

April 2011



Dear Jobie Parents and Guardians,

Thursday, May 5, 2011 is a very important meeting. This night marks election of line officers for the fall term.

Enclosed is information about elections and line officer duties and responsibilities. I ask that you discuss them with your daughter prior to the meeting. I also ask that you sign and return the enclosed form if you give permission for your daughter to accept a line officer position, if elected. While the Daughters like the idea of wearing the “bling”, we know that there is work involved. Parents have a large responsibility when their daughter enters the line of officers. It is a commitment that should not be entered into lightly.

Below is information that is important to know and understand:

Eligibility for Elections: (summary from our by-laws)—(a) a daughter must have passed proficiency and have been a member in regular attendance during the entire term in which the election is held, (b) excused absences are given for good and sufficient reasons if the daughter contacts the Guardian and Honored Queen prior to the absence, (c) any member soliciting votes for office or permitting her friends to do so shall disqualify both members from holding office (this means that the girls are not allowed to discuss with other Jobies who they are voting for, if they would like to be an officer, or if they think another girl would be a good officer).

Duties/Responsibilities: Line officers are the leaders of the bethel. While it is not required, they generally move from *Marshal* to *Guide* to *Junior Princess* to *Senior Princess* to *Honored Queen*. This progression gives the girls time to learn leadership skills and become comfortable in the workings of the bethel.

General expectations for line officers can be found on our website: <http://bethel56.webs.com/officers>. Below you will find more specific expectations for each officer.

Marshal:

- Know marching lines for Escorts, Flag of country, Bethel flag, Opening, Closing, and Initiation.
- Support the Honored Queen and Bethel in all meetings, practices, projects, and activities.
- Attend all Bethel Council meetings.
- Plan and execute a service project with another line officer.
- Select a poem book for the retiring Honored Queen.
- See that the Bethel room is set up for each meeting and practice to begin on time. Consult the ritual on proper set up of the Bethel room.
- Make sure everything is taken down after the meeting or practice and put away in the proper place.
- Assist the Guide in lining up the officers and bethel choir for opening march.

Guide:

- Know marching lines for Escorts, Opening, Closing, Initiation, help the Marshal with the marching lines.
- Have Initiation part memorized.
- Introduce Pilgrims at Initiation.
- Support the Honored Queen and Bethel in all meetings, practices, projects, and activities.
- Attend all Bethel Council meetings.
- Plan and execute a service project with another line officer.
- Line up the officers and Bethel choir for Opening march with the help of the Marshal.
- Coordinate with the Honored Queen to set investigations of prospective members.

Junior Princess:

- Have Initiation part memorized.
- Have Proficiency part memorized.
- Support the Honored Queen and Bethel in all meetings, practices, projects, and activities.
- Attend all Bethel Council meetings.
- Help the Senior Princess teach the new daughters their Proficiency.
- Keep the point chart for the Bethel.
- Plan and execute a service project with another line officer.

Senior Princess:

- Jobies should be a **top priority** for you—other major commitments will interfere with your ability to commit to Jobies.
- Reserve the Hall for the next Installation.
- Have Initiation part memorized.
- Have Proficiency part memorized.
- Support the Honored Queen and Bethel in all meetings, practices, projects, and activities; the Honored Queen relies on you for help and support.
- You are second in command. You should be ready to assume the duties of the Honored Queen if necessary.
- Know the order of business.
- Attend all Bethel Council meetings.
- Plan and execute a service project with another line officer.
- Teach the new daughters their Proficiency.
- Plan and present a farewell for the Honored Queen at her last meeting.

Honored Queen:

- Jobies should be a **top priority** for you—other major commitments will interfere with your ability to commit to Jobies.
- Read the Uniform Code of JDI-- bring your copy to meetings.
- You are in charge of **all Bethel activities**.
- Think of the meaning of each statement in the Honored Queen's part:
 - *"My duty as Honored Queen is to carefully plan and preside during all meetings of the Bethel,"* – meaning that you plan ahead any business you wish to address with the girls and get it pre-approved by the Bethel Guardian Council (BGC) as needed AND you must preside over ALL practices and meetings. Don't schedule them if you know you won't be there.

- “to require an orderly procedure at all times,” – meaning that you are in charge and you keep the meeting running smoothly by knowing your part, knowing parliamentary procedure, and by being a good role model for Jobie decorum during meetings.
- Have meeting parts memorized.
- Know order of business.
- Have Initiation part memorized.
- Have Proficiency part memorized.
- Have Installing Officer part memorized.
- Attend all Bethel Council meetings.
- Appoint officers and committees with the Bethel Guardian Council approval.
- Have Bethel opened and lights turned on before others arrive.
- Get girls ready for meetings and practices on time.

There is an old saying in Job’s Daughters that says, “You get out of Job’s Daughters what you put into it.” Well, my daughter actually got more out of it than she put in and she is still receiving the benefits daily. Being an officer of the bethel is a fantastic learning opportunity and a great way to bring parents and daughters together. I hope you consider it for your daughter some time; if not now, in the future.

Sincerely and with Jobie love,

Anne Jensen

Anne Jensen
Bethel Guardian



Bethel 56 Line Officer Elections Permission Form for Fall Term 2011



I give permission for my daughter, _____, to accept a line officer position if she is elected. I understand that it is my responsibility to help my daughter fulfill her duties and responsibilities as a line officer of Bethel 56.

Parent signature

date