

Secretary's to do list

Prior to all meetings

- ⇒ Create Summons and send to Summons Approval at least 21 days before meeting.
- ⇒ Include a Nugget from Solomon and election of any officers when needed as well as annual accounts when required.
- ⇒ When approved circulate to all members, with dining form and minutes.
- ⇒ Prepare Apologies list.
- ⇒ Prepare attendance register.

- ⇒ Make sure ballot is done and statement read out on Form P prior to ballot. **Ensure that applications are FULLY completed , signed and dated in chronological order before proposition made in open lodge.** (If Initiation is more than 12 months since ballot taken – retake ballot.)
- ⇒ Check with candidate all Ok and that he has a suit, gloves etc.
- ⇒ Make sure he is fully aware of fees etc and how to pay on the night.
- ⇒ Make sure Form P is completed correctly and signed by all parties.
- ⇒ Put signing book in case ready for signature.
- ⇒ Get out book of Constitution and place at WM Pedestal with Lodge By-laws.
- ⇒ If Installation complete the provincial Pre-Installation report (usually sent to you about 6 weeks prior from Province)

After all meetings

- ⇒ If Initiation or new joining members(s) send form P to Neil Hawes within 7 days – with cheque or confirmation of BACS payment. (26, Lansdown Park, Lansdown, Bath, BA1 5TG)
- ⇒ Complete SOM 2 within 7 days & submit to Province
- ⇒ Update Lodge records and email list.
- ⇒ Add to Provincial Newsletter list on the Prov Website
- ⇒ Complete minutes ready for distribution (use a proof reader)
- ⇒ After a Raising complete form LP&A5 and submit electronically, as well as SOM2 to submit to Province – within 7 days.
- ⇒ After an Installation Complete SOM 2, SOM 3 for Province and then complete UGLE form LP&A4 and send to UGLE within 7 days of the meeting (they will send a blank copy prior to Installation meeting) If not received, it is available on the Secretaries page of the pglson.org website

Joining Members

- ⇒ Make sure form P is completed correctly and signed by all parties in chronological order and a clearance certificate has been received from every lodge that the joiner belongs too or has been a member of in the past.
- ⇒ Check with the Provincial Secretary or Neil Hawes that the potential Joiner is Clear BEFORE the ballot takes place. The Joiner must also produce his GL Certificate for verification prior to the ballot.
- ⇒ All details for joiner must be on the Summons and sent to members at least 10 days prior to meeting.
- ⇒ Read out statement on Form P prior to ballot.
- ⇒ Send the completed Form P to Neil Hawes within 7 days of meeting.
- ⇒ Update Lodge records.
- ⇒

Notification of Resignation, Death & Exclusion or Cessation

- ⇒ Make sure you get an original signature as an email not sufficient without permission from the Prov Secretary. A signed copy of a letter or note attached to an email is acceptable.
- ⇒ Notify the members of the resignation in open Lodge, prior to submitting it on the SOM 2 and SOM 6 Res.
- ⇒ Check they have paid all fees and are in good standing.
- ⇒ On notification of death Complete SOM 4 and submit to Province as soon as possible. On next summons add in Memoriam with dates etc.
- ⇒ For exclusion or cessation, complete SOM6 CE and submit to province as soon as possible.
- ⇒ Update Lodge records.
- ⇒ Provide a Clearance Certificate to the Brother resigning for future reference should he wish to rejoin.

Useful emails

Summons approval (Steve Beach) - summons@pglsom.org

Prov Secretary (Mike Greedy) - provsec@pglsom.org

Prov Registrar (Neil Hawes) - nbhawes1@talktalk.net