



Provincial Grand Lodge of Norfolk

Richard Garwood

Provincial Grand Charity Steward

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Role profile: Lodge Charity Steward

Purpose of the role

- To oversee every aspect of charity within the Lodge and in support of the Province.
- To raise & collect funds, and provide guidance on making donations.
- To administer & report where necessary on every aspect associated with those funds.
- To liaise with the Province's own charity (Norfolk Freemasons Charitable Fund), and with the Provincial Grand Charity Steward.
- Encourage & inspire Brethren to give both time & effort & to donate.
- Identify & support local Masonic & non-Masonic charities and good causes.

Main activities

- To inform, guide, and support Lodge members in Fund-raising – through social events, raffles, sponsored events, etc..
- Work closely with the Lodge Almoner.
- Attend Provincial events such as the Charity Stewards seminar.
- Be familiar with what's happening at both Provincial & Grand Lodge.
- Report to the Lodge at regular meetings – this is where the IMPACT is greatest by informing the Brethren of how they have helped those in need.
- Communicate with other Lodge Charity Stewards & the Provincial Grand Charity Steward.
- Keep up-to-date with changes in regulations & good practice.
- Be aware of the resources & help available from the MCF.
- Ensure collation of information for the necessary reporting.

Skills and qualities:

The Lodge Charity Steward should be selected and appointed based on the closest match to the following skills and qualities. The Provincial Grand Charity Steward may be consulted for further guidance and advice.

- Good knowledge of the needs of the community served by the Lodge, and its networks.
- A positive and supportive approach, able to inspire and encourage others.
- Can inspire Brethren to give time as well as make donations.
- To ensure privacy and be aware of Data Protection requirements.
- Has the time and availability for the role.
- Able to nurture a team environment – it can be a lonely role if not engaged.
- Not afraid to ask for help.
- Able to identify a successor for the role.