



# Provincial Grand Lodge of Valencia. Job Description



## Provincial Grand Treasurer

### PURPOSE OF ROLE

All Provincial Grand Ranks, but especially that of Provincial Grand Treasurer, is elected every three years, to provide support to the Provincial Grand Master foremost, and the Province as a whole.

Your specific duties are, all monies due or held for the Province are to be paid to the Treasurer, who will deposit them in an account approved by the Province, the Treasurer shall make all payments authorised or sanctioned by the Province, all cheques must bear the signature of the Treasurer and as many countersignatures as agreed by the Province, the Treasurer shall make a full record of all transactions of the accounts and transfer all relevant information onto his successor, the Treasurer shall prepare a statement of accounts quarterly to be presented to the general purposes committee, also annually to be presented at the Provincial Assembly, which will have been audited by the elected auditors.

### JOB RESPONSIBILITIES

To liaise with Grand Lodge of Spain and Lodge Treasurers regarding membership and all fees due, and attend Grand lodge meeting if required.

It is the responsibility of the Provincial Grand Treasurer to ensure that all Lodge Treasurers are logged on to their dedicated email addresses, and that they use them for all correspondence associated with the job. This is in order to simplify and unify email addresses and keep the Lodge history of the job of Treasurer, for his successor.

The Provincial Grand Treasurer should be prepared to undertake other duties and tasks as required by the Provincial Grand Master.

In order to achieve a standard throughout the Province, the Provincial Grand Treasurer should provide written Provincial Guidance Notes, as agreed first by the Executive Committee, to all Lodge Treasurer. These Notes must be sufficiently detailed so as to allow the Lodge Treasurer, to carry out their duties in their respective lodges, it may also be necessary to hold minuted meetings with the various lodge Treasurers.

### AIMS

The main aim of the Provincial Grand Treasurer is to ensure that Provincial Grand Lodge of Valencia accounts are kept in order, ensuring the Province is solvent, the collection of all money's due, and the payments of all creditors.

### JOB SKILLS

The role of Provincial Grand Treasurer calls for a person with good accountancy skills, being precise, and have good organisational skills, and a comprehensive knowledge of Masonry.



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## Provincial Grand Treasurer

### PERSONAL RESPONSIBILITIES

As a member of the Executive Committee the post holder must always remember that he is representing not only himself but also the Province and the Provincial Grand Master when in attendance at Provincial, Grand Lodge or other official occasions and should behave in an exemplary manner at all times.

The Provincial Grand Treasurer is responsible for the Deputy Provincial Grand Treasurer.

As with all Provincial Grand Officers the Provincial Grand Treasurer is expected to attend and support all Provincial Grand Lodge meetings and social events, taking an active role if so required.

### REPORTING STRUCTURE

The Provincial Grand Treasurer reports directly to the Executive Committee, in writing, once a quarter, via the General Purposes Committee, submitting copies of the financial statement of the accounts as at that date.



# Provincial Grand Lodge of Valencia. Job Description



## Provincial Deputy Grand Treasurer

### PURPOSE OF ROLE

All Provincial Grand Ranks, but especially that of Provincial Deputy Grand Treasurer, is to provide support to the Provincial Grand Master foremost, and the Province as a whole.

Your specific duties are to assist the Provincial Grand Treasurer, ensuring all monies due or held for the Province are to be paid to the Treasurer, who will deposit them in an account approved by the Province, the Treasurer shall make all payments authorised or sanctioned by the Province, all cheques must bear the signature of the Treasurer and as many countersignatures as agreed by the Province, the Treasurer shall make a full record of all transactions of the accounts and transfer all relevant information onto his successor, the Treasurer shall prepare a statement of accounts quarterly to be presented to the general purposes committee, also annually to be presented at the Provincial Assembly, which will have been audited by the elected auditors.

### JOB RESPONSIBILITIES

To assist the Provincial Grand Treasurer in dealing with Grand Lodge of Spain and Lodge Treasurers regarding membership and all fees due and attend Grand lodge meeting if required.

It is the responsibility of the Provincial Assistant Grand Treasurer to assist the Provincial Grand Treasurer to ensure that all Lodge Treasurers are logged on to their dedicated email addresses, and that they use them for all correspondence associated with the job. This is in order to simplify and unify email addresses and keep the Lodge history of the job of Treasurer, for his successor.

The Provincial Assistant Grand Treasurer should be prepared to undertake other duties and tasks as required by the Provincial Grand Master.

In order to achieve a standard throughout the Province, the Provincial Assistant Grand Treasurer is to assist the Provincial Grand Treasurer in providing written Provincial Guidance Notes, as agreed first by the Executive Committee, to all Lodge Treasurer. These Notes must be sufficiently detailed so as to allow the Lodge Treasurer, to carry out their duties in their respective lodges, it may also be necessary to hold minuted meeting with the various lodge Treasurers.

