

CIRCULAR

To: ALL LODGE SECRETARIES
Date: 21st February 2025
Subject: 2025-013 EXPRESSIONS OF INTEREST FOR BOARD COMMITTEES

Dear Brethren

The Board of Directors is looking to appoint brethren to the following positions:

Chair Board Audit & Risk Committee.

The purpose of the Committee is to assist the Board of Directors in the proper discharge of their responsibilities to actively manage strategic risk and comply with legislation by scrutinising the adequacy of financial and other operating systems including compliance and risk management. The appointee should have previous experience in both audit and risk and chairing committees.

Chair Membership & Growth Committee

The purpose of this Committee is to assist the Board of Directors and Freemasons NZ in determining policy, processes and outcomes with regard to growing and retaining the membership of the organisation. The appointee is to have suitable professional skills, experience and knowledge in membership matters.

Member of Nominations and Remuneration Committee

The purpose of this Committee broadly encompasses assisting the Board of Directors in determining policy, processes and outcomes with regard to the nomination of key personnel and the remuneration for the employees of Freemasons NZ, as well as supporting the strategic direction of the Craft by overseeing KPI performance and succession of the Board and the Executive Director. The appointee to the Committee should have good experience in Human Resources.

Deputy Chair Grand Installation Committee

The Grand Installation Committee is preparing for the Grand Installation and Communication at Labour Weekend this year. This role will involve joining the existing team and go through until the next event in 2028. The appointee should ideally have experience in event/ project management and have some experience with on-stage productions.

Position descriptions for the three Board committee roles can be found on the website at <https://freemasons.nz.org/2025-communication>

Selection will be through an expression of interest process, with an interview of shortlisted candidates by a panel comprising the Chair Board of Directors, the Chair of the Nomination & Remuneration Committee and a third panel member.

Appointment for Board committee roles is for 12 months with annual renewal, generally for three years and up to a maximum of six years. Freemasons New Zealand meets all travel costs associated with Committee participation.

Applications are now being received from brethren with the required skills for the various roles.

Expressions of Interest close with the Grand Secretary on 21st March 2025. These must be in writing with a cover letter and supported by a CV describing the appropriate experience and qualifications for the role.

Thanks.

Yours fraternally,



RW Bro Duane Williams PGW

Grand Secretary

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