

PMC-MSA Requirements

The following Requirements must be fulfilled for Qualification:

- Prior to his installation, the Master Councilor must memorize and show proficiency in his portion of the Ritual.
- Before his installation, he must present and distribute a printed planned program to all Advisors and Chapter members. All events and dates planned for his term of office should be listed in printed form.
- At the beginning of his term (and within 10 days of his installation, the Master Councilor must send a letter to the Executive Officer or his representative.

The letter must:

- State his intent to qualify for the award.
- State his plans for a successful term.
- State that Ritual work has been memorized.
- Include a copy of his printed term plan or program.
- Include any other information that may be important.
- Be countersigned by the Chapter Advisor. Prior to completing his term.

The Master Councilor must fulfill the following:

- Exemplify both degrees of the Order, along with his degree teams, from memory, at least once during his term of office.
- Initiate his pro-rata share of the Chapter's membership goal during his term, or the Chapter must initiate 4 of its total Chapter membership goal during the year that begins with his installation.
- Hold at least one social, civic, Masonic service, athletic and fund-raising activity in the Chapter.
- Observe each Obligatory Day that falls during his term.
- Establish a program that increases or maintains a high level of attendance at Chapter meetings.
- Submit all Form 10's, reporting new initiates during his term of office to the Service and Leadership Center with full payment, within 10 days following initiation.
- See that all the Chapter's required reports reach the Service and Leadership Center (**escribe**) before the delinquent date, if the due date falls in his term.

At the close of his term, the Master Councilor must submit a letter to the Executive Officer, or the person designated to administer this program, summarizing his term and explaining the items listed previously. In the letter, he must analyze his program, explaining the results of

each activity and any changes that were made. The final letter must contain a statement of confirmation from the Chapter Advisor and must be sent within 10 days of the end of the Master Councilor's term.