



## **Appointments and Promotions within, Provincial Grand Lodge of MMM of London**

### **Guide for Lodges and Lodge Secretaries.**

The Mark Province of London's Honours System is the means by which an individual's contribution to his Lodge is recognised and rewarded. It is also intended as an encouragement to give future and further service to the Province, depending on a Brother's skills, expertise and availability for any additional duties.

Recognition can be by way of Active Provincial Office or Past Provincial Office. It should be noted that not every Active Provincial rank becomes available each year, as, for the purposes of continuity, certain Offices are held for a period of years.

These guidance notes are to be used when considering candidates for Appointment and Promotion to Provincial Grand Rank and when completing the relevant Nomination Forms. Fair and impartial consideration must be given to all eligible nominees, based on merit and not simply on seniority within a particular Unit.

#### **Eligibility criteria for nomination (general):-**

- A nominee must be a subscribing member and a Past Master of or in a London Mark Lodge
- He should have attended approx. 75% of the nominating lodge's meetings during the preceding 5 years
- A working knowledge of Mark ritual and ceremony is expected but a Brother who has not performed ceremonies should not be excluded from consideration
- Membership of the Royal Ark Mariner degree is preferred but should not be considered as an essential qualification for consideration

#### **Eligibility criteria for nomination (First Appointment):-**

A nominee for Active or Past, First Appointment should have been installed as Master at least three years before the date of intended appointment to Provincial Grand Rank: i.e. those to be invested in July 2017 should have been installed before July 2014.

#### **Eligibility criteria for nomination (Promotion):-**

A nominee for a Promotion should have been appointed to his current Provincial Rank at least four years before the date of intended Promotion: i.e. those to be invested in July 2017 should have held their current rank since July 2013 or before.

#### **Provincial Grand Master's Discretion**

Notwithstanding any of the above criteria, the PGM, at his own discretion, may appoint and promote any Brother to any Provincial Office.



### **What is expected of a Provincial Officer**

In the formal letter issued to successful nominees, in addition to describing any specific duties relating to the Office being offered, the following expectations will be included:-

- Support for the Mark Province of London's Meetings and Events (Masonic and Social/Informal)
- Attendance on Delegations (Official Visits by the Deputy and Assistant PGMs)

Active Provincial Officers will additionally be expected to:-

- Undertake ceremonial duties relevant to their Office or provide cover for absent colleagues
- Attend a minimum of three Delegations (Official Visits by the Deputy and Assistant PGMs)
- Provincial ADCs should be available for up to ten Delegations.
- Attend "Full Team Visits" (Delegations headed by the Provincial Grand Master)

All of the above is subject to a Brother's family, business and personal commitments but Lodge Secretaries should endeavour to take their personal knowledge of an individual's circumstances into consideration when contemplating a nomination (or make discreet enquiries as appropriate).

### **Nomination Process**

- The Province's approved Nomination Form must be completed in full for each nominated Brother
- Lodge Secretaries should consider all of the above Guidelines before completing a Nomination Form
- The Nomination Form must be transmitted by email to the Member of the Executive (usually the Official Visitor) within whose aegis the Lodge is included
- The nomination deadline set by the Provincial Grand Secretary must be strictly adhered to
- If there are no suitable nominees in any year, Lodge Secretaries should complete a Nil Return by submitting a Form and indicating "No" in the relevant section
- All queries which cannot be answered by reference to the above Guidelines should, in the first instance, be directed to the Lodge's Official Visitor. Any resultant, unresolved issues may be directed to the Provincial Grand Secretary.

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