



# “The Lodge Secretary”

Mark Masonry Seminar  
Saturday, October 31, 2015

*W. Bro. E.K. Donaldson*

# “Three rule a Lodge”



The Master

His two Wardens

“Three rule a Lodge”  
*but in ‘St. Elsewhere’s’ Lodges...*



The Secretary

The Director of Ceremonies

? The Master ?

# GLMMM

& "It's Districts & Lodges Overseas..."

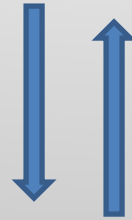


- **Mark Master Masons Hall, St. James St.**
- *Districts*
  - *Jamaica & Cayman Islands*
  - *Eastern & Southern Caribbean*
  - *India*
  - *South Africa*
  - *Brazil*
  - *etc, etc, etc.*

# Where is the Secretary?

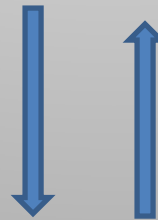


HEAD OFFICE



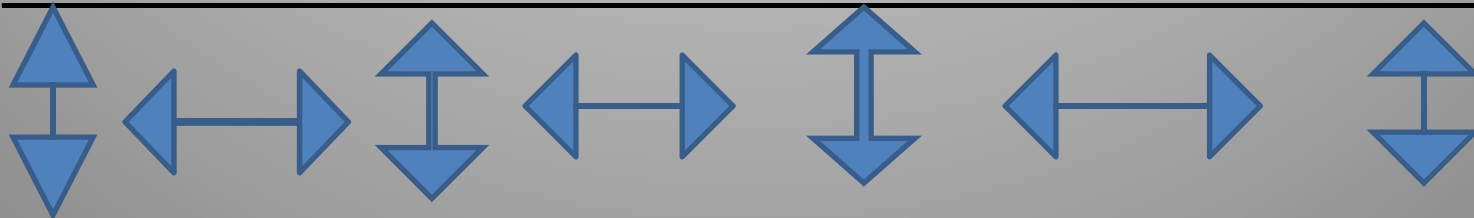
Regional Offices

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Branch Offices

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# Role of the Secretary



Maintains the Books of the Lodge

- *The Minute Book*
- *The Attendance Register*
- *The Register of Members*
- *The Declaration Book*

# Role of the Secretary



## To make Returns

- *Installation Returns*
- *Other Returns*
  - (W. Bro. Kirk Douglas)

# Role of the Secretary



To manage the Correspondence of the Lodge

- *Communication with Grand Lodge (thru the DGS!)*
- *Formal Communication with the District (thru the DGS!)*
- *Communication with other Districts (thru the DGS!)*
- *Communication with Lodges of other Districts (? liaise with DGS!)*
- *Communication with Lodges of our District*
- *Communication with Masonic Bodies of our District*
- *Communication with non-Masonic bodies*



# Chief cook & bottle washer?



- *Pass thru information to Brethren*
- *Liaise with Treasurer*
- *Collect monies on behalf of Lodge → Treasurer*
- *Liaise with Almoner*
- *Collect Statistical information*



Thank You