



The Grand Secretary's Office 2012

RW Bro George Moore
Grand Secretary
Grand Lodge of AF & AM
BC & Y

DISPELLING THE MYTHS

***RUN FOR OFFICE
OR
PICK UP THE PHONE***

Grand Lodge Office - Staff

- Volunteers
- Webmaster Archivist Librarian – Trevor McKeown
- Clerk of the Office – Trevor McKeown
- Internet Technology – Shannon Rotz
- Bookkeeper – Rosemary Benedetti
- Reception & Clerical – Betty Parker
- Grand Secretary - George Moore

GRAND LODGE SEAL



Square & Compasses



How do we serve you?

- Maintain Records (Database)
- Manage your money (Funds)
- Safeguard your assets (Inventory, Library, Museum, Documents, Furniture)
- Preserve your History and Culture
- Provide accounting services
- Communicate with brethren & lodges within our jurisdiction and around the world
- Maintain Custody of the Seal

To Serve and Protect

Serve the brethren of
this jurisdiction
and
Protect the
Constitution

cont.....

- Issue Notices
- Issue Minutes
- Receive Returns (R146)
- Issue Annual Proceedings
- Notification of all Grand Lodge Appointments
- Receive Petitions
- Attend the Grand Master
- Conduct Correspondence
- Lodge Buildings

cont.....

- Receive all correspondence directed to the Grand Master
- Oversee arrangements for Annual Communication
- Deal with and advise on all Masonic misconduct
- Liaise with all Committees
- Amendments to the Constitution
- Long Service Awards
- Medal of Merit
- Issue Certificates – MM PM Affil.
- Administer Charities

How Do We Protect the Constitution?

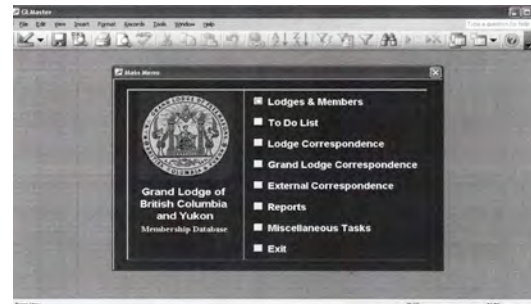
- Who can change it? You can
- How can you change it? Notice of Motion
- When can you change it? Grand Lodge each year
- GL shall have the inherent power of investigating, regulating and deciding all matters relative to the Craft

Keeping track of you

Forms

- ☐ Database
- ☐ Form 3 Recommending a new DDGM
- ☐ Form 12 DDGM Report on a lodge
- ☐ Form 55 Annual Return
- ☐ Form 56 Monthly Return
- ☐ Form 64 Elected Lodge officers

Database – Front Page



Keeping track of your money

Grand Lodge Funds

- ❖ Benevolence Fund
- ❖ Building Fund
- ❖ Bursary Fund
- ❖ Community Charities Fund
- ❖ Contingency Fund
- ❖ Emergency Relief Fund
- ❖ General Fund
- ❖ Life Membership Fund
- ❖ Masonic Foundation Fund

Grand Lodge Website

- Created in 1995
- One of the largest resources for Masonic education
- Over 3,000 pages
- Access everything from front page

- GLO you can access links to GM Itinerary, the Bulletin etc.
- Front page has links to member services,
- information intended for potential candidates, sitemap & search engine

- Can't find it? Use the search engine, not the sitemap
- If you are feeling lost: click on the letter G