

Cabinet Position:**Leadership Development****Reports to: Board of Trustees****Scope of Responsibility**

The ability to identify or train men to be leaders of Masonic lodges is fundamental to the renewal of Freemasonry. Too often, the leadership of the lodge is left to chance, and men who have skills in areas related to ritual and memorization become leaders with only minor skills in other important areas. These skills can be developed in most Masons, and training in these important areas have additional benefits related to the individual's career and to life in general. The successful applicant will be responsible for the identification and delivery of skills development programs in areas such as leadership, management, and strategic planning.

Principal Duties and Responsibilities

- Develops annual leadership development objectives
- Conducts lodge training needs assessment and member skills inventory
- Identifies existing leadership and management skills development programs
- Conducts assessment process to identify individual leadership and management skill levels of all lodge officers
- Develops lodge leadership development strategic plan, i.e., identifies members with leadership potential
- Organizes and develops a cadre of trainers who can deliver identified training Programs

Preferred Experience

- Should be a Mason
- Human resources management, selection and development experience
- Prior adult teaching/training experience, including curriculum development
- Supervisory/managerial experience in industry, services or education
- Previous assessment and/or counseling experience
- Experience in an organizational "change" effort
- Skills required include planning, effective listening, facilitation, problem solving, team building, time management, and supervisory development

Performance Will Be Thoroughly Satisfactory

- The lodge has a system for developing leadership and management skills in Masons who would aspire to the East
- The lodge has scheduled training and development in critical result areas The lodge has identified those with abilities in training and development The lodge has a skills inventory of all new members

Cabinet Position: Community and Family Relations

Reports to: Board of Trustees

Scope of Responsibility

The man who becomes a Mason does so with the expectation that his lodge will be involved in the community and that he, with his family, will be involved together in lodge programs and activities. The lodge in the future must promote significant community outreach initiatives and maintain a high profile in the community. By becoming actively involved with both the community and the family, the lodge takes an important step in bringing satisfaction to all members.

Principal Duties and Responsibilities

- Develops, directs and coordinates the lodge's public relations
- Develops plans, programs and extended projects and activities in which the lodge, other community agencies and the appendant bodies collaborate in serving the community together
- Organizes and directs the lodge's participation of leadership in community projects with other agencies and appendant organizations
- Trains lodge leaders and others in teamwork, technologies and methods for community and family relations
- Develops and oversees specific programs that involve the family in lodge activities and programs
- Contacts the local or regional press to develop a relationship and determines the need for news and how the lodge can help

Preferred Experience

- Knowledgeable with direct experience in community relations, public relations or family relations
- Existing personal contacts within the community or press/media Experienced and/or comfortable with media and press relations Excellent written and verbal communications skills
- Interest in identifying, developing and supervising programs or projects that involve members of the lodge, the family and the community

Performance Will Be Thoroughly Satisfactory

- The family is involved with the members in meaningful activities at least three times a year
- The local press carries news about a lodge event or its involvement in the community
- The lodge is actively involved with other Masonic or non-Masonic organizations for the good of their community

Cabinet Position: Trustee of Fraternal Relations

Reports to: Board of Trustees

Scope of Responsibility

Excellent fellowship and fraternal relations are at the very heart of the successful lodge. When members enjoy the company of other members and guests, the basic reason and need for a man becoming a Mason is satisfied. Fraternal relations as described here include assisting in the development of positive relationships between members and their families, with appendant organizations, with other lodges in the area, and with other fraternal and service organizations for the purpose of good fellowship and fraternal partnerships. Works closely with the Trustee responsible for Membership Development.

Principal Duties and Responsibilities

Interacts with the leadership of the lodge and all appropriate standing committees Develops and interconnects with other appendant bodies, local Masonic lodges and area organizations
Initiates activities, events and programs that involve members with their families, the community, and other Masonic and non-Masonic organizations Coordinates all internal and external fraternal relations activities
Regularly surveys membership to determine level of satisfaction
Coordinates the use of all materials and programs related to fellowship and fraternal relations

Preferred Experience

A Mason and a member of the lodge for at least three years
Demonstrates an outgoing, compassionate and fraternal nature
Skills or training in customer service or other human resources area
Familiar with the fraternal opportunities in the appendant bodies and willing to learn about opportunities in other organizations

Performance Will Be Thoroughly Satisfactory

The Masonic lodge becomes a preferred choice for members seeking fellowship
Members frequently interact with other organizations in the community Surveys of member attendance and interest indicate quality fellowship The lodge is significantly more involved with the family and community in a way which promotes good fellowship and fraternal affairs

Cabinet Position:**Business Manager****Reports to: Board of Trustees****Scope of Responsibility**

Even a small lodge needs to run smoothly with its operational and financial house in order. Budgets need to be prepared and monitored, capital assets need to be managed, and the information on membership needs to be kept current, accurate and reliable. The business manager provides financial management and operational assistance for the Masonic lodge. He works with lodge officers and staff to prepare and finalize an annual budget and an annual and strategic plan for the lodge. The business manager works with lodge leadership to insure the financial and operational stability of the lodge.

Principal Duties and Responsibilities

- Prepares the annual budget, all financial reports and statements for the lodge
- Assists with preparation of the annual plan and consolidated budget for the lodge
- Assists with the development of a strategic or long-range plan for the lodge
- Oversees the development of a membership management information system
- Coordinates activities with the lodge treasurer and the independent auditors
- Insures the lodge's compliance with appropriate tax codes and laws
- Prepares reports for lodge leadership
- Provides oversight to all capital property and lodge investments

Preferred Experience

- College degree with major or minor in finance and/or administration
- A minimum of three years of related business experience
- Interest in assisting the lodge in areas of finance and operations

Performance Will Be Thoroughly Satisfactory

- The lodge has an annual budget and plan
- Lodge finances and investments are managed professionally
- Information and reports on membership are timely and accurate Lodge leadership has the tools to make business and related decisions
- Lodge operations are efficient and well-managed

Cabinet Position:

Director of Membership Development

Reports to: Board of Trustees

Scope of Responsibility

The importance of managing membership is fundamental to the renewal and growth of the Masonic lodge. Members represent the important assets of the lodge and, as such, membership needs to be carefully managed. The Director of Membership Development will direct and coordinate the activities of the lodge's Membership Services Committee, assure the realization of high-quality, value-added relationships, and promote attractive, desirable products that are sought by men of quality.

Principal Duties and Responsibilities

Assists the Membership Services Committee in developing a pool of probable candidates and the ways and means to approach them

Identifies potential skills and experience in the membership and develops them as resources for the lodge

Supervises new member programs and insures their quality and consistency Monitors closely the attendance and activity of members and coordinates plans with Fraternal Relations

Develops an approved membership development and retention plan for the lodge consistent with the lodge's strategic plan and vision

Surveys member satisfaction periodically Maintains membership information management system

Directs use of the Membership Kit and other tools available to the lodge Provides orientation and initial new member training and information

Preferred Experience

Knows lodge and Blue Book and is well-versed in Masonic history

Active in the lodge, well-liked and personable

Strong interviewing and related management skills

Demonstrates he is sincere, outgoing and enthusiastic

Performance Will Be Thoroughly Satisfactory

Each new man who becomes a member reports on the quality of the joining process

All lodge information on membership is computerized or automated

Membership growth increases according to lodge goals and objectives

There is no loss of members between the initiation and Master Mason Degree