

B 2 B FaciliFacts

*Presented by the Brother 2 Brother Team
of the Lodge Resources Committee*

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CONGRATULATIONS

You Have Just Been Appointed Your Lodge's B2B Chairman/Team Leader

So you say to yourself, now what do I do?

Well, it is our hope that we can take some of that worry away. The following is the beginning of a Three Part series dealing with how to get started. It will offer the new Chairman/Team Leader some guidelines on his role in the lodge, how to run a successful meeting and how to engage the members of the lodge in discussion.

HOW TO GET STARTED

Each Lodge, through the Worshipful Master, is to select a respected individual who will fill the role of Lodge B2B Team Leader. This person will act as a Facilitator. He will be the key person in the program. He must be familiar with the program and have received the manual containing the latest reference material. He will work with the Worshipful Master, Officers, Lodge Resources Chairman and brethren to devise a lodge plan. The implementation of the plan will be up to each specific lodge; each dependant upon their specific needs, and document their results. The Lodge Team Leader is the most vital component to the Brother 2 Brother Program and the programs success in your lodge will be proportional to the effort he and his team put into it.

While there are many tools and programs available through Grand Lodge with specific rules and guidelines for implementation, there are just as many pieces of literature, booklets, papers and writings with historic value which although useful to every Mason are not so well published. *Brother 2 Brother* highlights these items and where to access the information.

Brother 2 Brother provides a series of tools that can be utilized in working with the lodge to solicit and collect feedback from its members. The usage of the material is described within the appropriate sections of the Manual. The tools are intended to be used as guidelines. They may be utilized as is, or modified to meet the needs of the specific lodge. If you have developed tools that work well in your lodge, please pass them along to us so they can be integrated into the retention manual for everyone to benefit from.

In conclusion, the *Brother 2 Brother* program is designed to facilitate the development and activation of suitable administrative and management styles that will Retain, Revitalize and Renew the members of the constituent lodges.

INSIDE THIS ISSUE

Definition Of A Lodge Chairman	Pg. 2
Role Of A Lodge Chairman	Pg. 3
How To Be A Good Chairman	Pg. 3
Skills Of A Good Facilitator	Pg. 4
NOTICE To B2B Lodge Chairmen	Pg. 5

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Submit your request to the B2B Team Leader

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HOW TO GET STARTED – cont'd.

Your assistance and support will ensure the lodge will have the opportunity to learn and understand the *Brother 2 Brother* program. Make it a point to recognize your District Lodge Resources Chairman and the Lodge Chairmen. Encourage the brethren to use the tools available to them, so that they can strive to Retain, Revitalize and Renew their membership.

Together, we will overcome the obstacles of declining membership and transform them into exciting and rewarding challenges.

GUIDELINES FOR THE LODGE CHAIRMAN

Purpose

As a respected person and Mason, you have been chosen to implement the Brother 2 Brother Program in your lodge. You can help the lodge with its growth and with the satisfaction and productivity of the membership through the leadership you provide.

This section will provide some tools you may wish to utilize in order to achieve your lodge's goals and objectives.

What is the Definition of a Lodge Chairman

A Chairman is the person who introduces the "Brother 2 Brother" Program and Manual into the lodge through the Worshipful Master. He develops a plan of action for the use of the program ensuring that the plan is implemented, and results are documented.

He encourages interaction of:

- The views and ideas of the new and experienced alike
- The views of many generations
- Various occupations, expertise and skills
- Urban and rural perspectives

The Role of the Lodge Chairman

Congratulations on being selected to provide leadership in a program that is generally thought of as the greatest link our fraternity will have with the next century. You have been recognized as a leader by your lodge and are charged with the responsibility for the growth, satisfaction and productivity of the brethren in your lodge.

This process is designed to help YOU create the foundation for progress **people progress**. In your position you will facilitate the process to achieve the following:

- Encourage the brethren to identify and realize their potential
- Help to build a shared, common focus for the lodge
- Develop a plan for communicating the "Brother to Brother" Program
- Advance the lodge in a positive direction

The Role of the Lodge Chairman – cont'd.

This manual is key to the success of the program. Please study it step by step in order that you may achieve the desired results. Invest not only your time but also your energy, enthusiasm and experience, and enjoy the results.

The Two Golden Rules of a Chairman

- Authority of lodge management always rests with the Worshipful Master. All responsibilities are of a consulting nature only.
- The Lodge Chairman cannot and should not do everything himself. His role is to facilitate and guide the process.

