

NATIONAL OFFICE

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CIRCULAR

To: ALL LODGE SECRETARIES
Date: 5th February 2025
Subject: 2025-010 NOMINATIONS FOR GRAND SUPERINTENDENT OF REGIONS 2025-2028

Dear Brethren

In accordance with the Book of Constitution, Rules 158 and 159, nominations are invited from Lodges for the position of Grand Superintendent of Regions for 2025-2028. Under the Book of Constitution, each Lodge may nominate a single person for the position of Grand Superintendent of their Region. It should be noted that the Brother nominated for office must be a member of a Craft Lodge within their Region (refer to Circular 2025-008).

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 28th 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. Also a statement on his plans for his Region.

Timetable – Ballots for Grand Superintendent nominees distributed to Lodges on 17th April 2025 and Close, Counted & Results announced on 30th June 2025. Nominees will be required to attend a Seminar on 12th April 2025 and if successful a Training on 13th-14th 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 'Duane 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: Grand Superintendent of Region

NOMINATED & ELECTED BY: By the Lodges of his Region, save that the Grand Master in conjunction with the Divisional Grand Master shall make an appointment from those tied in the event of an equality of votes.

TERM OF APPOINTMENT: Three years.

REPORTS TO: Transitional Divisional Grand Master (DivGM) of his Division

FUNCTIONAL RELATIONSHIPS: Lodges in his Region
Division Team
Region Team

POSITION SUMMARY:

The principal function of the Grand Superintendent (of Region) shall be to facilitate the operation of the Lodges in his Region and assume the role of their principal advisor in conformity with national policies and the Book of Constitution.

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.

THE ROLE:

The Grand Superintendent of Region has five principal roles:

1. Pastoral Role:

- Encourage the growth of Freemasonry in the region by providing support and guidance to lodges so that they can become integral parts of society.
- Visit each lodge regularly to understand their specific challenges and to discuss membership, finances, property, charity, education, and community involvement.

- Promote and maintain high standards in Masonic activities, including business operations, rituals, ceremonies, dining procedures, and charitable contributions.
- Establish advisory groups to offer expert advice and support to lodges as needed and utilise the services of specialist Grand Superintendents (Ceremonies, Education, etc.).
- Utilise various methods to help lodges increase membership and keep members engaged in Freemasonry.
- Foster a sense of community through social events, joint charitable initiatives, participation in community activities, and visits to other lodges within and outside the region while preserving historical connections.
- Approve all regional newsletters and stay informed about Lodge Facebook pages or websites.
- Actively promote the benefits of Freemasonry to the public and maintain positive relationships within the larger community.

2. Advisory Role:

To be accessible, to provide advice on Masonic matters to all the Lodges in his Region and generally assist them in operating effectively within the rules laid down in the Book of Constitution and the policy directives of the Board of Directors.

3. Benevolence Role:

To carry out the directions of the Board and ensure that the organisation and procedures required by The Freemasons Charity are adopted throughout his Region.

4. Divisional Grand Master Support Role:

- To carry out and support any directions given by his Divisional Grand Master.
- To assist and encourage attendance at Division forums.
- To provide such forecasts and reports as are requested by his Divisional Grand Master.
- Provide his Divisional Grand Master with advice on Region matters as he may require occasionally.

5. Ceremonial Role:

- At the invitation of a Lodge and working closely with his Grand Director of Ceremonies, arrange the ceremony of Installation following established custom and practice, to be carried out by himself or his nominee, assisted by Officers of Grand Lodge, Present or Past, Past Masters and other Installed Masters.
- To access the services of qualified Officers from other Regions where necessary or appropriate.
- To co-operate with other Grand Superintendents of Region in using Grand Lodge Officers for ceremonial duties.
- To take responsibility for and to carry out any other ceremonies at the request of, or formally to receive, the Grand Master (or his nominee), Deputy Grand Master or Grand Warden.
- To ensure that his Region's Grand Director of Ceremonies is fully engaged with the planning and standards of any ceremony.

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.

The Transitional Divisional Grand Master shall approve travel and associated expenses.

The Grand Superintendent of Region 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 only with the authority of either the Grand Master, Executive Director or the Transitional Divisional Grand Master as appropriate.

EXCEPTIONS: Nil

APPROVED:

Authorised signature:	
Name:	Warwick Bell
Position:	Chair, Board of Directors
Resolution:	2.6 February 2025
Date:	2 February 2025



The Grand Lodge of New Zealand

Nomination for Office of Grand Superintendent of Region

IMPORTANT: RULES FOR COMPLETION

- Once completed and signed – this form MUST be received by the Grand Secretary no later than 5pm 28th March 2025.
- Please mark the envelope or email subject field “Confidential” attention Grand Secretary.
- The nominee must attach a copy of their full C.V. alongside their personal declaration.
- This form can be filled out and sent back digitally or printed out and sent in via the post.

Nomination For Grand Superintendent of Region*

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 Grand Superintendent of Region 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 158 & 159, 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:

