



<b>POSITION DESCRIPTION:</b>	Grand Deacons Grand Sword Bearer Grand Standard Bearer Grand Inner Guard Grand Tyler
<b>APPOINTED BY:</b>	Grand Master
<b>TERM OF APPOINTMENT:</b>	One 3-year term
<b>RESPONSIBLE TO:</b>	Grand Master
<b>FUNCTIONAL RELATIONSHIPS:</b>	Transitional Divisional Grand Master Executive Director / Grand Secretary Grand Superintendents of Regions Grand Superintendent of Ceremonies

**POSITION SUMMARY:**

These roles are principally ceremonial roles associated with ceremonies when the Grand Master is in attendance.

Being experienced brethren, it is expected Brethren with these appointments will also support and assist the Divisional Grand Master and Grand Superintendents in their respective Division to fulfil their pastoral care and ceremonial responsibilities.

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 these are Grand Lodge officer roles, the appointee must be willing and able to carry out requests of a ceremonial nature of the Grand Master, their Divisional Grand Master or Grand Superintendents in their Division. The appointees will have been Master of a Lodge and demonstrated on-going contribution to the craft in general and their lodge in particular.

**GENERAL REQUIREMENTS:**

- To work closely with the Grand Master, their Divisional Grand Master and the Grand Superintendent in their Region to ensure an active awareness of matters relating to the Craft in general.

- To officially support the Grand Master, as and when requested, at any ceremonial activity, presentation or other appropriate function to which the Grand Master has been invited.
- To support their Divisional Grand Master or Grand Superintendent in their Division, at any ceremonial activity, presentation, or other appropriate function at which their Divisional Grand Master or the Grand Superintendents are officially attending.
- To fulfil their respective role at the Grand Installation.

**LEGAL PROVISIONS:**

Refer to provisions provided for Grand Lodge officer roles in the Book of Constitution.

**DELEGATIONS:**

Generally, there are no delegations or provisions to exercise authority unless specifically delegated by the Grand Master or 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.

Brethren fulfilling the role 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, Regions and Divisions.

**APPROVED:**

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