

Area Administrator Handbook



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Grand Lodge Free & Accepted Masons of Wisconsin

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INTRODUCTION

1. The present system of District Deputies and Area Administrators was developed in order to improve communications between our constituent lodges and the Grand Lodge and to strengthen the bond between them. For more specifics see Section C, Role of Area Administrators.
2. This handbook was prepared from material provided by all the Area Administrators who served the Grand Lodge.
3. The position of Area Administrator is key to the successfulness of Masonry in Wisconsin. He is the vital link between the Grand Lodge Officers and the individual lodge officers and members. An Area Administrator, who is properly prepared and motivated, can make a great impact upon his lodges.
4. There is probably no one person who neither exhibits all of the characteristics described in Section G, nor complies totally with all of the duties listed in Section F. Nevertheless, the brother who strives to incorporate as many of these as his own talents and characteristics will allow, will have a very positive effect upon the quality of Masonry in his area and he will find he has improved himself in the process. Each of us must use his individual talents. Similarly, each lodge situation is unique and will need different approaches, methods and programs. The successful Area Administrator will adapt different plans to different situations.
5. An Area Administrator should not be reluctant to take initiative, make visits, or do whatever he, in his own opinion, believes is necessary to be done within his area. Criticism is much more likely to be bestowed upon him because of inactivity than over activity. When in real doubt, he should consult with his District Deputy.
6. Perhaps the most important attribute a brother can bring to his task, as Area Administrator, is dedication. The brother who tries will make an improvement and the number one role of the Area Administrator and for all Masons is to improve the quality of Masonry.

DEFINITION OF AREA

The Grand Jurisdiction of Wisconsin is divided into Twelve Districts, which are further sub-divided into Administrative Areas consisting of from four to seven lodges. These areas may be altered from time to time for reasons of convenience and as experience dictates. The District and Area to which each lodge is assigned is listed in the directory of lodges published each year by the Grand Lodge

ROLE OF THE AREA ADMINISTRATOR

Under the direction of the District Deputy, an effective Area Administrator will fulfill the following role:

1. Liaison between the lodges to which he has been assigned and the Grand Lodge. He should provide communication in both directions and be a goodwill ambassador.
2. An inspirational leader who instills the desire within the lodges to improve in all areas, and converts this desire into action. He inspires confidence and directs lodge officers toward improved leadership.
3. A resource person for his lodges who knows what programs are available, what other lodges are doing that is successful, and where to get answers for questions that arise. He provides guidance wherever he determines a need.
4. A troubleshooter who can bring to bear the resources necessary to solve individual or area problems. He renders assistance to lodges in need.
5. A symbol of the Grand Lodge. When he is the ranking Grand Lodge representative at a function, he represents the Grand Master.
6. A program developer who understands the Grand Lodge programs and puts them into action.

The Area Administrator is not a spy for the Grand Lodge and it is essential that he win the confidence of the officers of the lodges under his care. Thus, when he does discover and bring to light a failure or shortcoming of a lodge, they should be made to realize that his only object is to strengthen the lodge in question.

He is not a policy maker nor is he expected to be a proficiency man, although knowledge of policy is essential and the ability to step in and fill a chair can be very helpful.

THE KEystone OF HIS ROLE IS TO IMPROVE THE QUALITY OF MASONRY IN HIS AREA.

SELECTION OF AREA ADMINISTRATORS

1. Area Administrators will be appointed annually by the Grand Master upon the recommendation of the District Deputy for each District.
2. To be eligible for appointment, a candidate must be a Past Master of a lodge in a jurisdiction recognized by the Grand Lodge of Wisconsin, and a paid up member in good standing of a lodge in the area for which he is to be nominated. He should also have proven his administrative ability through his demonstrated service to his lodge.

APPOINTMENT AND INSTALLATION

1. Before each Annual Communication of the Grand Lodge, the Grand Master will appoint an Area Administrator for each area, taking into consideration the recommendation of the District Deputy.
2. The Area Administrator appointed by the Grand Master will be installed at the Annual Communication. Those excused by the Grand Master, or unable to attend, may be installed at special communications arranged for this purpose. (The District Deputy will ensure this.)
 - a. The Area Administrator will be presented with a warrant specifying his appointment and signed by the Grand Secretary under the seal of the Grand Lodge of Wisconsin.
 - b. The Grand Master will present him with an apron indicative of his office without specification of charges or reasons.
3. The appointment of an Area Administrator is for one year only, with his tenure of office being concurrent with that of the Seated Grand Master.
4. Section 43.02(c) of the Masonic Code of Wisconsin, Area Administrator System, reads:
 - a. No appointee shall hold the office of Area Administrator for more than three successive terms. However, if a successor to the office of Area Administrator has not been appointed, the Grand Master may, at his option, appoint the Area Administrator whose third term of office has expired, to serve until such time as a successor may be appointed. An appointee who has served three successive terms may again be appointed after a lapse of one year. The tenure of office for Area Administrators shall be concurrent with that of Grand Lodge Officers.
 - b. The Grand Master may remove an Area Administrator from office without specification of charges or reasons.
 - c. Any vacancy occurring by such action or by death, resignation, or for any other reason, will be filled by appointment by the Grand Master for the unexpired term of office.
 - d. The jurisdiction of an Area Administrator shall extend only to the lodges in the area to which he has been appointed, and he shall be known as the Area Administrator for District No. ____ Area No. ____.
5. Expenses of Area Administrators: The Grand Lodge reimburses the AA for out-of pocket expenses while performing his assigned duties, including:
 - a. Mileage: This includes all round trip mileage to functions when in the actual discharge of his duties, (mileage rate is determined by the

Executive Committee each year). Mileage to the A/C is not included; this is covered in the per-diem allowance.

