



Provisional

POSITION DESCRIPTION: Grand Registrar (Executive Officer)

APPOINTED BY: Grand Master (under CL 125a)

TERM OF APPOINTMENT: Annual Appointment generally for 3 years and for a maximum of 6 years.

REPORTS TO: Chairman, Board of Directors

FUNCTIONAL RELATIONSHIPS: Grand Master, Executive Director

POSITION SUMMARY:

The Grand Registrar shall oversee the legal affairs of Freemasons New Zealand and provide or cause to be provided to the Grand Master, Board of Directors (the Board) and Committees, such assistance, advice and recommendations on legal matters as may be required. As a key source of expertise to the Board, he will provide high level advice to the Board on legal matters, with a focus on strategy, best practice and compliance. From time to time the Grand Registrar will provide advice and support to the Executive Director but is not expected to provide day-to-day legal support directly to the National Office, Divisions, Districts or Lodges.

PREFERRED EXPERIENCE:

The Grand Registrar is required to be a Barrister or Solicitor of at least five years standing and must understand legal requirements for 'not for profit' organisations and the practical imperatives of managing a volunteer organisation. A current practicing certificate is essential.

GENERAL REQUIREMENTS:

- To carry out the duties and responsibilities required by the Board.
- Ensures that good governance procedures, processes and controls are in place and understood. Advises the Board on any conflicts of interest and assists in producing a solution to the conflict.
- Responsible for key areas of governance including discipline, compliance with constitutional and legal protocols, and delivering best practice and policies appropriate for a national governing body.
- Ensures best practice and consistency of the disciplinary process.
- Reports to the Board on legal matters, and when requested by the Board assists in providing advice to the membership through the Executive Director and Divisional Grand Masters.
- Advises the Executive Director on legal matters at a general level, and where issues require activity beyond his role, the Grand Registrar is to assist the Executive Director

by providing oversight and liaison with the advisors appointed to represent and assist Grand Lodge.

- Monitors compliance by the Board and Grand Lodge with legislation and assists Freemasons New Zealand in staying within legal guidelines of state and local regulations.
- Provides commercial legal advice including managing the use of external advisers efficiently and cost effectively.
- Be a member of the Audit and Risk Committee along with the Grand Treasurer.
- Provide to the Board high level advice on legal obligations.
- Assist the Grand Secretary and/or Executive Director in the drafting of Remits Grand Lodge Communications and as provided in the Book of Constitution, and thereby assist the proposing Lodge in the correct drafting of any remit.
- Approve, under delegation from the Board, Lodge By-Laws and amendments to Lodge By-Laws

LEGAL PROVISIONS:

The following provisions are provided with the Book of Constitution.

BOC 2k Definitions: The Grand Registrar is an Executive Officer

BOC 247d Proceedings of Disciplinary Tribunals: In any disciplinary proceedings, the Grand Registrar may advise any disciplinary tribunal but shall not present the case against the Lodge or Brother complained of, nor sit as a member of any disciplinary tribunal hearing the complaint.

Ruling 72 (a) The Grand Registrar is required to be a Barrister or Solicitor of at least five years standing and must understand legal requirements for 'not for profit' organisations and the practical imperatives of managing a volunteer organisation.

(b) The Grand Registrar shall provide or cause to be provided advice and counsel to the Grand Master and Grand Lodge, its Boards and Committees, on such matters as may be referred to him.

DELEGATIONS:

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

The Executive Director shall approve travel and associated expenses in accordance with the respective budget.

The Grand Registrar 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 annual plan and budget,

and then only with the authority of either the Grand Master, Chair Board of Directors or Executive Director as appropriate.

EXCEPTIONS:

Communication, Annual Communication and Special Communication: The Grand Registrar shall attend all such events for the purpose of providing Constitutional support to the Grand Master, Chairman and/or Executive Director. From time to time he may give advice to Divisional Grand Masters but shall not provide legal advice directly to Lodges without consultation with the Executive Director and Divisional Grand Masters.

APPROVED:

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