



Provisional

POSITION DESCRIPTION: Divisional Grand Almoner

APPOINTED BY: Grand Master

TERM OF APPOINTMENT: 3 years; Maximum 6 years.

REPORTS TO: Grand Almoner (GAlm) (in regard to TFC matters)
Divisional Grand Master (DivGM) (in regard to Divisional Matters)

FUNCTIONAL RELATIONSHIPS: Grand Almoner
The Freemasons Charity Management Committee (TFCMC)
Other Divisional Grand Almoners
The Freemasons Charity Administrator

POSITION SUMMARY:

The Divisional Grand Almoner will administer and manage charity within their Division, by overseeing due and proper application of funds provided by The Freemasons Charity (TFC) to any applicant.

PREFERRED EXPERIENCE:

The Divisional Grand Almoner should:

- Have been active in their District in charity activities.
- Be a team player with a record of good management skills and communication.
- Have an ability to make the hard decisions to gain the best outcome for The Freemasons Charity.

GENERAL REQUIREMENTS:

- To travel throughout the entire Division to educate lodges to re-engage with the community and form community projects.
- Be responsible for the deployment and performance of District Charity Officers.
- Assist with the education and development of Charity Officers and Almoners within their Division.
- Report to the Grand Almoner recommending to him any changes which might better serve The Freemasons Charity.
- Ensure regular communication with the Grand Almoner.
- Provide regular reports to Charity Administrator for The Freemasons Charity Management Committee.
- Ensure a structure and regime to encourage Charity Officers to engage with lodges and brethren to be active in supporting The Freemasons Charity.

LEGAL PROVISIONS:

The following provisions are provided with the Book of Constitution.

- Rule 122 Officers of Grand Lodge
- Rule 123a Precedence of Members of Grand Lodge
- Rule 124 Style and Address of Brethren subclause c.
- Rule 125 Officers to be filled by the Grand Master subclause a.
- Rule 217 Charitable Funds Generally: Provisions and restrictions on use
- Rule 228 Object and Purpose of Fund

Obligations as set out in the Freemasons Charity Trust Deed and all the applicable regulatory provisions relating to every charitable fund administered by the Grand Lodge Trustees. Statutory obligations under Charities Act and associated legislation.

Ruling Schedule B Scheme of Distribution – One per Division. Maximum term 3 years.

DELEGATIONS:

Generally, there are no delegations or provisions to exercise authority unless specifically delegated by the Grand Almoner or the TFCMC or DivGM. When undertaking any such delegated activity, expenses shall be covered within the appropriate Trust or Divisional budget, as the case may be.

Travel and associated expenses shall be approved by the GAlm or DivGM dependent on respective Trust or Divisional budget.

The Divisional Grand Almoner 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 Trusts (Charity Management Committee) annual plans and budgets,

and then only with the authority of either the Grand Master, Chair Board of Directors or Executive Director in regard Grand Lodge; and the Grand Almoner / Chair of the Charities Management Committee in regard to the delegation to TFCMC.

EXCEPTIONS: Nil

APPROVED:

| | |
|------------------------------|---------------------------|
| Authorised signature: | |
| Name: | Warwick Bell |
| Position: | Chair, Board of Directors |
| Resolution: | xxx/2025 |
| Date: | |