



## Guide for Secretaries

When being invested as a Secretary of a lodge, some installation ceremonies use the words *'is an office of considerable importance'*. It is a pivotal role in all Lodges with the Secretary needing to ensure that the administration and general affairs of Lodge are undertaken well and on time.

A comprehensive educational tool called a **'Guide for Secretaries'** is available to assist lodge secretaries in their role. An updated version has recently been located on the 'Lodge Secretaries' page for your Lodge within the Members Section of the Grand Lodge Website.

If you are a new Lodge Secretary then as soon as your details have been advised to the Grand Lodge office you will be given access to this part of the website.

If you haven't logged on to the Members Section previously refer to the separate tool *'How To Log-In To The Members Only Area of the Freemasons Website'*.

The Guide will provide most, if not all, of what you need to know to perform the role. In addition here are a few tips:

- Make up an agenda for each meeting with details of correspondence / finance etc. which makes it easier during the business session
- While it is more work, download any GLNZ memos from "the cloud", save as portable document format files (.pdf) and send them to your email members list as an attachment rather than forwarding the GL email and getting the members to download the file themselves. (Some people are familiar with emails and attachments but not so familiar with downloading files from the internet)
- Each time you do the above, print off enough copies for those Lodge members not on email, so they can be included in the monthly posting to the members.
- If it is an important document, such as an installation programme, don't hesitate to find an experienced brother to do the proof reading.
- Ensure that any Lodge email list is kept up to date so that those people who resign/die etc are removed from the list, and those who are initiated or join are added to the list.
- Add the District Secretary (if there is one), the Divisional Secretary, Membership Officer at Grand Lodge Office ([barbarap@freemasons.co.nz](mailto:barbarap@freemasons.co.nz)) to the list of people to receive notices.

