



Province of Yorkshire West Riding

Role Profile: Group Membership Officer (GMO)

Role Title: Group Membership Officer

Reports To: AMO

Responsible For:

The Group Membership Officer supports individual LMO's in delivering the *Building Together* initiative, promoting recruitment, retention, and re-engagement to strengthen membership across the area.

Purpose of the Role

To ensure the effective administration of independent enquiries received through MUET by completing the questionnaire and allocating prospective candidates.

Supporting LMO's and Lodges in managing and progressing locally sourced membership enquiries, in alignment with the *Building Together* initiative and the overall Provincial membership strategy...

Key Responsibilities

- Manage MUET enquiries so questions as at Appendix A, are answered.
 - To have a sound knowledge of Provincial Building together – **Shape** and Attract.
 - To assist with Lodges and LMO's around Marketing and community involvement.
 - To Support the Provincial Membership Officer and Deputy
 - Provide guidance to LMO's and wider members on administrative procedures.
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Person Specification

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

Appendix A

Commitment and Expectations

- Lodges usually meet regularly throughout the year — would you be able to commit the necessary time to attend meetings and participate in Lodge life?
- Have you discussed the time commitment and potential costs (subscriptions, dining, charity, etc.) with your family or partner, and do you have their support?
- Are you willing to take part in ceremonies and social events as part of your Masonic experience?

Practical and Administrative

- Would you prefer to join a Lodge that meets during the week or at weekends?
- Do you have a preferred Lodge location or meeting night?
- Would you be interested in visiting a Lodge informally before deciding to proceed with your application

Optional Closing Questions

- Is there anything else you'd like to share that might help us match you with a suitable Lodge?
- Do you have any questions about Freemasonry or the process of joining?

Building Together
Click here or use the barcode

Bar Code