



Province of Yorkshire

West Riding

Role Profile: Craft or Royal Arch Liaison Officer (LO / CLO)

Role Title: Liaison Officer

Reports To: APGM / APGP

Congratulations, your appointment as the LO in a Lodge or Chapter (unit), reflects the high esteem in which you are held by your Area Ruler and the Province. Your role is as much about relationships and judgement, supporting your unit, strengthening communication, and helping the Province run smoothly.

The role of a Liaison Officer (LO) is mainly about being present, helpful, and easy to approach within the Unit(s) he looks after. This means visiting regularly during the Masonic year and building a good working relationship with the members.

It is important for the LO to develop a clear and reasonable understanding of how the Unit is running. This includes noticing the general atmosphere, the quality of the ritual, and how well the officers are carrying out their roles. Any concerns, as well as examples of good practice, should be shared with the Ruler in a constructive way.

Another key part of the role is offering support and guidance where needed. This might include helping the Unit follow the Book of Constitutions and advising on rules and regulations or helping deal with issues before they become bigger problems. If something sensitive comes up, it should be handled quietly and respectfully, usually by speaking with the Secretary or a senior member. The LO must try to spot possible problems early and either help resolve them or ask the Ruler for advice.

Working with the Secretary and membership team the LO will be better placed to understand why members leave and they should therefore be familiar with the **resignation and retrieval procedures** used by the Province.

The LO should also keep an eye out for members who show ability and potential at an early stage. When it comes to Honours, the LO provides valuable input and information to his Area Ruler to assist him when making any decisions.

As a representative and ambassador of the Province, the LO should encourage members to take part in Provincial events, especially the Craft and Chapter Annual Meetings and Investitures.

Having a basic understanding of the advice found in '**Building Together**' is also vitally important. Just click the button below or use the QR code.

Building Together
Click here or use the barcode



Equally important is knowing what the **LO should not do**. The LO should not prompt ritual, openly criticise the Unit or its members, or speak negatively about UGLE, SGC, or the Province. He should not take sides in disagreements and should not take notes during meetings.

In terms of regular activities, the LO takes part in the Honours process each year and may attend meetings led by the Area Ruler.

Matters in relation to the Royal Arch in particular.

Additionally, CLOs are required -

- To ensure Chapters maintain contact and a working relationship with their Area Royal Arch Council through the appointment of Chapter Royal Arch Council Representatives.
- To submit the Chapter LO's Annual Report using the standard forms provided to your RA Area Ruler.