



ROLE PROFILE: Group Membership Officer (GMO)

The Group Membership Officer is a key member of the Provincial Membership Team. He will be primarily involved with the interview, screening and process of helping unsponsored enquiries/candidates join a lodge. If they are found to be suitable and meet the criteria for joining. The GMO will be expected to follow the Unsponsored Candidate Protocol as set out by the Provincial Membership Team. He will be expected to assist LMO's to manage those unsponsored candidates. Guiding them on how to interview. The GMO will also assist the AMO with his duties as necessary.

This will be a three year appointment.

Purpose of the role

1. To make the first contact with Unsponsored Enquiries after referral from ProvGMO/DepPMO
2. To contact and make enquiries via telephone if they meet the qualifications to be a Freemason. (Male, Over 18, Belief in a "Supreme Being" and no outstanding criminal convictions)
3. To interview and ascertain which lodge or lodges will be most suitable for the prospective candidate.
4. To explain the process and timescale of joining to the prospective candidate.
5. To provide regular feedback and enquiry updates to the ProvGMO, DPMO and AMO.

Main activities

2. To receive and hold details of unsponsored enquiries forwarded from the ProvGMO/DepPMO.
3. To make contact via telephone and conduct an interview to:
 - a. assess the enquirer meets the requirements for membership.
 - b. make a basic check of the enquirers social media for inappropriate content.
 - c. to decide, using the lodge profiles and knowledge of his lodges, which lodge or lodge will be a best match for the enquirer.
4. To record the results of the above, especially their reason for lodge placement.
5. If there are any negative results, to refer them to their Area Membership Officer, the AMO will contact them for a further interview and decide on the appropriate way forward or tell them that they are unsuitable to become a mason.
6. If suitable to pass their details to the relevant Lodge Membership Officer as a prospective candidate for their Lodge.
7. To enquire on a regular interval (monthly) to LMO's about the progress of prospective candidates passed and initiatives by the lodge to help increase or at least sustain their membership.
8. To report monthly to the AMO on all prospective candidates and their current status of their application.
9. To assist the AMO in their duties in attracting new members of the craft.

Skills and qualities

The Group Membership Officer will be selected and appointed on the basis of the closest match to the following skills and qualities. The Provincial Grand Membership Officer may be consulted for further guidance and advice.

1. Have good communication skills
2. A skilled and experienced interviewer, with good interpersonal and listening skills.
3. Be organised and have the skills to keep records all of actions taking place
4. A conviction that only men who meet the qualifications for membership are moved forward to a lodge
5. Independence and objectivity to ensure the screening and interviewing of applicants is robust.
6. Has the time and availability for the role. A passion to help grow the membership.

