

THE LODGE CHARITY STEWARD:

The Worshipful Master has appointed you CHARITY STEWARD of the Lodge,
Your duties are:

To raise funds for charitable purposes and to ensure that the funds are deposited in the Lodge Charity Account.

To disburse the monies collected for charitable use according to the wishes of the Worshipful Master and the Lodge members in accordance with good Masonic practice.

To maintain a comprehensive record of all financial transactions in connection with the above activities and to report to the Lodge and, where appropriate, the Group Charity Steward on matters relating to collected funds, disbursements and fundraising activities.

To actively support the "Provincial Grand Charity Steward" in the promotion of any Festival and in particular to encourage individuals to participate in giving towards the designated festival.

To keep up to date on Grand and Provincial Masonic Charities and charitable initiatives within the Province and Group and to attend meetings arranged by the Provincial Grand Charity Steward, Regional or Group Charity Stewards, and other meetings appertaining to charitable matters where the presence of the Charity Steward is required. At the earliest opportunity you should inform your Group Charity Steward of your appointment to exchange contact details so that he may offer you his guidance and assistance.

I congratulate you on your appointment:

