



POSITION DESCRIPTION: Senior Grand Warden /
Junior Grand Warden

APPOINTED BY: Grand Master

TERM OF APPOINTMENT: One 3-year term

RESPONSIBLE TO: Grand Master

FUNCTIONAL RELATIONSHIPS: Executive Director / Grand Secretary
Transitional Divisional Grand Masters

POSITION SUMMARY:

The Senior Grand Warden and the Junior Grand Warden roles are principally ceremonial roles. Being the senior Grand Lodge officers after the Grand Master, Deputy Grand Master and Divisional Grand Master in ceremonial roles, they may from time to time be requested by the Grand Master to officially represent the Grand Master at any ceremonial, administrative or managerial activity.

The positions carry no express role within the provisions of the Book of Constitution unless appropriately delegated by the Grand Master, or appointed by the Board of Directors.

PREFERRED EXPERIENCE:

As this is a senior Grand Lodge officer role, the appointee must be willing and able to carry out any requests to represent the Grand Master. Generally, the appointee will have held positions within the Craft at an active senior officer level within the Very Worshipful ranks.

GENERAL REQUIREMENTS:

- To work closely with the Grand Master to ensure an active awareness of matters relating to the Craft in general.
- To work closely with their Divisional Grand Master and division Grand Superintendents to ensure an active awareness of matters relating to the Craft in general.
- To officially represent the Grand Master, as and when requested, at any ceremonial activity, presentation or any other appropriate function to which the Grand Master has been invited or would normally attend.
- To support their Divisional Grand Master and division Grand Superintendents, at any ceremonial activity, presentation or other appropriate function at which their Divisional Grand Master or Grand Superintendents are officially attending.

- To fulfil the role of Grand Warden at the Grand Installation.

LEGAL PROVISIONS:

Refer to provisions provided for Grand Lodge officer roles within 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 or Division budget.

The Executive Director or Transitional Divisional Grand Master shall approve travel and associated expenses in accordance with the respective budget.

The Grand Wardens have 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 Division annual plan and budget,

and then only with the authority of either the Grand Master, Executive Director or the Transitional Divisional Grand Master as appropriate.

EXCEPTIONS:

The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration, or deletion of duties from time to time in accordance with the needs of Freemasons New Zealand as may be approved by the Board of Directors.

It is inherent that the principles and tenets of Freemasons must be upheld to the highest standards and recognises that we are a membership driven organisation where members give their time freely for the advancement of Freemasonry through their respective Lodges, Geographic Regions and Divisions.

APPROVED:

Authorised signature:	
Name:	Warwick Bell
Position:	Chair, Board of Directors
Resolution:	2.6 February 2025
Date:	2 February 2025