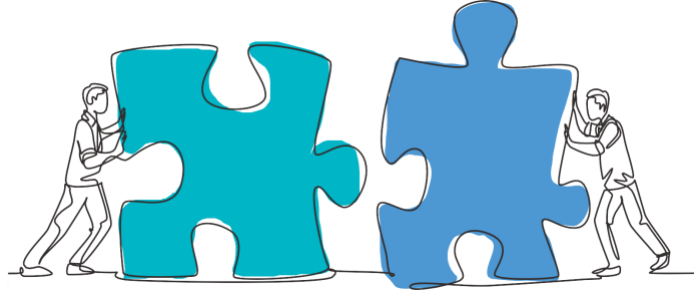




The Members' Pathway: *Level 3*

PLAN > Lodge Planning > Succession Planning

A succession plan is used to plan for the rotation and succession of available people into key roles. In a Lodge it is used to identify members who are interested in certain offices and to ensure that the Lodge does not become over dependent on a few members.



GUIDANCE FOR LODGE MEMBERS

- Rotating members between offices involves more members in the running of the Lodge. This tends to maintain interest and increase involvement and commitment.
- It also helps members develop a wider range of skills and ensures that the Lodge does not become over dependent on a small number of members.
- We also know that people can become complacent and increasingly resistant to change the longer they have been in a role. Rotating offices helps introduce new ideas to keep Lodge practices fresh.
- Start work on your succession plan by asking all members what they wish to contribute to the Lodge and what skills they either have or wish to develop.
- Consider the demands of each office and the ideal skills and qualities needed. Try to get the best people available for each job, prioritising central roles such as Secretary.
- While recent Past Masters may be the natural source of continuing officers (such as Secretary, DC, Almoner, etc), Master Masons may have existing specialist skills that make them well suited to certain roles, such as Charity Steward, Membership Officer, etc.
- If more than one person wishes to take on a particular office, try to find a happy medium acceptable to all parties. Introducing shorter terms is one way of doing this.
- Create 'apprenticeships' for Lodge officers, so that others can shadow them, observe, assist and learn some of the skills.
- Avoid one person remaining in a particular office for too long. In this way you will develop a more widely skilled, experienced, enthusiastic and flexible membership.
- Monitor members changing interests and circumstances at least every year, to ensure they are still being lined up for appropriate roles and are still available when expected.
- Agree who will form the [Lodge Membership Team](#) and members of interview panels.
- Update the succession plan at least every year.



The Members' Pathway: *Level 3*

PLAN > Lodge Planning > Succession Planning

SUCCESSION PLAN TEMPLATE

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
<i>Master</i>					
<i>Senior Warden</i>					
<i>Junior Warden</i>					
<i>Immediate Past Master</i>					
<i>Chaplain</i>					
<i>Treasurer</i>					
<i>Secretary</i>					
<i>Director of Ceremonies</i>					
<i>Almoner</i>					
<i>Charity Steward</i>					
<i>Membership Officer</i>					
<i>Mentor</i>					
<i>Senior Deacon</i>					
<i>Junior Deacon</i>					
<i>Asst Director of Ceremonies</i>					
<i>Asst Secretary</i>					
<i>Organist</i>					
<i>Inner Guard</i>					
<i>Steward</i>					
<i>Steward</i>					
<i>Steward</i>					
<i>Steward</i>					
<i>Tyler</i>					
<i>Royal Arch Representative</i>					
<i>Auditor</i>					
<i>Auditor</i>					