

**MAIL TO GRAND SECRETARY WITHIN FIVE (5) DAYS AFTER INSTALLATION**

- Secretary please note:
1. Write the First and Last Name of each officer. Include their address and phone number.  
Please include email for all elected officers.
  2. Give full name of Installing Officer and title.
  3. Attest by Chapter Seal
  4. This certificate must be signed by the newly elected Secretary; Mail one copy to the Grand Secretary

**CERTIFICATE OF ELECTION, APPOINTMENT AND INSTALLATION OF OFFICERS**

To the Grand Chapter of Oregon:

I hereby certify that \_\_\_\_\_ Chapter No. \_\_\_\_\_ O.E.S., did on the \_\_\_\_\_ day of May 20 \_\_\_\_\_ (being the first stated communication in said month), duly elect the following officers to serve for the ensuing year:

Worthy _____	Matron _____	Phone _____
Address _____		Zip Code _____
E-Mail: _____		

Worthy Patron _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Associate _____	Matron _____	Phone _____
Address _____		Zip Code _____
E-Mail: _____		

Associate _____	Patron _____	Phone _____
Address _____		Zip Code _____
E-Mail: _____		

Secretary _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Treasurer _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Conductress _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Associate _____	Conductress _____	Phone _____
Address _____		Zip Code _____
E-Mail: _____		

That the following officers were duly appointed to serve for the ensuing year:

- Chaplain \_\_\_\_\_
- Marshal \_\_\_\_\_
- Organist \_\_\_\_\_
- Adah \_\_\_\_\_
- Ruth \_\_\_\_\_
- Esther \_\_\_\_\_
- Martha \_\_\_\_\_
- Electa \_\_\_\_\_
- Warder \_\_\_\_\_
- Sentinel \_\_\_\_\_

And on the \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_, the said officers were duly installed by

Installing Matron: \_\_\_\_\_

Given under my hand and the Seal of the Chapter on the day written above.

(Chapter Seal) \_\_\_\_\_ Secretary

(\*To be installed at a later date)