



Effective Management of Lodge Business

Managing any organisation or group is always a challenge, particularly when working with volunteers.

To increase the success of managing your Lodge effectively there are a number of key activities recommended:

- Firstly develop a Lodge Plan
- Separate lodge business out into a separate and more relaxed business session → this results in less discussion at the Regular meeting
- Ensure each meeting has a published agenda and stick to it
- Provide training and knowledge of meeting structure, protocols, rules of debate and modern business procedures
- Important that the Master develops strong chairmanship skills and delegates
- Ensure a budget is established and there is good monitoring of finances against that budget
- Plan ahead when support of a motion is required.
- Technology provides an efficient means to communicate so use it!
- Ensure timeliness with distribution of information
- Provide support around the first time Master
- Ensure enthusiastic people doing the job are time and task efficient
- Have a succession plan for all positions - with positive leadership and positive planning, you will have the right person : right role
- Ensure good teamwork and working together with collective involvement

