



Provisional

- TERMS OF REFERENCE:** Grand Superintendent of Works
(Executive Officer)
- APPOINTED BY:** Grand Master
- TERM OF APPOINTMENT:** Annual Appointment generally for 3 years and
for a maximum of 6 years.
- RESPONSIBLE TO:** Executive Director
- FUNCTIONAL RELATIONSHIPS:** Chair Board of Directors
Property & Insurance Committee
Senior Leadership Team
Divisional Grand Masters
Divisional Property Advisors

POSITION SUMMARY:

The Grand Superintendent of Works is the advisor on land, buildings and infrastructure to both the Executive Director and the Senior Leadership Team in conjunction with the Property and Insurance Committee.

PREFERRED EXPERIENCE:

The Grand Superintendent of Works is required to have a formal qualification or significant experience in building contracting, architecture, engineering, or property or asset management. Experience as a Divisional Property Advisor would be an advantage.

GENERAL REQUIREMENTS:

- Strong effective leadership of the Property Management role in Freemasons NZ.
- Be a member of the Property & Insurance Committee
- Ensures that good property management procedures, processes and controls are in place and understood.
- Assist as necessary with the management of all infrastructure services within Freemasons NZ and ensure they are managed effectively, efficiently and within allocated resources.
- Oversees and ensures best practice and consistency of building projects.

- Approval of new Lodge building designs and major works in accordance with Collected Rulings 53 and 54
- Advises the Senior Leadership Team on building and works matters, in particular advises on the building and project management issues for Building Fund applications.
- Advises the Executive Director on all infrastructure activities undertaken within Freemasons NZ.
- Ensures compliance with legislation and assists the organisation in staying within legal guidelines of state and local regulations in regard to building and works matters including the management of Resource Consents.
- Provides or obtains expert advice on all real estate and property management matters and ensure that assets are being appropriately maintained with due regard to their intended use and projected life expectancy.
- Liaises with Divisional Property Advisors and gives advice as required on the management of all infrastructure financial matters.
- Ensures that Board policies on building and works matters are adhered to.
- Assist and advise on the development of long term infrastructure plans and business continuity plans for lodge accommodation and for the craft as a whole.
- Advise on energy management implementation initiatives.

LEGAL PROVISIONS:

Refer to Management of the Craft Part X1 Clause 74 in the Book of Constitution.

DELEGATIONS:

Generally, there are no delegations or provisions to exercise authority unless specifically delegated by 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 Superintendent of Work 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:

None

APPROVED:

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