



**Provisional**

**TERMS OF REFERENCE:** Grand Treasurer (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:** Chair, Board of Directors

**FUNCTIONAL RELATIONSHIPS:** Board of Directors  
Board of Grand Lodge Trustees  
Executive Director (as approved by the Board)

**POSITION SUMMARY:**

The Grand Treasurer shall oversee the financial affairs of Freemasons New Zealand, and provide or cause to be provided to the Board of Directors (the Board), and the Grand Lodge Trustees (the Trustees) such assistance, advice and recommendations on financial matters as may be required. As Chair of the Finance Committee, the Grand Treasurer will provide high-level advice to the Board on financial matters, with a focus on strategy, best practice and compliance. From time to time, the Grand Treasurer will provide advice and support to the Executive Director but is not expected to provide day-to-day financial support directly to the National Office, Divisions, Geographic Regions or Lodges.

**PREFERRED EXPERIENCE:**

The Grand Treasurer is required to have at least ten years' experience in the practical application of generally accepted accounting practices and procedures, whether as a Chartered Accountant, Financial Controller/Manager or otherwise as the Board may determine. He should have a good knowledge of financial accounting for profit-making entities, charitable entities, and volunteer organisations.

**GENERAL REQUIREMENTS:**

- To be a member of and Chair the Finance Committee.
- Provide general advice to Executive Director in the preparation of an annual budget for Freemasons New Zealand to ensure that the direction and requirements of the Board are met.
- Provide advice to the Board on the financial performance of Freemasons New Zealand and The Freemasons Charity and bring to the attention of the Board and the Trustees any areas of compliance, risk, or review.
- Formulate for approval and monitor the financial policies of the Board and ensure that they continue to be appropriate and relevant to Freemasons New Zealand and that they are correctly implemented.

- Report to the Board on financial matters, and when requested by the Board and to undertake any specific tasks as may be determined by the Chair of the Board or the Board from time to time.
- Advise the Executive Director on financial matters at a general level, and should issues require activity beyond his role, the Grand Treasurer is to assist the Executive Director by providing oversight and liaison with such advisors appointed to represent and assist Grand Lodge.
- Be a member of the Audit and Risk Committee.
- Review the audited Annual Accounts and recommend as appropriate to the Board.
- Provide the Board with high-level advice on investment and asset management.

### **LEGAL PROVISIONS:**

The following provisions are provided in the Book of Constitution.

Rule 2k        Definitions: The Grand Treasurer is an Executive Officer

Rule 73        (a) No Brother shall be appointed Grand Treasurer unless he has at least ten years' experience as a Chartered Accountant and is well qualified to carry out the duties of the office.

(b) The Grand Treasurer shall oversee and superintend the financial affairs of the Grand Lodge and provide or cause to be provided to Grand Lodge, its Boards and Committees, such assistance, advice and recommendations on financial matters as may be required.

### **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 Treasurer 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:**

Heartland Bank: The day-to-day relationship with the Freemasons Deposit Scheme shall be with the Executive Director, who may, from time to time, seek guidance from the Grand Treasurer. As this is a member-based scheme with accountability to the Board, the Grand Master and Chair of the Board shall ensure that all corporate relationships are maintained.

The Freemasons Charity: The day-to-day management of The Freemasons Charity is delegated to The Freemasons Charity Committee and includes all financial matters. As this committee is a sub-committee of the Board, financial strategy, budgets and reporting will be considered by the Board.

Divisional Matters: From time to time, the Grand Treasurer may give advice to Divisional Treasurers but shall not provide financial advice directly to Lodges without consultation with the Executive Director and Divisional Grand Masters.

**APPROVED:**

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|------------------------------|---------------------------|
| <b>Authorised signature:</b> |                           |
| <b>Name:</b>                 | Warwick Bell              |
| <b>Position:</b>             | Chair, Board of Directors |
| <b>Resolution:</b>           | Pending                   |
| <b>Date:</b>                 | Pending                   |