

SOUTH ESSEX TRAVELLING ROSE (TR)

Procedure

Giving Chapter

- 1). Chapter's Recorder notifies Receiving Chapter's Recorder (& TR Overseer) that they are now in possession of the TG and seek confirmation of the date of their next meeting.
- 2). Chapter's Recorder sends out request to all members to collect numbers of those wishing to attend meeting.
- 3). Chapter to agree a Local Charity for donation.
- 4). Upon receiving summons, send details of Chapter's 'team' to accompany the TR (2 'free' - hopefully MWS and Recorder, rest to pay)
- 5). Attend meeting, MWS presents TR at the appropriate agenda item.
- 6). Following approval by Receiving Chapter, MWS to announce which local charity to receive donation.

Receiving Chapter

- 1). After Giving Chapter notifies Receiving Chapter it is in possession of the TR, Receiving Chapter's Recorder confirm date of next meeting.
- 2). Receiving Chapter's Recorder includes in summons agenda, items stating 'To receive the South Essex Travelling Rose' and 'To Propose that the Chapter donates £XX (not less than £50) to a Local charity of X's Chapter's choice.
- 3). Receiving Chapter's Recorder sends summons to Giving Chapter's Recorder inviting them to attend (2 'free', rest to pay). Also to TG Overseer.
- 4). At the meeting, MWS to accept the TR under relevant agenda item and it is to placed on Recorder's table (and in front of MWS at Festive Board).
- 5). After Charity agenda item approved, MWS is to invite Giving Chapter's MWS to inform the Chapter of the details of the Local charity who is to be the recipient.
- 6). Chapter's Treasurer to subsequently liaise with Giving Chapter as to handle payment of the donation.
- 7). After the meeting, Chapter's Recorder to inform next Chapter on the list as per Giving Chapter item 1 above.

TR Overseer: David Harvey (davidmharvey54@gmail.com; 07785 928938)