

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

**Guidelines
Regional Chairman
for the delivery of
The Friend to Friend and Mentor Programmes**

I INTENT

To act as a resource to the District Deputy Grand Master, and the District Chairmen for delivery of the Friend to Friend and Mentor Programmes in his assigned Districts.

II SCOPE

1. The Regional Chairman for these Programmes, is appointed by the Chairman of the Friend to Friend and Mentor Committee and assigned designated Districts.
2. The Regional Chairman where possible will be a member of the Grand Lodge Committee and be responsible to the Chairman of the Committee.
3. The Regional Chairman will be provided with support through the Friend to Friend and Mentor Committee via the Chairmen. (Where Regional Chairman are not Committee Members)

III RESPONSIBILITY AND AUTHORITY

1. All responsibilities and authority are of a consultative nature.
2. The Regional Chairman will act as a liaison officer between the Friend to Friend and Mentor Committee, the District Deputy Grand Master and the District Chairmen, appointed within his Region.

IV DUTIES AND RESPONSIBILITIES

1. Attend, whenever possible, the Regional/Committee meetings called by the Chairman of the Friend to Friend and Mentor Committee and the District Deputy Grand Masters, in his Region, to address concerns, and receive suggestions for improvement, and innovation, for the betterment of the Programmes.
2. To support and assist the District Deputy Grand Masters, and District Chairmen of his Region; to help plan and execute workshops, seminars and information sessions.
(Note the Regional Chairman is not expected to organize these activities, but rather provide suggestions and information.)
3. At the beginning of the Masonic year the Regional Chairman will forward the name, address and telephone number of the District Chairmen in his Region to the Friend to Friend and Mentor Committee Chairmen. (When requested, by the Chairman)
4. Ensure that District Chairmen have access to current copies of the Programme(s) Material. (i.e. Friend to Friend Scripting, DVD, CD and Mentor Package.)
5. To ensure that District Chairmen are aware of the content and use of the District Programme(s) Reporting Forms.
6. Assist in seminars or other programs, which are originated and conducted by Grand Lodge Friend to Friend and Mentor Committees.

V MEASURES OF ACCOUNTABILITY, RESPONSIBILITY AND EFFECTIVENESS

1. Attend seminars and workshops held for the Region.
2. Provide follow up support to insure the District and Lodge Statistical Reporting Form(s) are submitted to the Grand Lodge Friend to Friend and Mentor Committee Chairmen, by April 15, of each year.
3. Submit a written Report to the Friend to Friend and Mentor Committee Chairman, on the effectiveness of the Programmes within his Region at the end of April of each year.