

Lodge Membership Team - Meeting Guidance Notes

Action(s)	<u>Members</u> <u>Pathway Ref</u>
<ul style="list-style-type: none"> • Identify the appropriate members for your Lodge i.e. WM, LMO, Mentor, Almoner or Ass't, DC, RA Rep and other influential/interested Lodge member(s) • Members to familiarise themselves with the UGLE Strategy, Membership Challenge, Members Pathway and the Archway. (Seek guidance from the PMO, Prov Mentor and Prov Almoner, if required) • Organise a suitable inaugural meeting date and location • Distribute an initial 'Agenda' 	
<p>The Meeting:</p> <ul style="list-style-type: none"> • Welcome/Apologies • Agree and appoint a "Chairperson and Secretary/Minute Taker". • Discuss the current health of the Lodge to identify: <ul style="list-style-type: none"> ○ Simple SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) • Lodge Profile <ul style="list-style-type: none"> ○ Does the Lodge have one? <ul style="list-style-type: none"> ▪ If not prepare one ○ Is it on the PGL website map? <ul style="list-style-type: none"> ▪ If not, send to the PMO for action ○ Does the Lodge have a Website, Facebook Page, WhatsApp, or other social media accounts to promote the Lodge and be visible to potential members • Ensure the members are familiar with the process for assessing, interviewing and proposing prospective new members <ul style="list-style-type: none"> ○ Is the Lodge using the Provincial Candidate Assessment Form, Candidate Information Form and FAQ's? • Discuss Member retention <ul style="list-style-type: none"> ○ Monitor Mentoring Engagement ○ Monitor absent Brethren (Produce a schedule giving reasons for absence) ○ Identify vulnerable members likely to resign <ul style="list-style-type: none"> ▪ Seek strategies to resolve and retain 	