

Preparing for Office: The Master's Chair is a course for Senior and Junior Wardens and, perhaps, keen Senior Deacons. Each of the four evening sessions consists of a mixture of topics designed to help you to prepare for your year in the Chair.

This course is one of several which have been developed to help Freemasons in Berkshire undertake Lodge Offices in an efficient and effective manner so that they are both enjoyable and rewarding. The aim is to provide advice and guidance for officers.

You must register to attend the seminars. Please see over and return to:

Berkshire Masonic Education Committee
C/o Provincial Office
Berkshire Masonic Centre
Mole Road, Sindlesham, Wokingham
Berkshire, RG41 5DB

Tel: 0118 978 7625

Fax: 0118 977 3571

E-mail: provgsec@berkspgl.org.uk

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COMMENTS FROM PREVIOUS PARTICIPANTS

Excellent groundwork for the Chair.
A must for every prospective Master.

Before coming on this course I was unsure of what was expected of me during my Mastership. This seminar has helped me beyond belief. I will certainly recommend it to others.

A very good course. Informative, enjoyable and well worth attending. To be thoroughly recommended to all those progressing to the Master's Chair.

I have been delighted to attend this course. I feel sure I shall be a better WM as a result and I would recommend aspiring Masters to attend.

Much better than I expected. Extremely useful and informative. Time well spent.

I feel more confident ... and now look forward to my year as Master.

Very well structured and delivered. Topics were relevant and interesting and I am very grateful for the input.

I enjoyed the course. I am sure it will help me enjoy my year. Thanks to everyone Involved.

Berkshire Masonic Education Committee

Preparing for Office THE MASTER'S CHAIR



How To Be A Successful Master And Enjoy Your Year In Office

4 Evenings: Thurs 22nd & 29th April and
Thurs 13th and 20th May 2010
7:30 pm Berkshire Masonic Centre Sindlesham
BOOKING ESSENTIAL

PREPARING FOR OFFICE: THE MASTER'S CHAIR

Topics which will be covered over the four sessions

Standards and Etiquette - A guide to the generally accepted protocols and behaviour.

Selection of Officers - You only get one shot at this, better get it right.

Work in the Lodge - Everything you will have to do with confidence.

Managing Meetings - As Master you will chair all the Lodge committees.

The Festive Board - Work in the Temple is complete, but don't relax too soon!

Making Speeches - It comes naturally to some, but everyone can learn how to do this.

The Book of Constitutions - The essential Rules you must know.

The Lodge By-Laws - You will pledge to uphold them.

Balloting - Usually straightforward if some simple rules are complied with.

GL and PGL Returns - What exactly will you be signing on behalf of the Lodge?

Charities - Learn about Provincial and National Masonic Charities.

Social Events - Hard work to organise but great fun. What are the pitfalls to avoid?

Visiting - As Master you will receive many invitations to attend other Lodges.

Class of Instruction - How to play your part in learning and in helping others.

Selection of Candidates - The life of the Lodge depends on attracting the right candidates

The sequence of topics is subject to change being dependent on the availability of presenters.

Each session will be held at the Berkshire Masonic Centre, Sindlesham, commencing at 7:30 pm and will conclude between 9:30pm and 10:00pm.

In past years the seminars have proved very popular so please register your attendance and reserve your place by booking as soon as possible.

Places will be allocated on a 'first-come, first-served' basis, unsuccessful applicants will be informed. The £12 fee for the seminars contributes towards the cost of refreshments and the very comprehensive reference manual comprised of the session papers.

BOOKING FORM

Please reserve me a place on the Master's Chair Seminars to be held on the four evenings of Thursdays 22nd and 29th April and 13th and 20th May 2010. I enclose my cheque for £12 payable to 'Provincial Grand Lodge of Berkshire'.

Name:

Address:

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Email:

Phone:

Lodge: No:

Masonic Rank / Office:

Places are limited and will be allocated in the order of receipt of bookings. Please return this Booking Form promptly and no later than the 15th April 2010 to:

The Provincial Grand Secretary
Berkshire Masonic Centre
Mole Road, Sindlesham,
Wokingham, Berks RG41 5DB
Email: provgsec@berkspgl.org.uk
Tel: 0118 978 7625
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