***Lodge Membership Officer (LMO)***

A key member of the **Lodge Membership Team (LMO / Mentor / Almoner / WM & Secretary**) who, together with other members, co-ordinates the Lodge’s activities using the Members’ Pathway and focuses on activities from planning through to the candidate’s initiation and beyond.

***Purpose of the role***

* To lead in the development of the Lodge Membership Action Plan
* To inspire and encourage all Lodge members to identify suitable candidates
* To support sponsors following the introduction of potential candidates
* To advise on procedures that ensure only candidates suitable to the Lodge are proposed

***Main activities***

* **Informs, guides, and supports Lodge members in**:
  + Reviewing Lodge practices
  + Producing the Lodge Outline and candidate profile
  + Planning for the Lodge’s future
  + Identifying prospective candidates
  + Advising what can and what should be said to a prospective candidate
  + Speaking with confidence about membership
  + Being ready to explain one’s experience and enjoyment of Freemasonry
* **Act as an “Agent for Change”** by continually challenging the status quo of the Lodge in order to improve the membership experience, especially for new or less experienced brethren
* **Encourages and helps members** speak openly about their membership with confidence
* **Encourages the Lodge to create** a Lodge Plan, including a Lodge Profile, a Candidate Profile and a Lodge Information Sheet
* **Facilitates discussions** and contributions from other Lodge members
* **Maintains a list of “prospective candidates”** and monitors the progress of the Lodge members who have agreed to approach them
* **Responds to enquiries** from “potential candidates” not previously known to existing members and supports them through the joining process
* **Supports and assists sponsors** and ensures they have completed their preparation of applicants for interview
* **Leads members** to sources of advice on interviewing techniques, attends interviews and ensures they follow a robust process
* **Supporting the Lodge Mentor and Almoner**, be aware of why Brethren are not attending – maintain contact & communicate reasons or any problems to Membership Team and GPC
* **Early identification** of brethren who can fill non-progressive roles ensuring no “blockers”*(max. 5 years)*
* **Ensure every Past Master is given opportunity** to fulfil a role in the Lodge that best suits their talents and potential
* **In all the above, works with other members of the Lodge Membership Team**
* **Liaise** with Lodge Visiting Officer / Area Membership Officer / Centre Membership Officer