

JOB DESCRIPTION FOR CHAPTER ALMONER

The duties of the Chapter Almoner are to:-

- A. Identify the need of any Companion, Widow, Child or other individual associated with the Chapter to see that assistance is provided where required. Primary assistance should be at Craft level.
- B. Ensure that the Companions of the Chapter provide the necessary continuing support to those in need.
- C. Liaise with the **Companions Craft Lodge**, Charities, local District Charity Committee and District Officers.
- D. Give a report at each stated convocation of the Chapter.
- E. Have a general knowledge of the work of the Charity Commission for Northern Ireland.

To this end:-

- F. All the Companions of the Chapter should be constantly made aware that it is their duty to keep the Almoner informed where need or distress occurs.
- G. The Almoner should have, for his personal reference, an up-to-date Chapter Membership list giving names, addresses, telephone numbers, **and their Craft Lodge number**.
- H. You should be alert to the Companions who have not been attending the Chapter and ascertain if there is any reason or problems preventing their attendance. You should then make discreet contact.
- I. The Almoner should have, for his personal reference, a list of names, addresses and telephone numbers of Widows, distressed Companions of the Chapter, children of deceased and distressed Companions and contact should be made, provided these contacts are welcome. The Almoner should leave his contact details.
- J. The Almoner should be fully conversant with all our Masonic Charities and the way claims to the Bodies are to be made.
- K. **The Almoner may be called upon to assist a Companions Craft Lodge with a claim for Assistance, in that the information is true and accurate. Claimants should complete their own documents, Almoners may send supporting evidence.**
- L. The Almoner should be aware of the general Social Security and Social Service assistance available.
- M. The Almoner is expected to act with discretion, compassion and confidentiality at all times.

Further Assistance:-

1 As Social Security and Social Services provisions are specialised fields assistance when necessary should be sought from the District Charity Committee or from the relevant District Grand Chapter Almoner.

2 Help and guidance on a wide range of Charity matters is available by contacting any of the members of the Down Charity Executive whose contact details and specific areas of responsibility are available on the District Grand Chapter Website