- b. Meals: This includes the cost of meals for the AA and his lady when in the actual discharge of the duties.
- c. Lodge: When overnight lodging is required, District personnel shall get approval for overnight lodging from the DD.
- d. Miscellaneous: Any item or service not listed above, that is incurred while in the course or performance of the duties as an Area Administrator. These should be itemized in the "Other Expenses" portion of the expense report. This may include, but is not limited to, such items as long distance telephone calls, postage and reasonable copying service expense.
- e. **NOTE:** The Grand Lodge does not reimburse Expenses for liquor, wine or beer. Traditionally, Grand lodge Officers and District personnel do not seek reimbursement for recreational activities such as golf, bowling, football or baseball tickets, even if such expenses are related to a Masonic activity.

DUTIES OF THE AREA ADMINISTRATOR

- 1. He is directly responsible to assure the proper training of lodge officers.
 - a. Organize, promote, and conduct seminars, meetings and other training sessions.
 - b. Promote Grand Lodge Programs.
 - c. Become familiar with Lodge Profiles, present and review them with the lodges, and be able to explain their usefulness and significance.
- 2. He shall make frequent visits to his lodges.
 - a. Initial visit should be made as soon after appointment as possible.
 - b. The frequency of visits will vary according to the needs of each lodge in the area, but should not be less than three per year.
 - c. Early arrival and late departure will enable him to become acquainted with as many brethren as possible and to work in an informal atmosphere. Learn names.
 - d. Respond favorably to any invitations or requests from the lodge. Be there when they indicate they need him or want him.
 - e. Offer help, and let the lodges know he is available and prepared to be of assistance.
 - f. Make appointments when he has a specific purpose for attending.

- g. Spend time with the Wardens and other junior officers on planning and preparation. Follow-up visits to check on progress and reaffirm earlier visits. Support special events. Perform specific tasks assigned by the Grand Master or the District Deputy.
3. He shall identify brethren who have interest, enthusiasm, and talent recommend them for consideration for appointment to Grand Lodge committees, members of the District Team, or such other tasks that may utilize their special abilities. Especially, he shall find and train his replacement. Develop leadership!
 4. He shall choose a lodge for revitalization and work closely with it throughout the year. Act as a surrogate master in putting programs in action.
 5. Become familiar with the Grand Lodge Tool Box and all Grand Lodge Programs, and put them into use. These include the following:
 - a. Wisconsin Masonic Handbook
 - b. Lodge Excellence Award (LEA)
 - c. Counselor program
 - d. Leadership Training
 - e. Friend's Nights
 - f. Clergy Nights
 - g. District Team Concept
 - h. Perpetual Membership Plan
 - i. Community Image
 - j. Short-Talk Bulletin
 - k. Table Lodges
 - l. Lodge profiles
 - m. Grand Lodge Office - Grand Secretary
 - n. Directories
 - o. Make Due Inquiry and other communications
 - p. Speakers' Bureau
 - q. Degree Teams
 - r. Expense Policy Statement
 - s. Grand Lodge Committees' and their functions
 - t. Silas Shepherd Lodge of Research
 - u. Masonic Education Correspondence Course
 - v. Masonic literature and periodicals
 - w. Square & Compasses Week
 6. He shall report to his District Deputy after each visit using the 3-part form provided, and at such other times as the need shall arise, reporting on:
 - a. Strengths
 - b. Weaknesses
 - c. Problems
 - d. Suggestions

7. He shall maintain an image commensurate with his position. Set a standard of quality which reflects favorably upon him as a representative of the Grand Master. Particular attention should be paid to dress and grooming.
8. He shall be prepared to present a message to the lodges whenever he visits. Such messages should be brief, informative, and interesting or entertaining. Preparation is essential.
9. He shall coordinate efforts to develop leadership in his area involving Masters, Wardens and other lodge officers, and wherever else the need may arise. Immediate goals include the implementation of Grand Lodge Programs and the initiating of ideas.
10. He shall familiarize himself with all items of interest to Wisconsin Masons, especially the following:
 - a. The Wisconsin Masonic Home Campus and such other facilities that may become affiliated with our Grand Lodge.
 - b. The Wisconsin Masonic Charities & The Wisconsin Masonic Service & Assistance Board.
 - c. The Masonic Code of Wisconsin
 - d. The Ancient Landmarks of Freemasonry
 - e. The Annual Proceedings of the Grand Lodge
 - f. Current edicts, decisions and programs of the Grand Master
 - g. Who to contact to make donations, prepare will codicils, set up trusts, and such other gifts and grants to Wisconsin Masonic charities. See Wisconsin Masonic Charities Director of Development.
11. He shall attend the Annual Communication of the Grand Lodge as an official voting delegate. Area Administrators, installed and new, are required to register and work where assigned.
12. He shall attend all District meetings and such other district-wide events when requested by his District Deputy or the Grand Master.
13. He shall be familiar with programs and educational opportunities for the lodges and discuss them with lodge officers. This includes speakers, videos, DVD's and PowerPoint presentations. In particular, he shall be familiar with such materials available from the Education and Leadership Training Committee of the Grand Lodge or sources recommended by them.