The Duties of a Chairman

- To provide information about the "Brother 2 Brother" Program to every member of the lodge under the direction of the Worshipful Master.
- To work with the Lodge Officers to enhance their administrative, communication and organizational skills to retain, revitalize and renew lodge membership using the Manual.
- To receive training on the "Brother 2 Brother" Program, to stay current on Manual improvements, and to attend District Lodge Resource Sessions that include the "Brother 2 Brother" Program.
- To maintain current updated copies of the Manual for use by the lodge and to present that material to members of the lodge as needed.
- To document B2B activities within the lodge and communicate that information to the District Lodge Resources Chairman for summary.
- To provide positive and negative feedback about the B2B Program and Manual to the District Lodge Resources Chairman for constant program enhancements.
- To share any new strategies or tools with the District Lodge Resources Chairman so that those successes can be shared by all Chairmen.

How To Be A Good Chairman

A good leader leads by example. You obtain results through example. As people observe you, they are positively or negatively influenced. You are the messenger, not the message. As the facilitator, what you do and how you do it has an important impact on the results you will obtain.

Working Your Plan

To assist you in achieving successful results, the following suggestions may help:

- Allow and encourage the brethren to become involved and build their self-esteem. Encourage, praise and reinforce their actions. Confidence will soar.
- If you don't know the answer, admit it, find the answer, and inform the people who asked the question. You will earn respect by these actions.
- The enthusiasm you generate will be mirrored by the brethren in conjunction with their acceptance of the program.
- Keep personalities out of the discussion. Focus on the objectives.
- You are dealing with adults. Help them; don't ridicule them in any way.

How To Be A Good Chairman – cont'd.

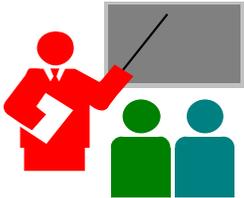
- Be a good listener. Good listening is the foundation of interaction.
- Challenge the group to move ahead and progress.

What's Important When Training Adults

What do adults like, dislike, want and expect from the training you provide? Review the following list and decide on your actions.

Working With Adults

Adults Like:



- Consistency
- To feel part of the process
- To feel important
- Constructive feedback
- To win and improve
- To avoid failure

Brother to Brother Program
The Grand Lodge A.F. & A.M. of Canada in the Province of Ontario

Skills of a Good Facilitator

There are many skills needed to be a good facilitator. How well do you qualify? Review where you are today and set a plan to continuously improve. Occasionally review this list to see how you are progressing. Use the qualifications listed below as a guide:

A Facilitator Should

- Know the subject matter
- Have a professional bearing
- Be enthusiastic and motivated
- Have good communication skills
- Be a good listener
- Be well organized
- Have a good sense of humour
- Have good time management skills
- Display leadership by example
- Be aware of body language



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How to Work With People

There are three things that make up our fraternity; The Book of Constitution, People and Tools. While Constitutional issues are often easily identified and remedied, breakdowns or failure to communicate is a more complex issue to resolve.

To this end it is imperative that you have a basic understanding of people. The following thoughts may assist in having an awareness:

- Take a personal interest in each individual
- Be patient
- Encourage suggestions
- Accept people despite their mannerisms
- Be reasonable
- Be willing to see the other person's viewpoint
- Take an active interest in their personal development
- Set clear expectations
- Group Dynamics

As a facilitator, you must understand the power of the group in order to obtain the desired result. Groups are always made up of those who work better:

- In a group
- As part of a team
- As individuals

Understand individual differences and use the strength of all. The results can be astounding.

Next Edition - "Running A Successful Training Meeting"

Notice

To all B 2 B Lodge Chairmen or Team leaders

A new Masonic Year begins and with it comes a fresh opportunity to REVITALIZE the Brother 2 Brother program in your lodge. The principles of the program have never been more important than they are today. Engaging and involving the membership in activities within the lodge and the community will take you down the path that leads to the highway called "Long-Term Sustainability".

As outlined in the September edition, there are many positive signs emerging. The light that shines within our lodges is beginning to glow much more brightly. Now is the time to begin "Building On The Momentum" that has been created. Now is the time to act. Now is the time for the individual Mason to step up and "Make A Difference".

The B2B Team asks that all Chairmen or Team Leaders keep us informed of your activities. Send us your **Feedback**. Provide a brief activity report informing us what B2B initiatives you have implemented and describe to us the difference they have made in your lodge. We will be pleased to include your success stories in an upcoming edition of the B2B FaciliFacts.

Send your reports to VWBro. Iain Wates, B2B Team Leader, Lodge Resources Committee at ...
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