

## **THE SELECTION OF THE LODGE/CHAPTER CHARITY STEWARD:**

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The role of the Charity Steward is challenging, rewarding and held in high Esteem within the fraternity.

The appointment of the Lodge or Chapter Charity Steward is the prerogative of the Worshipful Master or Principals. It should be made after careful consideration of a member's suitability for the role and not simply to reward a Brother or Companion for past services, **or to fill a Vacancy. It is worth noting that the Charity Steward need not be a Past Master of the Lodge, but simply a Brother who would carry out the duties with diligence on behalf of the Lodge Membership.**

**This advice is not mandatory:** This document aims to offer guidance and 'food for thought' to those who are likely to be Worshipful Masters or Principals in the near future. It is recommended that a copy of this letter of advice is given to the Master Elect and 1<sup>st</sup> Principle elect every year and a copy retained by the Secretary/Scribe E for future guidance.

Primarily, the role of the Lodge or Chapter **CHARITY STEWARD** is to initiate, lead and manage fundraising within the Lodge or Chapter. This involves a commitment of time and effort, but returns a great deal of satisfaction and enjoyment along the way. The Charity Steward will need to work closely with, and support the Lodge/Chapter Almoner, Group Charity Steward and other Group Officers in addition to attending meetings arranged by the Group Charity Steward. The role can be undertaken in many ways and is therefore not prescriptive; however, in considering someone for this important office, certain qualities and skills are desirable.

### ***Additional qualities and skills can be acquired with experience and training.***

To that end it is recommended that Charity Stewards, who are performing satisfactorily, remain in-post for several years to allow them to develop their skills.

Developing the role will maximise the Lodge's/Chapter's fund-raising activities, enhancing the enjoyment and commitment of the members and guests, thereby benefiting the recipient charities.

### **DESIRABLE QUALITIES AND SKILLS:**

- Enthusiastic, self motivated, proactive and innovative.
- A supporter of charities.
- Outgoing and a good communicator.
- Personable and approachable.
- An organiser and motivator.
- Respected by other members of the Lodge/Chapter.
- Tactful, diplomatic and capable of exercising good judgement, particularly with regard to confidentiality.

### **ADDITIONAL QUALITIES AND SKILLS THAT WOULD BE USEFUL**

This may be inherent or acquired with experience and training:

- Basic administrative skills (record keeping, simple accounting).
- IT literate.
- Ability to walk a fine line between being too forceful and becoming a nuisance on the one hand and too inactive, missing fundraising opportunities on the other.
- Knowledge of central, provincial and local charities.
- Reactive and responsive to feedback.
- To be successful, the Charity Steward has to gain the respect of his fellow members, and their families, by building a relationship of trust and goodwill.

A Charity Steward's Toolkit has been produced by the Province in conjunction with the West Lancashire Freemasons Charity, It has been designed to complement existing information sources and aims to provide basic information, ideas for fund raising, and act as a reference source. It provides information on charitable giving and has many other informative leaflets, which can be passed to successive Lodge/Chapter Charity Stewards.

The Lodge/Chapter Charity Steward should have his Toolkit with him at his Lodge/Chapter so that if any member requires advice he will be able to use it as a reference tool, to aid him in this very important role.