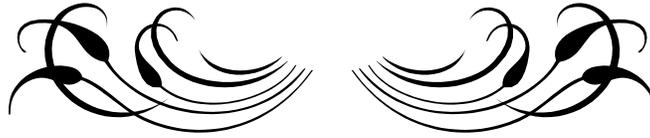


CDA: SERVICE TO ALL



DUTIES OF DISTRICT DEPUTIES

Importance of District Deputies:

Our Constitution states that the CDA was organized for the “moral, spiritual, and intellectual improvements of its members and for charitable, religious and benevolent purposes.” Our District Deputies are the heart and soul of this organization.

District Deputies are asked to be the State Board’s representative to the two or three local courts they are assigned. We call upon you to provide encouragement, respond to questions, facilitate ceremonials, and communicate to the State Regent the activities taking place locally.

Duties of the District Deputies:

1. Each of you has been provided a Tools of the Trade. Please study this resource.
2. District Deputy Duties are described in Section 5.
3. A Ceremonial Booklet is included in the Tools. Please make sure that all local courts are using the latest 2009 edition. Always schedule a rehearsal for the officers/new members in advance of the activity. Check robe length...11” from the floor. **NO** earrings are to be worn by the officers. For installations, check to see if any state officer is planning on attending. Unless the Chaplain has accepted giving the officers their charge, the highest-ranking officer is the one who gives the officers their charge.
4. Attend State Workshops and the State Convention.

Other Specific Duties:

A form will be developed that you are asked to complete after a local court visit. This information is to be sent within five days of your visit to the State Regent. Your observations and input will assist the state board in continued development and planning.

Assist in identifying potential communities, parishes and contacts that may organize a new court.

Expenses

1. Mileage for State Court work is 25 cents per mile*. You may also submit bills for phone calls, postage, and photocopies. Use an official expense sheet. This should be mailed to the State Regent. Try to submit bills at least within three months after they occur. Don't let them accumulate.
2. At the State Convention, the State Court pays mileage*, and one-half room and meals (excluding breakfasts). An expense sheet should be submitted immediately after the convention. (The convention registration is waived.)
3. At the State Workshops, the registration fee is waived for State Chairs & District Deputies.

*When traveling with others, mileage cost is to be split amongst passengers. State Chair or District Deputy should offer to pay a portion of the trip and turn in this amount on an expense report. (The rate for mileage was changed at the 2002 Convention and the room rate was changed at the May 17-18, 2002, Board Meeting for 2005 Convention.)