

# Conductor noun

con·duc·tor kən-'dæk-tər

## Synonyms of conductor

: one that conducts: such as

**a: GUIDE**

## Word History

...borrowed from Middle French & Medieval Latin; Middle French *conducteur* "director, guide,...

...Medieval Latin also "to lead, escort,...

The Conductor shall:

- ❖ Assist the President and perform such duties as the Ritual may prescribe. Be well versed in the National Bylaws, Ritual and the Floor Plans as provided in the current Podium Book.
- ❖ Arrange the room and put items away at the close of the meeting.
- ❖ Be responsible for all flags, banners, holders, stands, stations, altar, etc.
- ❖ See that all flags are available for Mid-Winter, Council of Administration, and Convention.
- ❖ Examine each member's dues cards, as directed by the President.
- ❖ Rise at the command of the President for the purpose of roll call. As the secretary calls the roll of Officers you will respond "present or absent" for each position called.
- ❖ At the command of the president, rise and advance to the rear of the altar standing to the left of the Chaplain, with or without floor work, for the opening and closing prayers.
- ❖ Escort guests or members into or during the meeting as directed by the President.

# MEMORIAL SERVICE



Conductor must be prepared to perform their duties for a Traditional Memorial Service which includes the Draping of the Charter with floor work. Floor Plan 8, through Plan 13 show the steps in the Traditional Service.

If the President chooses to have a Contemporary Memorial Service, floor work is not required. It is the duty of the Conductor to Drape the Charter.

The Conductor is responsible for directing the floor team on preparing the Altar for the Memorial Service. It is the responsibility of the Conductor to learn the orders to give to the floor team and Chaplain to prepare the Altar.



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# ESCORTING DUTIES

Traditional Meetings With Floor Work – Podium Edition 2025 – Ritual Section Page 11

## Opening Ceremonies:

1. When the President orders “Color Bearers, secure and present the Colors. Familiarize yourself with Floor Plan 2.
2. When the President orders “Officers, take your stations.” Familiarize yourself with Floor Plan 5.
3. If you have National Officers present at your meeting the following is to be done:
  1. Escort through an Aisle of Honor the National Commander-In-Chief or the National President
  2. Escort to the President’s station with the colors.
  3. The following can be escorted into the meeting at the same time:
    1. National Elected Officers
    2. Past National Presidents
    3. National District Council Members and National Appointed Officers
    4. National Ambassadors and National Chairmen
4. Department President is to be escorted first and alone if making an “Official” visit.
5. District President is to be escorted first and alone if making “Official” visit as a representative of the Department President.

## Closing Ceremonies:

1. When the President orders “Officers present yourselves at the Altar for Closing Ceremonies” Familiarize yourself with Floor Plan 6.





## **OTHER RESPONSIBILITIES**

- Bring all flags and stands to State Convention.
- Set up the room for Convention, Mid-Winter, Council of Administration
- Bring two (2) Floor Flags to National Convention – Make arrangements with someone if you are not attending National Convention.
- You are completely and solely responsible for all the floor work. The job you do will have a lasting impression on members.
- You are responsible for the altar and stations at Mid-Winter and Convention. You may be able to borrow podiums for a nearby Auxiliary.
- You are responsible for the Aisle of Honor when the National President visits. You may need to mentor the auxiliary members participating in the Aisle in the correct way to hold the flags. It is your duty to escort and announce the National President to the Aisle. You announce the National President: “Madam/Mister President, I present to you the Department of Oregon.
- You are responsible for the Presentation of Flags and Banners at the Department Convention. It is up to you to line up the auxiliaries and know how you are introducing/presenting them.
- You are responsible for lining up Department officers for their entrance into the convention performing the Cross of Malta.
- You are responsible for notifying all participants of any and all practices that may occur prior to Opening Ceremonies for both the Mid-Winter and Convention.
- **PRACTICE, PRACTICE, PRACTICE**





# Duties of Chairmen

## **Purpose:**

- Become very familiar with your Program.
- Learn who the National Ambassador is. The Ambassador is a national appointment by the National President.
- Read National and Department Program Books.
- Get to know your members.

## **Organizational Skills:**

- Have all contact information for the chairmen at the Auxiliary, District and Department levels.
- As you receive information from the National Ambassador make sure to share with all chairmen.
- Make sure you keep note of all deadlines, for example scholarships, art, and continuing education.

## **Communication:**

- Maintain open communication with all of the Auxiliary chairmen.
- Be available to answer questions





# NOVEMBER

CHAPLAIN DUTIES

CONTINUATION OF CHAIRMAN DUTIES

NOVEMBER 19<sup>TH</sup> @ 4:00 PM

NOVEMBER 25<sup>TH</sup> @ 8:00 PM