



Provisional

TERMS OF REFERENCE:	Grand Almoner
APPOINTED BY:	Grand Master
TERM OF APPOINTMENT:	Annual Appointment generally for 3 years and for a maximum of 6 years.
REPORTS TO:	Grand Master
FUNCTIONAL RELATIONSHIPS:	Executive Director The Freemasons Charity Management Committee (TFCMC) The Board of Directors (the Board) The Board of Grand Lodge Trustees (the Trustees) Divisional Grand Almoners Charity Administrator

POSITION SUMMARY:

TFCMC oversees the benevolent affairs of Grand Lodge, and provides or causes to be provided to Grand Lodge, its Boards and Committees, such assistance, advice and recommendations on charitable matters as may be required. As a member of The Freemasons Charity Management Committee, the Grand Almoner will provide high level advice on charitable and benevolence matters, with a focus on operational leadership and management. The Grand Almoner will provide advice and support to the Charity Administrator and will also provide day-to-day benevolence support directly to the National Office, Geographic Regions and Lodges. From time-to-time TFCMC may be required to give advice to the Trustees in the discharge of their obligations with the various Charities that they may be required to oversee, and the Grand Almoner may be appointed by TFCMC to act as liaison with the Trustees.

PREFERRED EXPERIENCE:

The Grand Almoner should have at least five years' experience in a benevolent or charitable role and knowledge of 'not for profit' organisations and the practical imperatives of managing a volunteer organisation. A common-sense approach with some flair and an opportunistic approach in marketing and engagement is important.

GENERAL REQUIREMENTS:

- Ensure compliance with the Freemasons Charity Trust Deed and all the applicable regulatory provisions relating to every charitable fund administered by the Board or the Grand Lodge Trustees.
- To undertake such further duties and functions as may be delegated to him from time to time by the Board or The Freemasons Charity Management Committee.

In regard to The Freemasons Charity Management Committee:

- To be a member of The Freemasons Charity Management Committee. The Grand Almoner shall Chair the Committee or appoint a designate to undertake that role.
- To engage within the Craft on behalf of the Committee.

- To assist the 'Charity' staff to prepare an Annual Plan and Budget for TFCMC, and to provide robust and effective reporting of his role against that plan and budget.
- To assist the 'Charity' staff to make recommendations in relation to charity, scholarships and sponsorships and ensure that the resolutions of TFCMC are fully and completely implemented in as appropriate a manner and form as the circumstances may warrant.
- To ensure that the 'Charity' staff are well informed on all Charity matters.

In regard to Freemasons NZ:

- Communicate and disseminate knowledge and information relating to benevolent activities and assistance to the Craft Lodges and Brethren throughout New Zealand, and in particular coordinate and stimulate the activities and operations of Charity Officers, Almoners, and Brethren generally;
- Ensure that the Divisional Grand Almoners are well informed and that they are provided with the empowerment and resources appropriate to each Division in conjunction with the Senior Leadership Team (SLT).

LEGAL PROVISIONS:

The following provisions are provided with the Book of Constitution:

Rule 122	Officers of Grand Lodge
Rule 123a	Precedence of Members of Grand Lodge
Rule 124	Style and Address of Brethren subclause c.
Rule 125	Officers to be filled by the Grand Master subclause a.
Rule 217	Charitable Funds Generally: Provisions and restrictions on use
Rule 228	Object and Purpose of Fund

Obligations as set out in the Freemasons Charity Trust Deed and all the applicable regulatory provisions relating to every charitable fund administered by the Grand Lodge Trustees. Statutory obligations under Charities Act and associated legislation.

DELEGATIONS:

Generally, there are no delegations or provisions to exercise authority unless specifically delegated by the Grand Master, by the Board, or TFCMC. When undertaking any such delegated activity, expenses shall be covered within the appropriate Grand Lodge or Trust budget as the case may be.

The Executive Director shall approve travel and associated expenses in accordance with the Grand Lodge budget and payments in regard to Trusts.

The Grand Almoner 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 Trusts annual plans and budgets,

and then only with the authority of either the Grand Master, Chair Board of Directors or Executive Director in regard Grand Lodge; and the Chair of the Trustees in regard to the delegation to TFCMC.

EXCEPTIONS:

Communication, Annual Communication and Special Communication: The Grand Almoner be required to shall attend all such events for the purpose of providing support in regard to benevolence matters.

APPROVED:

Authorised signature:	
Name:	Warwick Bell
Position:	Chair, Board of Directors
Resolution:	Pending
Date:	Pending

DRAFT