



What Are The Tools Needed For A Successful Lodge

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Meeting Structure:

- How long is your Lodge meeting?
 - What are the items that typically appear on your agenda?
 - It is important that peace, love, and unity is maintained within the Lodge, so keeping like-minded individuals in will keep this going.



Meeting Structure:

- The Importance of Setting an Agenda
 - Proper agenda setting allows for efficient meetings. Typically the better run your meetings the higher your attendance.
 - Officers should be familiar and on one accord with the agenda prior to a meeting.
 - Presentation is important, your Lodge should have a consistent Letterhead and format to appear professional.



Robert's Rules of Order

- In order to ensure efficiency it is important that your Lodge is well versed in Robert's Rules of Order.
 - Robert's Rules Cheat Sheet
 - Commonly misused rules
 - Ultimately the Worshipful Master governs the Lodge and not parliamentary law.



Minutes of the Meeting

- Minutes should reflect all important business conducted during the meeting.
 - An absent member should be able to know everything that they have missed just by reading the minutes.
 - Any items that require voting should be noted in the minutes.
 - Printing minutes beforehand expedites the process of passing them.



Administrative Items

- Auditing of Records
 - A detailed audit of the records of the Lodge should be made every year, prior to election of officers.
 - Auditing should be done on a quarterly basis to ease the annual audit process.
 - The report of the auditing committee should be attached to the minute book of the Lodge as part of the business of the Lodge.



Community Involvement

- Ability to identify Community stakeholders
- Being visible in the Community
- Volunteering
- Having members who are also involved in the Community. i.e. Clergy, Elected Officials
- Become INVESTED in your Community
- KOP – Knights of Pythagoras



Effective Use of Technology

- With the advent of technology in our everyday lives a Lodge's successful use of technology has become paramount.
 - Email
 - Conference Calling
 - Call Services. i.e. Calling Post



Wrap-up

- In planning your meeting, presentation and preparation are everything! Make sure that officers are all on one accord prior to the meeting.
- Ensure that Lodge records are audited on a regular basis.
- Adhere to the rules of proper Masonic Etiquette to give your meeting the respect that it deserves!



Questions & Answers



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