### AIMS

The main aim is to assist the Provincial Grand Treasurer is to ensure that Provincial Grand Lodge of Valencia accounts are kept in order, ensuring the Province is solvent, the collection of all money's due, and the payments of all creditors.

### JOB SKILLS

The role of Provincial Deputy Assistant Treasurer calls for a person with good accountancy skills, being precise, and have good organisational skills, and a comprehensive knowledge of Masonry.



# Provincial Grand Lodge of Valencia. Job Description



## Provincial Deputy Grand Treasurer

### PERSONAL RESPONSIBILITIES

As with all Provincial Offices, the Provincial Deputy Grand Treasurer is a member of the Provincial Grand Lodge Team, the post holder must always remember that he is representing not only himself, but also the Province and the Provincial Grand Master when in attendance at Provincial Grand Lodge, or other official occasions and should behave in an exemplary manner at all times.

As with all Provincial Grand Officers the Provincial Deputy Grand Treasurer is expected to attend and support all Provincial Grand Lodge meetings and social events, taking an active role if so required.

### REPORTING STRUCTURE

The Provincial Deputy Grand Treasurer reports directly to Provincial Grand Treasurer, it may be necessary for the deputy on occasions to deputize for the Provincial Grand Treasurer in his absents, reporting to the Executive Committee in writing once a quarter, via the General Purposes Committee, submitting copies of the financial statement of the accounts as at that date.



# Provincial Grand Lodge of Valencia. Job Description



## Provincial Assistant Grand Treasurer

### PURPOSE OF ROLE

All Provincial Grand Ranks, but especially that of Provincial Assistant Grand Treasurer, is to provide support to the Provincial Grand Master foremost, and the Province as a whole.

Your specific duties are to assist the Provincial Grand Treasurer, ensuring all monies due or held for the Province are to be paid to the Treasurer, who will deposit them in an account approved by the Province, the Treasurer shall make all payments authorised or sanctioned by the Province, all cheques must bear the signature of the Treasurer and as many countersignatures as agreed by the Province, the Treasurer shall make a full record of all transactions of the accounts and transfer all relevant information onto his successor, the Treasurer shall prepare a statement of accounts quarterly to be presented to the general purposes committee, also annually to be presented at the Provincial Assembly, which will have been audited by the elected auditors.

### JOB RESPONSIBILITIES

To assist the Provincial Grand Treasurer in dealing with Grand Lodge of Spain and Lodge Treasurers regarding membership and all fees due and attend Grand lodge meeting if required.

It is the responsibility of the Provincial Assistant Grand Treasurer to assist the Provincial Grand Treasurer to ensure that all Lodge Treasurers are logged on to their dedicated email addresses, and that they use them for all correspondence associated with the job. This is in order to simplify and unify email addresses and keep the Lodge history of the job of Treasurer, for his successor.

The Provincial Assistant Grand Treasurer should be prepared to undertake other duties and tasks as required by the Provincial Grand Master.

In order to achieve a standard throughout the Province, the Provincial Assistant Grand Treasurer is to assist the Provincial Grand Treasurer in providing written Provincial Guidance Notes, as agreed first by the Executive Committee, to all Lodge Treasurer. These Notes must be sufficiently detailed so as to allow the Lodge Treasurer, to carry out their duties in their respective lodges, it may also be necessary to hold minuted meeting with the various lodge Treasurers.

### AIMS

The main aim is to assist the Provincial Grand Treasurer is to ensure that Provincial Grand Lodge of Valencia accounts are kept in order, ensuring the Province is solvent, the collection of all money's due, and the payments of all creditors.

### JOB SKILLS

The role of Provincial Assistant Treasurer calls for a person with good accountancy skills, being precise, and have good organisational skills, and a comprehensive knowledge of Masonry.



# Provincial Grand Lodge of Valencia. Job Description



## Provincial Deputy Grand Treasurer

### PERSONAL RESPONSIBILITIES

As with all Provincial Offices, the Provincial Deputy Grand Treasurer is a member of the Provincial Grand Lodge Team, the post holder must always remember that he is representing not only himself, but also the Province and the Provincial Grand Master when in attendance at Provincial Grand Lodge, or other official occasions and should behave in an exemplary manner at all times.

As with all Provincial Grand Officers the Provincial Deputy Grand Treasurer is expected to attend and support all Provincial Grand Lodge meetings and social events, taking an active role if so required.

### REPORTING STRUCTURE

The Provincial Deputy Grand Treasurer reports directly to Provincial Grand Treasurer, it may be necessary for the deputy on occasions to deputize for the Provincial Grand Treasurer in this absents, reporting to the Executive Committee in writing once a quarter, via the General Purposes Committee, submitting copies of the financial statement of the accounts as at that date.