

And finally....

If a matter arises and you are unsure of your ground (and it does happen), say so and go on to say that you will seek advice on the matter.

Always carry your B of C and Guidance for the Members of the Craft and refer to them. Better still, have access to the online and up to date BoC as it is easier to search through. Seek advice from your predecessor, or Provincial Grand Secretary/Scribe E or Ruler, or his Assistant and please advise the Ruler of any issues that may be happening or on the horizon.

Some Members may refer to you as a spy for the Province. Explain the number of duties you do on behalf of the members. You have an important role to play in assisting the Unit and its members in many ways as an adviser and counsellor.

Matters appertaining to the Royal Arch in particular.

- The Chapter LO should be familiar with the Provincial Grand Chapter Resignation Procedure, and ensure the necessary forms are completed in the prescribed timescales.
- 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.

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Province of Yorkshire West Riding

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

Role Title: Liaison Officer

Reports To: APGM / APGP

The Role of the LO provides a stimulating and rewarding challenge to an enthusiastic, knowledgeable, and experienced Freemason.

The role exists for a number of useful organisational reasons including:

- an interface between private Lodges / Chapters (Units) and the Province
- a source of information and support
- identification of Members with potential for more senior office
- a representative of the Province.

The principal responsibility of an LO is to facilitate effective two-way communication between the members of a Unit and the Province.

The LO should aim to become a trusted contact of the Unit members, such that his advice and guidance is sought, when appropriate, on unit or constitutional matters. This should not be his personal opinion but should give a consistent response based on the Book of Constitutions and advice from the Provincial Grand Secretary/Scribe Ezra

As a trusted contact, the LO should provide motivation to the Unit and individuals within it to develop by making use of the Provincial website, Building Together, Provincial social media, Masonic Light, Solomon, and other tools.

The activities of an LO can be summarised as Communication, Motivation and as a Facilitator.

Key Duties of a LO

To maintain a profile and demonstrate pro-activity in the Units allocated to his care.

- To make regular visits to the Unit to which he is assigned each Masonic year.
- To build a sound working relationship with the Secretary.
- To meet and become acquainted with as many members as possible and especially those who are likely to be considered for Provincial Honours in the next year or two.
- To take an objective view on the ambience of the Unit, the quality of ritual and the efficiency and effectiveness of the officers and to report concerns and examples of good practice back to his Ruler.
- To work with the Secretary and membership team to ensure all membership losses are investigated and reported to Province in the proper manner.
- To assess the effectiveness of all functional areas within the Unit and offer advice and guidance where necessary.
- To assist the Unit to enable it to be compliant with the Book of Constitutions in all aspects of its operation.
- To advise the Unit, where appropriate, on its responsibilities for the circulation and approval of Unit accounts, as required under its by-laws.
- To identify talented Members in a timely manner and report on them to his Ruler.
- To contribute to the Honours review process by providing an overall assessment of the qualities and qualifications of those being considered. The LO should make himself aware of those who are due for possible appointment or promotion and ensure that no individual is overlooked. It is essential that the LO does not find himself in the position of being an Honours decision maker for the Unit.

- To anticipate potential problems / issues within the Unit and either help to resolve them or seek guidance from the Ruler.
- To quietly and discreetly discuss with either the Secretary or a senior member of the Unit any concerns you feel should be addressed from within the membership.
- To encourage attendance by members of his Units at all Provincial events, especially the Annual meeting and Investiture.
- To act as an ambassador for the Province.
- To have a good working knowledge of Building Together

Building Together
Click here or use the barcode

Bar Code

What a Liaison Officer must NOT do

- Prompt ritual.
 - Be openly critical of any aspect of the Unit, its members, or its ceremonies.
 - Criticise UGLE/SGC or Province, its officers, or its policies to the Unit, or to any of its members or guests.
 - Take sides in any disputes or disagreements.
 - Take notes during the meeting.

Activities

Annual activities will be:

- Participate in the Provincial Honours process by providing information on members being considered for Honours, and to discuss, with his Area Ruler, those Members being considered in their Area.
- Attend other meetings of LOs arranged and chaired by the Area Ruler

Periodic activities will be.

- Visit each Unit at Regular meetings and assist as requested.
- Communicate Provincial information as requested.
- Appraise Rulers of good practice and potential problems or issues within the Unit.
- Identify Members with ability