CHARACTERISTICS OF A GOOD AREA ADMINISTRATOR

In order to be successful, an Area Administrator should display or develop the following characteristics:

1. Genuine love of the Craft
2. Enthusiasm, initiative and dedication to the Fraternity
3. Ability to communicate, especially orally; this includes listening
4. A complete knowledge of Masonry, including all of the Wisconsin Masonic Tool Box, and everything that affects his role as an Area Administrator.
5. Ability to make decisions, to admit when he doesn't have the answer, but knows how to proceed to find the solution.
6. Honesty and integrity
7. Tact, patience, and ability to control emotions
8. Ability to recognize and assess situations and problems. Creativity to solve them.
9. Friendly, personable, and likeable
10. Sense of humor
11. Common sense
12. Ability to work with others as a team player.
13. Organization and discipline
14. Well-trained
15. Worthy of respect
16. Realistic attitude and ability to accept disappointment
17. Perseverance and persistence
18. Family acceptance and support
19. Good Masonic record, Past Master of his lodge, exemplary reputation
20. Ability and dedication to devote the time necessary to properly fulfill his role, and the ability to travel.

MATERIALS FOR AREA ADMINISTRATORS

The following materials should be in the possession of the brother currently serving as Area Administrator and passed on to his successor as applicable:

Area Administrators & District Team

'Brief Case' Items

1. Name Tag.
2. Apron & Case.
3. Wisconsin Masonic Code.
4. Wisconsin Masonic Handbook.
5. Wisconsin Multiple Letter Cipher.
6. Grand Lodge Officers Handbook.
7. Business Cards with Title.
8. Grand Lodge Stationery & Envelopes – Not personalized

9. Directory of Grand Lodge Officers & Committees.
10. Directory of Lodges.
11. Expense Forms.
12. AA's Lodge Report (3 Part Form).
13. Area Administrator Handbook.

If an Area Administrator is missing any of these items, he should report this to the Grand Secretary, who will supply him the needed items.

WHAT ROLE DOES THE AREA ADMINISTRATOR PLAY?

- He is a bi-directional communication link between the Grand Lodge and his assigned lodges.
- Instills the desire and inspiration for the lodge to take initiative, to influence the lodge to improve its own image, to improve in Masonry.
- Is a resource for his area lodges - should be a helper and be knowledgeable in any area in which the lodge needs assistance.
- Is not a policy maker - is a team player and should provide feedback from his area to the District Deputy where policy matters are concerned.

DUTIES OF AN AREA ADMINISTRATOR

Early after his appointment, makes a visit to each lodge in his area to get acquainted. During this visit, indicates a desire to help and develop rapport and acceptance by his lodges, of him as an Area Administrator.

Make frequent follow-up visits, and is prepared on those visits to:

Have a short talk - five minutes maximum - on a current Masonic subject.
Spend time with the Wardens and Deacons on planning.
Stay for the refreshment hour. Most influence in the lodge can be achieved informally at this time.
Arrive early.

Chooses a lodge in his area for revitalization. If that lodge does not cooperate or chooses not to cooperate, then he selects another lodge and informs the District Deputy of the circumstances.

Understands the Lodge Profile and reviews with each lodge its profile and the image that exists of that lodge. This is to be done using materials such as the Annual Report, status of the LEA, the level of N.P.D.'s or defaults. and a list of improvements that have been identified since last year. Specifically, approaches this area in a mode of offering to help change that image if the lodge wants to.

CHARACTERISTICS OF A GOOD AREA ADMINISTRATOR

1. His Attitude and love of the Craft.
2. Enthusiasm, a self-starter, dedicated, and provides follow-up.
3. A communicator.
4. A knowledge of the working tools of an Area Administrator.
5. Can make a decision and is not afraid to identify where he does not know the answer, but will go to the proper source to get that help and then provide it to the lodge.
6. Is a team player and will be welcomed to his area's lodges because they recognize his worth as a Mason.
7. Can handle criticism, negativism and hostility.

THE WORKING TOOLS OF AN AREA ADMINISTRATOR

Knowledge of:

- Wisconsin Masonic Handbook Grand Master's Achievement Award Leadership Training
- Counselor Program
- Wisconsin Masonic Code
- Friend's Nights programs
- Clergy Nights
- District Team Concepts
- Perpetual Membership Plan Community Image Projects
- Tax Impact on Lodges
- Masonic Education Programs Short-Talk Bulletins
- Table Lodges
- Lodge Profile Program
- How to Prepare a Budget Knowledge of Masonic Charities