



## Prospect Coordinator

Many Lodges successful in recruiting new members acknowledge it is important to have a recruitment process for the Lodge which is clearly understood by all Brethren.

Central to this process is a brother appointed as the Lodge 'Prospect' Coordinator / Membership Coordinator or whatever title the Lodge so decides upon.

The Coordinator is responsible for coordinating the recruitment of both initiates and joining members. Note they are NOT responsible for the investigation and recommendation process.

Their particular tasks are to:

- Receive advice of potential members from any member of the Lodge
- Maintain a list of prospective members, regularly reviews that list
- Actively act as a 'Talent Scout' for prospective members
- Keeps a ready supply of publicity brochures on hand
- Initiates the organisation of activities such as information nights, father & sons pool evenings etc
- Ensures that applications and proposition forms are provided to the Proposer & Seconder; receives and checks the completed forms; and then forwards the forms to the Master
- Forwards the forms on approval of the Master to the Investigating Committee Chair or Secretary.

The Coordinator can be a younger mason, master mason or Past Master. They can either undertake the role by oneself or lead a small team. Need to be enthusiastic and organised.

Every Lodge needs this role - who is the best man in your Lodge to undertake this role?

