

# The Grand Lodge of Texas

## OFFICER LEADERSHIP TRAINING PROGRAM



It only takes 10 minutes for a visitor to your Lodge to see that your officers have attended an Officer Leadership Training Program.

Participants in our Grand Lodge Officer Leadership Training lead their Lodges with greater confidence, efficiency, and effectiveness.

*(Graduating this program satisfies the requirement to complete a Grand Lodge approved course in Lodge Administration as outlined in Art., 276a No. 2)*

We offer two sessions open to all Master Masons as well as a program for the Ladies.

### Officer Leadership 101:

As a result of participating in this program, you will be better prepared to:

- institute an effective mentoring program for candidates and newly-raised Master Masons
- fill your term calendar with impactful events
- interpret Grand Lodge law when necessary to resolve ambiguous situations
- identify and utilize resources to provide meaningful Masonic Education to the members of your Lodge
- plan for effective building maintenance, condition, use, and appearance
- execute Masonic Parliamentary Procedure for a Stated or Called Meeting
- follow protocol for presenting and communicating with dignitaries
- mediate conflicts and maintain harmony within your Lodge
- run a balloting procedure on a candidate legally and fairly
- understand Lodge officer duties and distribute the workload

### 2016 Dates and Locations

August 5 to 7	Houston
August 12 to 14	Dallas
August 19 to 21	Waco
September 9 to 11	Corpus Christi
September 16 to 18	Abilene

### Officer Leadership 201:

As a result of participating in this program, you will be better prepared to:

- re-energize the membership and activities of your Lodge
- assemble an effective annual budget
- Ensure that the required financial forms are completed properly
- deal with membership challenges in your Lodge
- produce a successful fund-raising project for your Lodge
- lead, not manage, your Lodge's officer team
- organize your first Officer's meeting and subsequent Stated and Called meetings
- establish measurable goals that make an impact for Lodge administration, membership, finance, and community involvement



**Masonic Education & Service Committee**  
**The Grand Lodge of Texas A. F. & A. M.**

# The Grand Lodge of Texas

## OFFICER LEADERSHIP TRAINING PROGRAM

The Men's Program will begin on Friday evening at 6:30 p.m. and finish at approximately 10:00 p.m.

Saturday will begin with breakfast at 7:30 a.m., followed by the morning session at 8:30 a.m., Lunch at Noon, afternoon session at 1:00 p.m., and conclude with a Q&A session directed to the Grand Lodge Trustees at 5:00 p.m. A short break, and then a sit-down dinner at 6:00 p.m. will follow, with our R.:W.: Deputy Grand Master as the keynote speaker.

In addition to the programs listed below, there will be a joint workshop session on Sunday morning after the Devotional, which, will be followed by Graduation and a closing message from our Grand Master. The program is scheduled to completed by 12:00 Noon on Sunday.

Officer Leadership 101: If you have a Laptop PC with Microsoft Office Word and Microsoft Office Excel, please bring it fully charged, along with a current copy of the Grand Lodge Constitution and Laws, a Monitor of the Lodge, your Lodge By-laws, Lodge Rules and Regulations, a Notebook and Pen/Pencil.

Officer Leadership 201: If you have a Laptop PC with Microsoft Office Word and Microsoft Office Excel, please bring it fully charged, along with a current copy of the Grand Lodge Constitution and Laws, a Monitor of the Lodge, a copy of last year's Form 71 and IRS Form 990, 990E, or 990 E-Postcard receipt, a Notebook and Pen/Pencil. Lastly, please meet with your Lodge Secretary and Treasurer to obtain the following information about your Lodge: **Membership** – Total members, No. of Endowed, Life, 50 year, **Income** – Annual Dues, Degree fees, Average number of each degree conferred annually, **Expenses** - Average utilities, rent, etc....

(The dress is business casual for all sessions)

### Officer Leadership 101

Mentoring

Planning

Grand Lodge Law

Masonic Education

Balloting

### Officer Leadership 201

Turning the Light Back On

Grand Lodge and Lodge Finance

Membership

Investigations

Leadership

The Ladies Program will begin on Friday evening with a short introduction to the program, a discussion regarding Masonic Protocol, followed by an opportunity to meet and visit with each other.

The Ladies are encouraged to attend all meals, breakfast, lunch, and sit-down dinner on Saturday, as well as breakfast, the Devotional, and Graduation on Sunday morning.

(The dress is business casual for all sessions)

### Ladies Program (Saturday Morning 8:30 a.m. – 11:00 a.m.)

What is Freemasonry?

Inside the Lodge Room

Masonic Funeral Guide

### Ladies Program (Sunday Morning 8:30 a.m. – 11:00 a.m.)

The Structure of Freemasonry

Masonic Philanthropy

Q & A with Grand Trustees