



CRYPTIC RITE MASONS OF WESTERN CANADA ROYAL AND SELECT MASTERS

Ad-hoc Website Committee Terms of Reference and Duties February 7, 2024

1. DEFINITIONS

- i. The Cryptic Rite Masons of Western Canada Royal and Select Masters organization shall be referred to as the “CR” in this Terms of Reference and Duties statement.
- ii. The Board of the organization shall be the Grand Executive Committee as per Article 19 of the Constitution and General Regulations of the CR.
- iii. The Board had established an ad-hoc Website Committee (Committee) as permitted per Article 19 (h). The Committee is to post new information and manage the electronic information of CR on an Internet Website. Upon approval of a motion within the 2024 Annual Assembly, the name of this Committee will be added to the Constitution and General Regulations of the CRM as the “Website Sub-Committee”.
- iv. The Committee shall be comprised of a Grand Webmaster (Webmaster) appointed by the Board, plus no less than 6 Companions, one to be appointed as a Chairman/Director and 5 Directors, one each from:
 - Manitoba,
 - Saskatchewan,
 - Alberta,
 - BC Mainland which includes the NWT and the Yukon,
 - Vancouver Island,

all appointed by the Grand Master (GM). The GM and Grand Recorder are ex-officio members and have full voting rights.

- v. The purposes of the CR Website shall be to assist CR in Western Canada plus describing the message of Cryptic Rite Masonry in particular and York Rite Masonry in general.
- vi. The CR Website shall be a service tool of the CR.
- vii. The CR Website shall be registered as “<https://cryptic-rite.ca>”.
- viii. The content of the CR Website shall be determined by the Committee with concurrence from the Board via the Grand Recorder.
- ix. Whereas the CR Website is accessible worldwide by all persons who can connect to the internet, all decisions about the CR Website's content should be considered “important decisions” respecting the Masonic virtues of brotherly love, relief and truth.
- x. In carrying out the direction of the CR, the Committee shall be authorized to make changes to the CR Website as they deem necessary within the limitations of these guidelines.

2. GRAND WEBMASTER'S RESPONSIBILITIES

- i) The Webmaster shall have the responsibility of maintaining the technical aspects of the CR Website.
- ii) The duties of the Webmaster shall include but not be limited to:
 - A. Updating meeting and content information promptly.
 - B. Implementing and ensuring CR Website security and data protection. Ensuring that the CR Website data files are backed up regularly.
 - C. Monitoring the CR Website to verify its ongoing operation. This includes maintaining, updating and optimizing servers plus monitoring and analyzing site performance.
 - D. Maintaining contact with the CR Website Hosting Service.
 - E. Making recommendations for updating software for the CR Website as needed.
 - F. Corresponding with the Grand Recorder and Committee requesting changes to the content and information.
 - G. In case of a crisis, safeguarding the ongoing operation of the CR Website by providing a confidential summary to the Grand Recorder of:
 - Log in names and passwords for all software, servers and suppliers for the CR Website.
 - Contracts and agreements with Website Hosting services and suppliers used for the CR Website.
 - H. Identifying an Alternate CR Website Resource Person who can be mentored to fulfill the duties of the CR Website Webmaster voluntarily when necessary.
 - I. Providing electronic data reports as required by the Committee.

3. DUTIES AND SCOPE OF THE COMMITTEE

- i. The five directors chosen by the GM will be designated within their domicile Province with one allocated to Vancouver Island. These directors will assist the Webmaster with gathering, posting and editing information from the Councils regarding their respective areas onto the CR Website and/or reporting the information directly to the Webmaster for editing into the Website.
- ii. The Chairman is responsible for:
 - Report and make recommendations to the Board via the Grand Recorder.
 - Encourage, develop and recommend “web” related content and standards.
 - Oversee the Webmaster with design and underlying technology.
 - Ensure the CR Website stays current with new technology/trends.
 - Distributing material to the Committee whenever needed to keep members informed, particularly agenda material before a meeting
- iii. The Chairman is also responsible for ensuring all payments for annual licensing and contracts to maintain the CR Website are paid on a timely basis. On December 1 of each year the Webmaster is to provide an invoice for his services for the next year to the Chairman. The Chairman is to provide his concurrence and recommendation to the Grand Recorder for payment by CR. As of 2024, the annual yearly fee is \$600 as the maximum annual cost to CR for maintaining the CR Website.
- iv. Annually, the Chairman is to report to the Grand Recorder regarding an annual operating budget for the forthcoming year for the CR Website. In conjunction with the preparation of the annual budget, the Committee is to review and recommend to the Grand Recorder the remuneration and contractual benefits of the Grand Webmaster.
- v. Any other duties as required by the GM.

4. MEETINGS

- i. The Committee is permitted to meet for administrative purposes as casually as required. “Casually” implies quick telephone or Zoom meetings, with little or no notice to all members, to deal with an immediate need for the CR Website. Casual meetings do not require a quorum since motions and voting are not permitted. It is recognized a quick turnaround with direction for administrative issues are required in social media. Casual meetings do not require minutes but can be recorded if warranted.

- ii. At least one formal regular meeting is required each year prior to the May Grand Executive meeting to review the forthcoming year's budget. Attendance by electronic means or in person are permitted.
- iii. Regarding regular meetings, the Chairman is to provide notice and an agenda in writing to the members of the Committee, such notice to specify the date, time and place of the regular meeting, such date to be not less than 10 clear days from the date of the notice, and the reason for calling the regular meeting. No business other than that stated in the notice shall be transacted at that regular meeting. Such notice may be communicated electronically or by regular mail.
- iv. A quorum for the Committee within a regular meeting shall be comprised of a minimum of 5 members wherein attendance within the following grouping will be satisfied:
 - The Webmaster
 - One member who is either the Grand Recorder or GM.
 - Three directors

4. REPORTING

- i. The Committee is to prepare and retain minutes of each regular meeting.
- ii. The Committee is to provide a preliminary report to the Board prior to the May Grand Executive meeting regarding the status of the CR Website recommending the budget for the forthcoming year.
- iii. Before the Annual Assembly and subject to the timeline imposed by the Grand Recorder the Committee is to provide their final annual report to the Board for approval and ratification at the Annual Assembly.

Adopted and Approved.

Date: _____

Grand Recorder on behalf of the Grand Council