

## RESPONSIBILITIES OF STATE HIKE COORDINATORS

### General Description:

Choosing a jurisdictional HIKE coordinator each year is helpful to the members of the Board of Directors of the HIKE fund. These persons render assistance in many ways to the HIKE Board and Grand/Jurisdictional Guardian Council. They respond to questions regarding contributions and follow up on awards that are to be presented. They make sure that awards are presented in a timely fashion and act as a liaison between the HIKE Board and the Grand/Jurisdictional Guardian Council.

### Responsibilities:

- Become familiar with The HIKE Fund, Inc. through information sent each year, and be prepared to talk about HIKE to Bethels, other Masonic organizations, community organizations, and the media.
- Attend presentations of awards in the jurisdiction whenever possible; be prepared to give a message about The HIKE Fund. Make sure the Grand Line Officers, civic leaders, and the media are aware of all HIKE presentations and encourage their attendance.
- Serve as an organizer of jurisdiction-wide fund-raising activities for HIKE. Also, encourage observation of the International HIKE Days that are observed the first weekend in May of each year.
- Make sure that all contributions from Bethels and Grand/Jurisdictional Guardian Councils are sent to The HIKE Fund **IMMEDIATELY UPON RECEIPT**. If necessary, an appropriate presentation can be planned for the Annual Session by presenting the Grand Guardian or Jurisdictional Guardian with a large, handwritten check showing the total amount collected during the year.
- Encourage the collection of contributions, making sure checks are made out to The HIKE Fund, Inc. Any cash pledges should be turned in to the Guardian Secretary who will write a Bethel check to The HIKE Fund and forward all checks to the Executive Secretary of The HIKE Fund as soon as possible. Our contributions are dispersed as soon as they are received; delays occur when contributions are held up for months, sometimes for an entire year, which results in lost donations because banks will not honor checks with an old issue date.