



## ROLE PROFILE: Lodge Membership Officer (LMO)

The Lodge Membership Officer (LMO) is a member of the [Lodge Membership Team](#) and, together with other members, co-ordinates the Lodge's activities through the Members' Pathway. Their suggested focus is on those activities from review and planning through to the candidate's election.

### **Purpose of the role**

1. To lead or play an active role in the Lodge Membership Team.
2. To support those who introduce potential new members to the Lodge.
3. To advise the Lodge committee, interview panel and the sponsors of potential new members regarding the procedures necessary to make sure that only candidates suitable to the Lodge are proposed for initiation.
4. To inspire and encourage all Lodge members to identify suitable candidates for Freemasonry.
5. To provide regular feedback and enquiry updates to the Area and Group Membership Officers.

### **Main activities**

1. Informs, guides and supports Lodge members in:
  - 1.1. Reviewing Lodge practices
  - 1.2. Producing the Lodge outline and candidate profile
  - 1.3. Planning for the Lodge's future
  - 1.4. Identifying prospective candidates
  - 1.5. Advising what can and what should be said to a prospective candidate
  - 1.6. Speaking with confidence about membership
  - 1.7. Being ready to explain one's experience and enjoyment of Freemasonry.
2. Encourages and helps all members speak accurately and openly about their membership, with pride and confidence.
3. Encourages the Lodge to create a Lodge Plan, including a Lodge Outline, a Candidate Profile and a Lodge Information Sheet.
4. Facilitates discussions and contributions from other members of the Lodge (or identifies a suitable member(s) to do so).
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 to existing members, and supports them and their sponsors through the joining process.
7. Supports and assists sponsors and ensures they have completed their preparation of applicants for interview.
8. Leads members to sources of advice on interviewing techniques, attends interviews and ensures they follow a robust process.
9. In all the above, works with other members of the Lodge Membership Team.
10. Liaises with the Provincial Grand Membership Officer and his Team.

## 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 Grand Membership Officer 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 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 the application of an unsuitable applicant.

