



POSITION DESCRIPTION: Deputy Grand Master

APPOINTED BY: Grand Master

TERM OF APPOINTMENT: One 3-year term

RESPONSIBLE TO: Grand Master

FUNCTIONAL RELATIONSHIPS: Executive Leadership Team
Senior Leadership Team
Chair Board of Directors
Chair Board of Trustees

POSITION SUMMARY:

The Deputy Grand Master shall understudy the Grand Master and be prepared to fill this role should such an occasion arise either within the general provisions of the Book of Constitution, or to officially represent the Grand Master at any ceremonial, administrative or managerial activity where he has been so requested by the Grand Master.

The Deputy Grand Master is a Trustee of Grand Lodge and a member of the Board of Directors.

The position carries no other 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 fully carry out all the requirements of the Grand Master during his absence or through delegation. Generally, the appointee will have held positions within the Craft at an active senior officer level.

GENERAL REQUIREMENTS:

- To work closely with the Grand Master to ensure an active awareness of matters relating to the Craft in general and to be prepared to represent the Grand Master as and when required.
- To support the Grand Master as both a counsellor and confidante.
- To officially represent the Grand Master, 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 be a member of the Trustee and Director Selection committee.
- To attend all meetings of the Board of Directors and Board of Trustees.

- To be a member of Board committees as the Board of Directors may decide.

LEGAL PROVISIONS:

The following provisions are provided with the Book of Constitution.

- Rule 45a Other Grand Officers Presiding: If the Grand Master or Pro Grand Master is not present, the Deputy Grand Master when visiting officially has full authority to preside.
- Rule 132b Death or resignation of Grand Master: If there is no Pro Grand Master, the Deputy Grand Master, and in his absence the Immediate Past Grand Master, and if the Immediate Past Grand Master declines or is unable to act, then the senior Past Grand Master who is able and willing to act.
- Rule 166a Appointment of Trustees: Grand Lodge shall from time to time appoint up to seven persons (including the Deputy Grand Master ex officio) who shall be domiciled in New Zealand, to be Trustees in terms of The Grand Lodge of Freemasons of New Zealand Trustees Act 1903.
- Rule 198 Presiding Grand Officer: The Grand Master shall preside at every Communication of Grand Lodge, and in the absence of the Grand Master and Pro Grand Master, the Deputy Grand Master shall preside; in his absence, the immediate Past Grand Master, Senior Past Grand Master, or senior Pro Grand Master, in that order: and if no Past Grand Master or Past Pro Grand Master is present and willing to act, then a Grand Lodge Officer designated by the Board of Directors shall preside.

DELEGATIONS:

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

As a Trustee of Grand Lodge under Rule 167c the Deputy Grand Master has a delegation in conjunction with the other Trustees of Grand Lodge to regulate their own affairs. Similarly, as a Director of the Board of Directors, under Rule 222 the Deputy Grand Master has a delegation in conjunction with the other Directors of the Board for the general care and regulation of the affairs of Grand Lodge.

The Deputy Grand Master has no authority to commit financial expenditure in undertaking this role, except as provided under Rule 222g where the Board may from time to time determine what expense it will allow to any Officer or Brother.

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 and 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, Districts and Divisions.

APPROVED:

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