

**NATIONAL OFFICE**

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**CIRCULAR**

**To:** ALL LODGE SECRETARIES  
**Date:** 5<sup>th</sup> February 2025  
**Subject:** 2025-009 NOMINATIONS FOR TRANSITIONAL DIVISIONAL GRAND MASTERS 2025-2028

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Dear Brethren

Our current Divisional Grand Masters will complete their term of office in October 2025 and nominations are now open for any suitably qualified Brother to apply for **Transitional Divisional Grand Masters 2025-2028**.

These are Grand Master Appointments under Rule 125 and in consultation with his current Divisional Grand Masters.

You are reminded that the envelope containing the nomination must be marked 'Confidential', for the attention of the Grand Secretary, using the usual National Office address. Nominations may be posted (postal address), or dispatched for delivery (street address) or emailed to be received by the Grand Secretary **not later than 5 pm Friday 28<sup>th</sup> March 2025**. In addition to the brief personal information requested on the Nomination form, please ensure that a separate comprehensive CV is attached to the nomination.

Nominees will be required to attend a Seminar on 12<sup>th</sup> April 2025 and a Training on 13-14<sup>th</sup> September 2025 both in Wellington.

**Separately, Lodge Secretaries please ensure this Circular is forwarded to all your members.**

Thanks.

Yours fraternally,

A handwritten signature in blue ink that reads "D Williams".

RW Bro Duane Williams PGW  
**Grand Secretary**

**Attached Terms of Reference and Nomination Form**

**Copy: DIVISIONAL GRAND MASTERS**  
**DISTRICT GRAND MASTERS**  
**BOARD OF DIRECTORS**



**POSITION DESCRIPTION:** (Transitional) Divisional Grand Master

**APPOINTED BY:** The Grand Master

**TERM OF APPOINTMENT:** Three years.

**ACCOUNTABLE TO:** The Grand Master for the effective administration of the Craft throughout a designated Division, with accountability to the Board in conformity with national policies and the Book of Constitution.

**RESPONSIBLE TO:** The Executive Director.

**FUNCTIONAL RELATIONSHIPS:** Grand Superintendents regions in his Division  
Division Team  
Senior Leadership Team  
Change Management Team

**POSITION SUMMARY:**

Their principal functions will be establishing and maintaining a visible Division administration that will benefit lodges and regions within the designated Division and enhance freemasonry.

**PREFERRED EXPERIENCE:**

As this is a senior Grand Lodge officer role, the appointee must be willing and able to carry out all the requirements of the position fully.

In particular, he should:

- Understand the practical imperatives of managing a volunteer organisation;
- Have a commonsense approach with lateral thinking, project management and consultant skills;
- Be a good communicator and facilitator.

**KEY RESPONSIBILITIES:**

The Transitional Divisional Grand Master has the following responsibilities:

- Attend Senior Leadership Team meetings regularly and actively participate.
- To be a member of the Change Management Team.
- Establish and manage a Division office with the necessary support to administer, assist, and promote the Division's Masonic activities. This includes coordinating events, managing communication with the Masonic community, and ensuring the smooth operation of all Division-based initiatives.

- Provide regular reports to the Executive Director and the Executive Leadership team to carry out the Board's and Grand Master's policies and directives. These reports will be comprehensive, detailing the progress, challenges, and future plans of the Division and its initiatives.
- Form, lead, and direct a Division team with expertise in planning and development, finance, buildings, Masonic education, membership, and benevolence.
- Supervise, support, and assist the Grand Superintendents of the Region within the Division in their pastoral and ceremonial duties.
- Collaborate with the specialist Grand Superintendents to promote and support the adoption of standards and initiatives across the Division.
- Work in close cooperation with the Grand Superintendents of the Region to develop annual Division financial budgets, business plans, and promotional programs to uphold and advance Freemasonry. Monitor, report on, and be accountable for successfully implementing these budgets, plans, and programmes.
- Initiate and coordinate appropriate Division Conferences to be held at least once every year with the objectives of:
  - Ensuring direct involvement of Lodges and their members in the governance of the Craft nationally and particularly in the Division
  - Providing an account of the Division's performance to Lodges and their members
  - Presenting financial reports and obtaining approval for annual budgets and levies for the Division's administration
  - Advancing Masonic education
  - Fostering friendship and unity of purpose within the Division through personal interaction
- Act as the representative of the Grand Master as necessary within the Division and the Community.
- Ensuring that the Lodges and Brethren maintain the highest Masonic standards within the Division is a crucial aspect of our leadership.

### **LEGAL PROVISIONS:**

Refer the Book of Constitution.

### **DELEGATIONS:**

Generally, no delegations or provisions to exercise authority unless specifically delegated by the Grand Master or Board of Directors. When undertaking any such delegated activity, expenses shall be covered within the appropriate Grand Lodge or Division budget.

Travel and associated expenses paid from the Grand Lodge budget shall be approved by the Chair Board of Directors, or in the case of routine matters, the Executive Director shall have that authority.

The Transitional Divisional Grand Master has no authority to commit financial expenditure in undertaking this role except:

- i. as provided under Rule 219g where the Board may from time to time determine what expense it will allow to any Officer or Brother, or
- ii. where specifically included in the approved Grand Lodge or Division annual plan and budget,

and then regarding the Grand Lodge budget, only with the authority of either the Grand Master, Chair Board of Directors or the Executive Director.

**EXCEPTIONS: Nil**

**APPROVED:**

<b>Authorised signature:</b>	
<b>Name:</b>	Warwick Bell
<b>Position:</b>	Chair, Board of Directors
<b>Resolution:</b>	2.6 February 2025
<b>Date:</b>	4 February 2025



# The Grand Lodge of New Zealand

## Nomination for Grand Lodge Office

IMPORTANT: RULES FOR COMPLETION

- Once completed and signed – this form MUST be received by the Grand Secretary no later than 5 pm 28th March 2025.

### Nomination For Transitional Divisional Grand Master\*

#### Nominee's Details

Surname: \_\_\_\_\_ Other names in full: \_\_\_\_\_

Lodge Number: \_\_\_\_\_ Lodge Name: \_\_\_\_\_

Name and number of the district making this nomination:

\_\_\_\_\_

The above nominee is a candidate for Transitional Divisional Grand Master 2025-2028.

Signed:

Lodge Secretary: \_\_\_\_\_

Signed:

Master: \_\_\_\_\_

#### Nominee Declaration

Full Name\*: \_\_\_\_\_ ID No: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Mobile no: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Landline No: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Year(s) in which you were Master: \_\_\_\_\_

\_\_\_\_\_  
Past/Present Grand Lodge Rank: \_\_\_\_\_

I hereby consent to the above nomination

Signed:

Date: \_\_\_\_\_

\*See Rule 125, Book of Constitution.

\*Print full names and surnames, including any middle names.

## Personal Information from Nominee

(Please attach a full personal C.V. if appropriate)

Date of Birth: \_\_\_\_\_

Wife/Partner's Name (if Appropriate): \_\_\_\_\_

Initiated into (Name of Lodge): \_\_\_\_\_ Lodge No: \_\_\_\_\_

Date Initiated: \_\_\_\_\_

Other Craft Activities: (e.g.. Almoners' association; Charitable Trust etc)

\_\_\_\_\_  
\_\_\_\_\_

Honours/Awards: \_\_\_\_\_

Masonic: \_\_\_\_\_

Civic: \_\_\_\_\_

Community: \_\_\_\_\_

Professional/Technical Qualifications:

\_\_\_\_\_  
\_\_\_\_\_

Community Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hobbies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_