



## THE UNITED GRAND LODGE OF NSW & ACT

### JOB DESCRIPTION

# DISTRICT GRAND INSPECTOR OF WORKINGS

<b>Date:</b>	November 2017
<b>Job Title:</b>	<b>District Grand Inspector of Workings</b>
<b>Department:</b>	Operations
<b>Reports to:</b>	Regional Grand Counsellor

#### Job Purpose:

The District Grand Inspector of Workings (DGIW) shall visit and monitor the regular working of Lodges in his District and carry out the duties approved by the Board of Management from time to time. The Regional Grand Counsellor (RGC) may direct the District Grand Inspector of Workings to act in the implementation of the duties approved by the Board.

The constitutional requirements for the position of District Grand Inspector of Workings are laid down in Regulation 3.15 of the Book of Constitutions of the United Grand Lodge of New South Wales and the Australian Capital Territory.

In particular, a candidate's attention should be drawn to and, therefore, have a clear understanding of Clause 3.15.8: "In the event of the visits not being made as provided in the regulations or him not performing his duties, the Grand Lodge, on the recommendation of the Board of Management, may cancel the appointment of a District Grand Inspector of Workings at any time after the expiration of the period in which such visits ought to have been made or after such duties ought to have been performed"; & Clause 3.15.9: "The Brother shall thereupon be deprived of the prefix attaching to the office of District Grand Inspector of Workings unless the Grand Lodge shall decide otherwise".

**The United Grand Lodge of New South Wales  
and the Australian Capital Territory** ABN 93 230 340 687

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## **Job Accountabilities and Indicative Tasks:**

The DGIW shall work to improve the quality of Freemasonry experienced by the members within his District and its image across the associated community.

He shall co-ordinate the Lodges and Masters within his District towards the following goals;

- the prompt and willing implementation of the policies and directives emanating from the administrative Boards of the United Grand Lodge and from the RGC,
- the dissemination of all information necessary to keep the Lodges, Lodge Officers and members of his District conversant with the proceedings and operations of the Craft in N.S.W. and A.C.T.,
- the development of sound teamwork and goodwill at all levels,
- the development of a District Plan and timetable to cover the following issues;
  - quality Lodge Meetings
  - membership initiatives
  - Masonic education
  - family involvement
  - District functions, both Masonic and social
  - Charity and community projects.
  - The development of a District succession plan for future District Officers including DGIW and MasoniCare District representatives

He shall;

- attend Grand Lodge Communications, Regional Meetings, District Meetings and any conferences which may require his presence,
- familiarize himself with the Regulations of the United Grand Lodge and see that these are regularly observed and maintained within his District,
- organise and hold a District conference for the Masters and other selected Officers, at least once a year,
- prepare and issue a regular District Newsletter,
- support any Lodges of Instruction in his District and participate in training programs, established in consultation with the RGC for all categories of Lodge Officers to better the discharge of their duties,
- attend each Lodge in his District at least once each quarter, with particular priority to Installation, Initiation and 3<sup>rd</sup> Degree Meetings,
- assist the Lodges in the District, and their Management Committees, in such matters as;
  - planning the smooth progression and succession of Lodge officers,
  - planning a Lodge Mentor Program and Masonic Education,
  - Accreditation and the improvement of ceremonial in the Lodge Room,
  - the settling of disputes and where necessary escalation to the RGC.
- tender advice or assistance, to any Master, Officer or Brother in his District, but **not** to interfere with the working of any Lodge unless it be unconstitutional,
- carry out such other duties as may be allocated to him by the Board of Management and/or the RGC and to make such reports as may reasonably be required of him,

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- report regularly and punctually to the RGC, as frequently as may be required but not less than monthly, on the state of his District and to bring to his prompt attention, such matters that may significantly impact Freemasonry, be they adverse or beneficial.

### **Key Challenges:**

- Develop Freemasonry within the District for the benefit of the members, the Lodges and the community.
- Work closely and in harmony with the RGC, other Regional Officers, DGIWs and Masters of Lodges in his District.
- Support initiatives from the Board of Management and Lodges in respect of increasing membership and to develop his own initiatives in respect of the retention and growth of members.
- Manage the changing geography of the District.

### **Organisation Structure:**

The line of responsibility and of communication of a DGIW shall be to the Regional Grand Counsellor, who in turn is accountable to the Board of Management.

### **Key Customers:**

- RGCs
- Lodges, their Officers and members
- Board of Management

### **Selection Criteria:**

The appointed District Grand Inspector of Workings shall;

- have good administrative, counselling, public relations and communication skills,
- have the ability to interpret and explain communications and information from diverse areas and pass it on in an understandable manner,
- be a Past Master who is a subscribing member of a lodge in this jurisdiction,
- be willing to acquire the appropriate dress and regalia of the office,
- have unrestricted access to an appropriate vehicle for travel throughout his proposed District,
- be willing to attend such training courses and seminars as may provide personal development skills and further benefit the discharge of his duties,

Other Skills

- Computer literacy skills including regular access to a personal computer with internet & e-mail access as well as 'Word' & 'Excel' applications and possess the skills to operate the same.
- Knowledge of the Regulations of the UGL of NSW and ACT.

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## Commitment

- A commitment to the Craft, be willing to give priority and dedicated service to the duties of DGIW during the term of office in that capacity and have the committed support of his wife/partner.
- A commitment to the duties of the office and to the considerable time and work entailed.
- Acceptance of the duties and conditions of office for a term of two years.
- A willingness to sign the Confidentiality and Non-disclosure Statement customarily required of officers of the United Grand Lodge.

## Note:

**Applicants are invited to attach a separate sheet should they wish to reflect any items or information that may be relevant to the District to which the application refers.**

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