

Grand Bethel Honored Queen
Performance Contract
Grand Guardian Council of Oregon

This contract is an agreement between the Grand Guardian Council, represented by the Grand Guardian (GG), the Youth Committee, represented by the Youth Committee Chair, the Grand Bethel Honored Queen (GBHQ) and her parents or guardians. This agreement outlines the duties and responsibilities of the Youth Committee and GBHQ in performing their many duties and how the program fits into the overall goals of Oregon Job's Daughters.

Recitals

1. The GB program was established in April 1951 under the authority of the Grand Guardian Council of Oregon.
2. Duties of the Grand Bethel Honored Queen are as follows:

Duties

- (a) It shall be the duty of the Grand Bethel Honored Queen to:
 - (1) preside at all meetings of the Grand Bethel
 - (2) appoint committees approved by the Youth Committee.
 - (3) preside over Congress and official ceremonies of the Grand Bethel.
 - (4) attend the Annual Session of the Grand Guardian Council and give a report of her activities during her term.
 - (5) conduct the election of the next Grand Bethel Line Officers.
 - (6) oversee the appointment of the Grand Bethel Officers.
 - (7) whenever possible, visit Bethels and other Daughter related activities to promote the good of the Order.
 - (8) be the "official" representative of Job's Daughters and give appropriate remarks at the Annual Session of the Grand Lodge and other Masonic affiliated bodies, when invited to do so and upon the approval of the Grand Guardian or the Youth Committee Chair.
 - (9) if possible, attend the Annual Session of the Supreme Guardian Council.
- (b) The Grand Bethel Honored Queen shall present an accounting to the Youth Committee for reimbursement on a monthly basis, and at the close of the term showing the grand total of money spent in the course of her duties.

Agreement

1. The GGC has the following responsibilities:
 - a. The Grand Guardian shall appoint a Youth Committee as long as there is sufficient interest in the program by qualified Daughters and adults.
 - b. Adults who are appointed to serve on the committee must be CAV.
 - c. Adopt a budget at the annual session of the GGC to provide for programs, and as may be recommended by the Youth Committee.
2. The responsibilities of the Youth Committee include:
 - a. Oversee the GB program.
 - b. Plan and promote the activities of the GB, including GB weekend and annual GB session at GGC's Grand Session.
 - c. Approve the travel plans and chaperones for the GBHQ's travel.
 - d. Oversee the fund-raising efforts made on behalf of the GB program.
 - e. Seek authorization for expenses prior to any commitment of funds.
 - f. Meet at least quarterly, but as often as deemed necessary by the Youth Committee Chair and the Grand Guardian.

3. The Grand Bethel Honored Queen shall:
 - a. Work harmoniously with Miss Oregon Job's Daughter, the Grand Bethel and the GGC.
 - b. Represent Job's Daughters at the request of the Grand Guardian or Youth Committee. If she is unable to attend an event, the GB Sr. Princess may be requested to represent the Grand Bethel, along with MOJD representing Oregon.
 - c. Provide the Youth Committee Chair with a monthly itinerary of her proposed travel schedule prior to any travel ensuing.
 - d. Provide the Youth Committee Chair with a list of chaperones approved by her parents that may be considered for chaperoning at various activities throughout the year.
 - e. Request approval for a designated chaperone for each event at which GBHQ is present and provide details of how the GBHQ will travel to and from the event.
 - f. Submit monthly expense reports, requesting reimbursement for authorized expenses upon presentation of receipts no later than the month following the expense.
 - g. Obtain approval of the Youth Committee Chair prior to making any expenditure on behalf of the GB program or for which GBHQ or her parents have an expectation to be reimbursed.
 - h. Work cooperatively with the members of the Youth Committee.
4. The responsibilities of the parents of the Grand Bethel Honored Queen include:
 - a. Support for their daughter financially, logistically and emotionally. Being Grand Bethel Honored Queen is a challenging leadership opportunity for any young woman.
 - b. The parents and GBHQ are responsible for the travel arrangements of the GBHQ. Approval for travel must be obtained prior to travel beginning and before any financial obligation is incurred.
 - c. The parents shall work with the GBHQ to provide the Youth Committee Chair with a list of acceptable chaperones from which the Youth Committee Chair may designate specific chaperone responsibilities for any given engagement. This list may be amended by either the parents or the Youth Committee Chair, but the final approval for a chaperone rests with the Youth Committee Chair. Inclusion on the list of chaperones does not guarantee that a specific chaperone will be approved for any event.
 - d. The parents shall provide for the financial needs of their daughter during her term of office. Some of these expenses may qualify for reimbursement, upon approval of the Youth Committee and Finance Committee.
5. Travel arrangements:
 - a. All travel arrangements must be approved by the Youth Committee Chair.
 - b. Travel shall be reimbursed only as provided by the Youth Committee and in the adopted budget.
 - c. All chaperones for GB shall be at least 25 years of age.
 - d. GBHQ may not drive any other Job's Daughters / youth to or from or between Job's Daughter events.
 - e. All out of jurisdiction travel must be approved in writing by the Youth Committee chair and the Grand Guardian.
 - f. The housing arrangements for GBHQ when traveling overnight shall be approved by the Youth Committee Chair.

6. Property of the GB program - The Grand Bethel Honored Queen program has property that is passed down from GBHQ to GBHQ, much of which has significant monetary and sentimental value.
- a. Each GBHQ and her parents shall inventory the property given to them on the night of installation (or soon thereafter), noting the condition of the property and acceptance of the property and responsibility of same.
 - b. The Official Regalia of the GB shall not be altered or embellished without specific written authorization by the Youth Committee Chair and Grand Guardian.
 - c. The GBHQ shall adhere to the GBHQ / MOJD dress code and expectations.
 - d. The GB program may have various items to sell from time to time. The GBHQ and her parents will be asked to fully participate in all fund-raising activities on behalf of the GB and are responsible for any property they take to use for promotion and/or fund-raising.
 - e. In addition it is tradition that each GBHQ may offer pins/charms for sale during their year of service. These pins/charms shall be ordered by the Youth Committee Chair or someone designated by her after consultation with the current GBHQ and approval of the Finance Committee.
 - i. The payment for the pins/charms may be direct to the vendor or by reimbursement to the parents.
 - ii. The funds raised from the sale of the pins/charms shall be turned over to the Youth Committee at least monthly.
 - iii. If requested by the Youth Chair, funds and/or pins/charms shall be turned over immediately. Funds in excess of \$100 shall be turned over immediately to the Youth Committee.

Other provisions: TBD

I / we agree to the provisions of this contract and the various policies, procedures and requirements as further outlined in the Rules and Regulations and Standing Rules of the Grand Bethel and the attached documents.

This agreement will be signed by the GBHQ-Elect, her parents/guardians, the Bethel Guardian of the GBHQ, Youth Committee Chair and the Grand Guardian. Please print and sign name.

_____	_____	_____	_____
GBHQ-Elect	Date	Bethel Guardian of the GBHQ-Elect	Date
_____	_____	_____	_____
Parent/Guardian	Date	Parent/Guardian	Date
_____	_____	_____	_____
Youth Committee Chair	Date	Grand Guardian	Date