



**POSITION DESCRIPTION:** Grand Stewards

**APPOINTED BY:** Grand Master after consultation with Grand Superintendent of Region

**TERM OF APPOINTMENT:** One 3 year term

**RESPONSIBLE TO:** Grand Superintendent of their Region

**FUNCTIONAL RELATIONSHIPS:** Grand Director of Ceremonies for their Region

**POSITION SUMMARY:**

The role of Grand Steward is principally a ceremonial role associated with ceremonies when the Grand Superintendent is in attendance.

Being experienced brethren, it is expected Brethren with this appointment will also support and assist their Grand Superintendent to fulfil his 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 Superintendent. 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 their Grand Superintendent to ensure an active awareness of matters relating to the Craft in general.
- To support the Grand Master or Transitional Divisional 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 Grand Superintendent, at any ceremonial activity, presentation or other appropriate function at which their Grand Superintendent is officially attending. This will usually involve acting as Deacons to accompany the Grand Superintendent or his stand-in when formally received into a Lodge and also on his retiring; and such other duties in ceremonies allocated by the Grand Superintendent, in accordance with Region protocols.

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

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:**

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| <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  |