timing of Work: Four chapter meetings--generally held the last Saturdays of April, September & October and first Saturday of December