



POSITION DESCRIPTION: (Transitional) Divisional Grand Master

APPOINTED BY: The Grand Master

TERM OF APPOINTMENT: Three years.

ACCOUNTABLE TO: The Grand Master for the effective administration of the Craft throughout a designated Division, with accountability to the Board in conformity with national policies and the Book of Constitution.

RESPONSIBLE TO: The Executive Director.

FUNCTIONAL RELATIONSHIPS: Grand Superintendents regions in his Division
Division Team
Senior Leadership Team
Change Management Team

POSITION SUMMARY:

Their principal functions will be establishing and maintaining a visible Division administration that will benefit lodges and regions within the designated Division and enhance freemasonry.

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.

KEY RESPONSIBILITIES:

The Transitional Divisional Grand Master has the following responsibilities:

- Attend Senior Leadership Team meetings regularly and actively participate.
- To be a member of the Change Management Team.
- Establish and manage a Division office with the necessary support to administer, assist, and promote the Division's Masonic activities. This includes coordinating events, managing communication with the Masonic community, and ensuring the smooth operation of all Division-based initiatives.

- Provide regular reports to the Executive Director and the Executive Leadership team to carry out the Board's and Grand Master's policies and directives. These reports will be comprehensive, detailing the progress, challenges, and future plans of the Division and its initiatives.
- Form, lead, and direct a Division team with expertise in planning and development, finance, buildings, Masonic education, membership, and benevolence.
- Supervise, support, and assist the Grand Superintendents of the Region within the Division in their pastoral and ceremonial duties.
- Collaborate with the specialist Grand Superintendents to promote and support the adoption of standards and initiatives across the Division.
- Work in close cooperation with the Grand Superintendents of the Region to develop annual Division financial budgets, business plans, and promotional programs to uphold and advance Freemasonry. Monitor, report on, and be accountable for successfully implementing these budgets, plans, and programmes.
- Initiate and coordinate appropriate Division Conferences to be held at least once every year with the objectives of:
 - Ensuring direct involvement of Lodges and their members in the governance of the Craft nationally and particularly in the Division
 - Providing an account of the Division's performance to Lodges and their members
 - Presenting financial reports and obtaining approval for annual budgets and levies for the Division's administration
 - Advancing Masonic education
 - Fostering friendship and unity of purpose within the Division through personal interaction
- Act as the representative of the Grand Master as necessary within the Division and the Community.
- Ensuring that the Lodges and Brethren maintain the highest Masonic standards within the Division is a crucial aspect of our leadership.

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.

Travel and associated expenses paid from the Grand Lodge budget shall be approved by the Chair Board of Directors, or in the case of routine matters, the Executive Director shall have that authority.

The Transitional Divisional Grand Master 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 regarding the Grand Lodge budget, only with the authority of either the Grand Master, Chair Board of Directors or the Executive Director.

EXCEPTIONS: Nil

APPROVED:

Authorised signature:	
Name:	Warwick Bell
Position:	Chair, Board of Directors
Resolution:	2.6 February 2025
Date:	4 February 2025