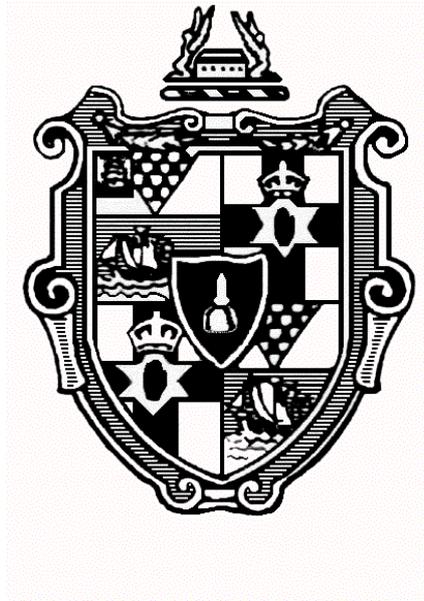


# *Provincial Grand Lodge of Antrim*



**Guidelines**  
**for**  
**Masonic Hall Trustees**  
**and**  
**Directors of Hall Management Companies**

October 2015

# **Provincial Grand Lodge of Antrim**

## **Guidance for Masonic Hall Trustees and Directors of Hall Management Companies**

As part of its role in monitoring, advising and guiding the Province, Provincial Grand Lodge of Antrim has considered it appropriate to issue the following brief guidance regarding the responsibilities of trustees of Masonic Halls and directors of Hall Management Companies. Similar considerations apply to committee members of Masonic social clubs etc. Any reference to “a trustee” means anyone appointed to any the offices mentioned in this paragraph in the Masonic Province of Antrim.

### **Basic Principles**

A trustee is a person appointed to be responsible for representing the interests of others. His essential responsibilities include carrying out the express terms of the trust; prudently managing trust property; being impartial among interested parties; and, accounting for his actions to the persons for whom he is a representative,

A trustee should consider the views of the persons he represents as paramount – not his own ideas or interests.

### **Roles and Responsibilities**

A trustee in the Masonic Province of Antrim must:

- Ensure that his Hall / organisation has the money it needs for its foreseeable needs;
- Spends its money sensibly (and only for the purpose for which it was given);
- Follows the law in all areas – Brethren are reminded to “respect the civil magistrate” and expected to familiarise themselves with the law on charities, occupiers’ liability and the rights of minorities, notably the rights of those with disabilities to access Halls;
- Not break the Masonic rules by which they are bound – all trustees are encouraged to familiarise themselves with the trust under which they manage their Hall / organisation, the Laws and Constitutions of Grand Lodge, the Bye Laws of the Provincial Grand Lodge of Antrim (notably Bye Law 43) and any Bye Laws which pertain to their Hall / organisation;
- Act responsibly, only in the interests of the Brethren whom he represents, with reasonable care and skill;
- Provide trustee indemnity insurance and adequate property insurance.

## **Skills**

In considering the appointment of new trustees (or accepting appointment as a trustee), Brethren should consider;

- The skills and experience of the proposed trustee;
- His contacts in the community, business and trades;
- His ability to contribute to discussions by sharing new ideas and innovative thinking

## **Further Information**

If any trustee (or organisation) is in any doubt about any of their responsibilities or any matter pertaining to the management of any Masonic body or facility, they are encouraged to seek advice.

The Provincial Grand Secretary and the Provincial Grand Registrar will be delighted to assist with such enquiries. However it is recommended that trustees (or organisation) seek advice from their Professional Advisors (ie Legal, Financial, Property and Insurance)