



## The Members' Pathway

### **Role Profile: Lodge Membership Officer (LMO)**

#### ***Purpose of the role***

1. To co-ordinate the Lodge's activities with reference to The Members' Pathway.
2. To inspire and encourage all Lodge members to identify suitable candidates for freemasonry.
3. To support those who introduce potential new members to the Lodge.
4. To advise the Lodge committee, interview panel and the sponsors of potential new members about procedures necessary to make sure that only candidates suitable to the Lodge are proposed for initiation.

#### ***Main activities***

1. Informs, guides and supports Lodge members in:
  - 1.1. Producing Lodge and candidates profiles.
  - 1.2. Planning for the Lodge's future.
  - 1.3. Identifying prospective candidates.
  - 1.4. What can and what should be said to a prospective candidate.
  - 1.5. Speaking with confidence about membership.
  - 1.6. Being ready to explain one's experience and enjoyment of Freemasonry.
2. Encourages and helps all members to speak accurately and openly about their membership, with pride and confidence.
3. Encourages the Lodge to compile a Lodge plan and Lodge and candidate profiles and to nominate a suitable senior member to facilitate discussions and contributions from other members of the Lodge.
4. Works with the Lodge Treasurer to supply a detailed breakdown of the costs of membership.
5. Maintains a list of prospective candidates and monitors the progress of the Lodge members who have agreed to approach them.
6. Responds to enquiries from potential candidates not previously known by existing members and allocates them to sponsors, (Un-sponsored candidates).

7. Supports and assists the sponsors when approaching prospective candidates when preparing the prospective candidate and when completing the application form (Form P).
8. Ensures sponsors have completed their preparation of the prospective candidate for interview.
9. Attends the interview, leads members to sources of advice on interviewing techniques and ensures it follows a robust process.
10. If agreed in consultation with the Lodge Secretary, may take on some of the administrative work involved with introducing new members, including writing letters to candidates/applicants.
11. Liaises with the respective Area Membership Officer (AMO).
12. Liaises with the Lodge Mentor to ensure that new members progress is monitored throughout.

### ***Skills and Qualities***

The Lodge Membership Officer should be selected and appointed on the basis of the closest match to the following skills and qualities. The Provincial Membership Officer and/or Area Membership Officers may be consulted for further guidance and advice.

1. Good knowledge of the community served by the Lodge and its networks.
2. A skilled and experienced interviewer, with good interpersonal skills.
3. A positive and supportive approach, able to inspire and encourage others.
4. A conviction that only men who meet the qualifications for membership and who are suited to the specific Lodge should be admitted to it.
5. Independence and objectivity to ensure the screening and interviewing of all applicants is robust.
6. Has time and availability for the role.
7. Has the strength of character to advise sponsors when appropriate that they should discontinue/terminate the application of an unsuitable applicant.
8. Good computer and communications skills.