



**VIRGINIA SUPPLEMENT**  
*Carry the shield forward.*



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Knightly Greetings,

What does being a Trustee of the Grand Commandery of Knights Templar of Virginia mean? What are the responsibilities? These questions have come to the forefront in recent years. Answers to these questions follow using excerpts from a manual soon to be released.

A Trustee is an officer of the Permanent Fund that consists of seven funds. They are the General Fund, the Baldwin-Brown Fund, the Education Fund, the Holy Land Pilgrimage Fund, the Museum Fund, the E. Cary Knight Fund, and the Permanent Life Membership Fund.

The Permanent Fund's purpose is to provide funds for specific purposes as stated in the individual funds while others supplement the Per Capita and other income of the Grand Commandery to fund the Operating Budget and emergencies.

The Trustees must keep accurate records that must stand rigid scrutiny at multiple levels to include local and federal government agencies. Those records must always be maintained and presented with full disclosure. Other duties consist of choosing a financial institution to administer the Permanent Fund, holding that financial institution accountable to maximize our earnings within acceptable risk parameters, preparing an annual report that is presented at the Stated Conclave of the Grand Commandery, ensuring that distributions are made in a timely manner, and records are available for inspection and use by the Grand Line Officers as a base for their financial decisions.

While the Operating Budget process does not fall under the Trustees responsibilities, at least one of the Trustees will attend at the Committee on Finance Budget Meetings. The Trustee or Trustees attending will have the

current results of each fund that include beginning balances, ending balances, earnings, principal, deposits, withdrawals and the investment managers analysis and recommendations.

A Trustee must be a leader. The Grand Commandery has put special trust in his abilities to serve the organization. This does not mean that he knows everything there is to know about The Permanent Fund or investments. It does demand that he will do his utmost to find the correct answer. He must have the courage to communicate positive or negative information. His character and actions as they pertain to the Permanent Fund are governed by the precepts of Masonry and particularly those of the Order of Knights Templar. Decisions should be made prudently with the best interest of the Grand Commandery being paramount. He must realize that his actions must positively influence the future direction of the Grand Commandery of Knights Templar of Virginia.

A Trustee will exhibit LOYALTY by being able to put aside his personal desires and do what is best for the Grand Commandery and execute his responsibilities with CARE so as to avoid any perceived or actual harmful actions to the Grand Commandery. He will use FOLLOW THROUGH to ensure that changes to the Constitution and Statutes that affect the Permanent Fund are implemented immediately.

In short, a Trustee is given control or powers of administration of property in trust with a legal obligation to administer it solely for the purposes specified.

Until our "in person" Conclaves resume, exercise care and stay well.

*"Carry the shield forward."*

With All Knightly Courtesy,

J. Jeffrey McClelland, KCT  
Grand Commander