

**To all Lodge Secretaries, sent by the Provincial Secretary on behalf of the Provincial Grand Almoner.**

**CC: ProvGM and Executive**

Dear Bro. Secretary,

Resulting from my meeting with the Masonic Charitable Foundation (MCF) on 12 July 2017 the roll out of the next tranche of Provinces to go live with the new computerised system has been decided.

To meet our Province's deadline we will need to appoint and train a selected band of Brethren in the role of **Visiting Volunteer**. This role is open to any interested W/Brother or Brother.

Application Outline ó In making an application a prospective Volunteer must be consider the following:

1. The volunteer must be computer literate.
2. Recognise that the role will require form filling together with collection of client's personal data. To maintain absolute confidentiality, sensitivity and the ability to display compassion when dealing with a client
3. Approximately 3 days/month should be set aside to complete any business required.
4. The volunteer will be expected to cover a designated (local to volunteer) area within the Province, however, on occasions be prepared to travel throughout the Province (a volunteer's expenses will be reimbursed)
5. Two references (one Masonic and a second Non-masonic) will be required.
6. Two consecutive days (in Province) training will be given by MCF administrators.

**You are requested to read and/or cascade the information contained in the attached letter to all your Lodge members.** The cut-off date for returning applications to me, the Provincial Grand Almoner, is 18th September 2017. Please post your replies to The Provincial Grand Almoner at the Provincial Office address.

Recognising that some Lodges are now in summer recess it remains vitally important that this information reaches any prospective Volunteer and your forbearance in assuring an early distribution is therefore requested.

I thank you for your assistance in this matter and remain, yours sincerely and fraternally,

*Robert C Munro,*

*Provincial Grand Almoner*