

Provincial Grand Lodge of Somerset

Lodge Information Officer Role Description

- Appointment: To be appointed/re-appointed annually by the Worshipful Master.
- Suitable Skills: The appointee should possess the communication skills and experience to undertake the key tasks competently on behalf of the Lodge. Access to email and the ability to use a word processor/computer/laptop should be regarded as essential.
- Period of appointment: Ideally the appointee should be willing and able to undertake the role for a minimum of three years.
- Summary of role: In collaboration with the Information Officers of adjacent Lodges/Lodges using the same Masonic Centre, to promote the presentation of a positive image of Freemasonry in the local community. To recognise suitable events and achievements worthy of publicity and prepare articles/reports/releases to be sent to the Provincial Information Officer who will forward to the relevant media.

Key Tasks:

- To make regular reports to Lodge Meetings and to keep Lodge brethren electronically and/or verbally informed of Provincial and Grand Lodge matters.
- With the Lodge Secretary to keep a regularly up-dated list of members email addresses.
- Prepare and submit news items for *Compass* magazine and the Provincial website.
- To keep up-dated your Lodge website in 'A to Z of Somerset Lodges' on the Provincial website
- Collaborate with Information Officer colleagues, to seek regular publicity for masonic events and activities in the local media, via the Prov. Information Officer.
- Encourage the Lodge to consider methods in which it might raise its profile and be recognised as a positive asset in the local community.
- Support Provincial events and initiatives to promote Freemasonry in Somerset.
- Attend Provincial meetings of Information Officers.
- To maintain a listening watch for negative publicity and where this arises locally to inform the Provincial Information Officer.

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