



POSITION DESCRIPTION: Grand Superintendent of Region

NOMINATED & ELECTED BY: By the Lodges of his Region, save that the Grand Master in conjunction with the Divisional Grand Master shall make an appointment from those tied in the event of an equality of votes.

TERM OF APPOINTMENT: Three years.

REPORTS TO: Transitional Divisional Grand Master (DivGM) of his Division

FUNCTIONAL RELATIONSHIPS: Lodges in his Region
Division Team
Region Team

POSITION SUMMARY:

The principal function of the Grand Superintendent (of Region) shall be to facilitate the operation of the Lodges in his Region and assume the role of their principal advisor in conformity with national policies and the Book of Constitution.

PREFERRED EXPERIENCE:

As this is a senior Grand Lodge officer role, the appointee must be willing and able to carry out all the requirements of the position fully.

In particular, he should:

- Understand the practical imperatives of managing a volunteer organisation;
- Have a commonsense approach with lateral thinking, project management and consultant skills;
- Be a good communicator and facilitator.

THE ROLE:

The Grand Superintendent of Region has five principal roles:

1. Pastoral Role:

- Encourage the growth of Freemasonry in the region by providing support and guidance to lodges so that they can become integral parts of society.
- Visit each lodge regularly to understand their specific challenges and to discuss membership, finances, property, charity, education, and community involvement.

- Promote and maintain high standards in Masonic activities, including business operations, rituals, ceremonies, dining procedures, and charitable contributions.
- Establish advisory groups to offer expert advice and support to lodges as needed and utilise the services of specialist Grand Superintendents (Ceremonies, Education, etc.).
- Utilise various methods to help lodges increase membership and keep members engaged in Freemasonry.
- Foster a sense of community through social events, joint charitable initiatives, participation in community activities, and visits to other lodges within and outside the region while preserving historical connections.
- Approve all regional newsletters and stay informed about Lodge Facebook pages or websites.
- Actively promote the benefits of Freemasonry to the public and maintain positive relationships within the larger community.

2. Advisory Role:

To be accessible, to provide advice on Masonic matters to all the Lodges in his Region and generally assist them in operating effectively within the rules laid down in the Book of Constitution and the policy directives of the Board of Directors.

3. Benevolence Role:

To carry out the directions of the Board and ensure that the organisation and procedures required by The Freemasons Charity are adopted throughout his Region.

4. Divisional Grand Master Support Role:

- To carry out and support any directions given by his Divisional Grand Master.
- To assist and encourage attendance at Division forums.
- To provide such forecasts and reports as are requested by his Divisional Grand Master.
- Provide his Divisional Grand Master with advice on Region matters as he may require occasionally.

5. Ceremonial Role:

- At the invitation of a Lodge and working closely with his Grand Director of Ceremonies, arrange the ceremony of Installation following established custom and practice, to be carried out by himself or his nominee, assisted by Officers of Grand Lodge, Present or Past, Past Masters and other Installed Masters.
- To access the services of qualified Officers from other Regions where necessary or appropriate.
- To co-operate with other Grand Superintendents of Region in using Grand Lodge Officers for ceremonial duties.
- To take responsibility for and to carry out any other ceremonies at the request of, or formally to receive, the Grand Master (or his nominee), Deputy Grand Master or Grand Warden.
- To ensure that his Region's Grand Director of Ceremonies is fully engaged with the planning and standards of any ceremony.

LEGAL PROVISIONS:

Refer the Book of Constitution.

DELEGATIONS:

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

The Transitional Divisional Grand Master shall approve travel and associated expenses.

The Grand Superintendent of Region 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 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: Nil

APPROVED:

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