

Recommendation for Appointment / Promotion

The Secretary's return each year is the primary document from which Appointments and Promotions are assessed and it is therefore extremely important for this completed document to contain a comprehensive report on the activities of the individual.

In order to standardise and improve the quality of information we receive, we are introducing a new form, a copy of which is attached. It is our attention to move towards an assessment which is based upon merit rather than time in office.

Contributory factors, as always, will not only look at the performance of ritual but will take into account the value added to the Lodge of those in support functions such as Social Events and Fundraising etc. Or who have taken on the Senior Offices such as - Secretary, Almoner, Charity Steward etc

- 1 **General Details** - Enter Surname, first name, lodge name, lodge number
- 2 **Attendance at Lodge**
Enter the current year, the previous years will appear.
Enter the number of lodge meetings per year
Enter the number of meetings the individual has attended per year. Seven years are available, but only enter whole years completed.
- 3 **Support Functions**
If he has supported the Lodge as the Main Driver or Assisted - use the main drop down tabs to indicate "Y"
Use the drop down tabs to enter "Y" against the appropriate function/s
Enter the number of years he has supported that function
If there is another function where he has supported the Lodge, please enter it.
Please outline the responsibilities he takes on.
- 4 **Ritual**
If he has performed ritual during the last 6 years use the main drop down tab to indicate "Y"
Using the individual drop down tabs, indicate what ritual he has performed over the last 6 years.
- 5 **Retaken the Chair**
Has he re-taken the Chair in the last 6 years?
Enter the years. Only two will be taken into account.
- 6 **Lodge Offices**
Use the drop down tab to indicate what lodge offices he has undertaken in the last 6 years. Indicate the total number of years he has undertaken that office. (this may be more than 6 years)

7 Unable to support the Lodge

There may be personal circumstances which will prevent him playing an active role in the Lodge. Please use the drop down tab to indicate why and expand in the text box.

There will be Lodges where circumstances do not allow him to play an active role in the Lodge. Please use the drop down tab and expand in the text box.

8 Beyond the Lodge

Use the drop down box to indicate what he has done to support Masonry - outside his Lodge. Expand what he has done in the text box. Indicate for how many years

9 Please describe why you support this candidate's appointment / promotion

Be specific ie - He has been a great ambassador for Freemasonry and has introduced 3 new initiates. He has been the Lodge Mentor for 3 years and has organised Mentors for new candidates and ensured initiates have received all guidance notes and have been taken to other Lodges to see other degrees being performed. Etc etc

Please avoid using - Always willing to fill a vacancy when required. Or - He's a good bloke.

10 Please include other observations regarding his personal characteristics and suitability for advancement.

Again - please be specific. The more comprehensive information we receive the better we can assess his promotion.

11 Signatures

The form should be signed by the Secretary - or the person completing the form, if it is not the Secretary. Ie a senior member of the Lodge. The form should be countersigned by a Grand Officer or a Senior Provincial Officer.

The form is available on the Provincial Website. www.westkentmasons.org.uk

Province - Craft Masonry - Guidelines and Forms - Craft Forms - Appointment and Promotion Form

Return the completed form to: Provincial Office by direct email to: office@westkentmasons.org.uk

A comprehensive completion of this form will enable us to make a well-considered assessment of the individual and ensure he is awarded the rank deserved.