



# Province of Yorkshire West Riding

## Role Profile: Area Membership Officer (AMO)

**Role Title:** Area Membership Officer

**Reports To:** DPMO

**Responsible For:**

The Area Membership Officer plays a key role in implementing the *Building Together* initiative by supporting Group Membership Officers and Lodges to drive recruitment, retention, and re-engagement, ensuring consistent delivery of the Provincial membership strategy across the area.

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### **Purpose of the Role**

To manage and screen independent enquiries received through MUET, ensuring applicants meet the necessary criteria before progression by Group Membership Officers, and to support Lodges in handling locally sourced enquiries with consistency and guidance, in collaboration with Group Membership Officers and the Provincial Membership Team.

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## Key Responsibilities

### Person Specification:

- First contact for “independent Enquiries” interested in joining Freemasonry
- Manage MUET enquiries so guidance questions as at Appendix A, are answered.
- To have a sound knowledge of **Building Together** – **Shape** and **Attract**.
- To Support and provide guidance to GMO, LMO’s, and wider members on administrative procedures and membership development.
- Understand the Third Pillar and How to develop freemasonry in the Community

### Essential:

- Excellent organisational and communication skills.
- Competent in written correspondence and record keeping.
- Ability to maintain confidentiality and discretion.
- Reliable, punctual, and proactive.
- Familiarity with Lodge structures.

### Desirable:

- IT proficiency (e.g., email, Word, Excel).
- Understanding of Provincial systems and reporting processes.

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### Time Commitment

- Approx. 6–8 hours per month for correspondence, preparation, and reporting.

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**Term of Office** - Three years

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## Appendix A

### Personal Interest and Motivation

- What prompted your interest in Freemasonry?
- How did you first hear about Freemasonry and what attracted you to it?
- What do you hope to gain from becoming a Freemason?
- Have you discussed Freemasonry with anyone who is already a member?

### Understanding of Freemasonry

- What do you currently understand Freemasonry to be about?
- Are you aware that Freemasonry is not a religion but welcomes men of all faiths who believe in a Supreme Being? Do you believe in a Supreme Being
- Freemasonry places emphasis on personal integrity, respect for others, and charitable work — how do these values align with your own?
- Are you over the age of 18 and of good character?
- Have you ever been convicted of a criminal offence? (Explain that this question is asked to ensure integrity, in line with Masonic principles.)
- Are you a member of any other organisations or societies that might conflict with the aims and principles of Freemasonry?
- Do you live or work within the area of the Province?

**Building Together**  
*Click here or use the barcode*

