

**GRAND LODGE, A.F. & A.M. OF CANADA**  
**IN THE PROVINCE OF ONTARIO**  
Friend to Friend and Mentor Committee

Guidelines  
The District Chairmen  
for the delivery of  
The Friend to Friend and Mentor Programmes

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**I INTENT**

To provide, through the delegated authority of the District Deputy Grand Master the effective continuance of the Friend to Friend and Mentor Programme within each District in the Grand Jurisdiction.

**II SCOPE**

1. The District Chairman will be appointed by the District Deputy Grand Master of each District.
2. The District Chairman will relate to, and work with, a designated Regional Chairman of the Grand Lodge Membership Committee, in the planning and implementation of the Programme(s) within the District.
3. The District Chairman will report, and be responsible to the District Deputy Grand Master.
4. The District Chairman will monitor the organization and operation of the Programmes within all Lodges in the District.

**III THE PROGRAMMES**

The Programmes are a system of Masonic Membership information and preparation for use by Lodges. These Programmes are set out in the Mentor and the Friend to Friend Presentaion Packages.

### **III RESPONSIBILITY AND AUTHORITY**

1. Promote the Programme throughout the District.

2. Monitor the Programme in every Lodge in the District

Identify problem areas and provide any assistance required by Lodge Chairmen.(Report such requirements to the District Deputy Grand Master and take action as required.)

3. Promote the Programme during Official Visits and other District events.

Supply the Friend to Friend and Mentor Program Presentation Packages to District Lodges. (Photocopying is recommended.)

4. Maintain contact with each Lodge to provide new information with respect to the Programme.

5. Maintain a current listing of District Lodge Chairmen to include contact and mailing information..

6. Encourage Lodges to list Friend to Friend and Mentor Committee Chairmen and Members on the Lodge Summons.

7. Convene at least one programme seminar or workshop during current year.

10. Collect the Lodge Reporting Forms, by the April 10<sup>th</sup>, of each year; and forward a copy of the District Reporting Form to the Grand Lodge Friend to Friend and Mentor Chairman, and the District Deputy Grand Master.

### **IV ACCOUNTABILITY AND MEASURES OF EFFECTIVENESS**

1. Number of Lodges visited during the year.

2. Number of Lodges actively engaged in the operation of the Programmes.

3. Number of District seminars and similar events during the year.

4. The overall quality and effectiveness of the Programmes within the District.

5. Complete a Record of File to be passed on to a successor.