Provincial Grand Lodge of West Kent

Lodge Visit Report

**1 Talent Seeker**

In order to assess the talent pool within a Lodge, Representatives are asked to provide a guideline on the performance of the Members/Officers during the meeting. Their performance levels have initially been set (Column 8) to **3** as the “**Norm**”. (5 is the highest). Bear in mind that our expectation is that a Past Master will do a good job and that will be the **Norm**.

If you feel one particular Member/Officer has achieved a standard beyond the “**Norm**”, then move him from a level 3 to a level 4 or 5 and complete the recommendation form at the end.

**NOTE:** If you are not inclined to change an individual’s performance level then do not report on him.

(In column 4, enter a number 1 if the WM was a MM prior to his installation in this Lodge.

 Enter a number 1 for each officer who is a MM and enter the number of Stewards who are

 MMs)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (1) | (2)First Name | (3)Surname | (4)MM1/0 | (5)Stand in Y/N | (6)1Y | (7)2Y | **(8)****3****Y****Norm** | (9)4Y | (10)5Y | (11)Notes |
| WM |  |  |  |  |  |  | Y |  |  |  |
| SW |  |  |  |  |  |  | Y |  |  |  |
| JW |  |  |  |  |  |  | Y |  |  |  |
| Chap |  |  |  |  |  |  | Y |  |  |  |
| Treas |  |  |  |  |  |  | Y |  |  |  |
| Sec |  |  |  |  |  |  | Y |  |  |  |
| DC |  |  |  |  |  |  | Y |  |  |  |
| ALM |  |  |  |  |  |  | Y |  |  |  |
| Ch Stwd |  |  |  |  |  |  | Y |  |  |  |
| Ment |  |  |  |  |  |  | Y |  |  |  |
| SD |  |  |  |  |  |  | Y |  |  |  |
| JD |  |  |  |  |  |  | Y |  |  |  |
| ADC |  |  |  |  |  |  | Y |  |  |  |
| ASec |  |  |  |  |  |  | Y |  |  |  |
| IG |  |  |  |  |  |  | Y |  |  |  |
| Stwd |  |  |  |  |  |  | Y |  |  |  |
|  |  |  |  |  |  |  | Y |  |  |  |
|  |  |  |  |  |  |  | Y |  |  |  |

Provincial Grand Lodge of West Kent

Lodge Visit Report

**2 Appointments and Promotions**

In order to assess the suitability of Brethren for Appointment or Promotion, Representatives are asked to give an indication about the current performance of Past Masters and Provincial Officers who were last in the Chair or Promoted 5 or 6 years ago. Their performance levels have initially been set (in Column 3) to 3 as the “Norm”. (5 is the highest). If however you see a **standard of performance beyond the** **norm** by any of the Officers, or there’s something you wish to draw attention to, change their performance level and complete a Recommendation Form.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | First Name | Surname | AttendedY/N | Job In Lodge | RitualPerformed | 1Y | 2Y | **3****Y****Norm** | 4Y | 5Y |
|  |  |  |  |  |  |  |  | Y |  |  |
| WM 2012 |  |  |  |  |  |  |  | Y |  |  |
| WM 2013 |  |  |  |  |  |  |  | Y |  |  |
|  |  |  |  |  |  |  |  | Y |  |  |
|  |  |  |  |  |  |  |  | Y |  |  |
| PO 2012 |  |  |  |  |  |  |  | Y |  |  |
| PO 2012 |  |  |  |  |  |  |  | Y |  |  |
| PO 2013 |  |  |  |  |  |  |  | Y |  |  |
| PO 2013 |  |  |  |  |  |  |  | Y |  |  |
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Provincial Grand Lodge of West Kent

Lodge Visit Report

|  |  |
| --- | --- |
| **3 What is your impression of the Lodge**  (Enter X) |  |
|  |
| Below Norm | Norm | Above Norm |  |  |  |
|  | X |  |  |  |  |

**Please expand and qualify your impression of the Lodge. As a guideline, take into account the following headings**

|  |
| --- |
| Please try to take into account the following: * The atmosphere of the Lodge
* The management of the Lodge –who you feel are the key and influential members
* The standard of work in the Temple
* The support for the charities
* The support for the Province
* The dynamic at the Festive Board
* What’s happening at the Lodge of Instruction
* The effort being directed at recruitment
* The enthusiasm of the new members and Lodge support for them
* The support for their social events
 |

Provincial Grand Lodge of West Kent

Recommendation

*Please complete this form and forward to your APGM*

**For a Brother who has shown exceptional qualities during your visit**.

1. **Assessment - Insert Y (3 is the “Norm” 5 is the highest)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  | Y |

|  |  |  |
| --- | --- | --- |
|  | Name  |  |
|  | Year as WM |  |
|  | Present Rank |  |
|  | Profession or previous profession |  |

1. **Why are you making this recommendation?**

|  |  |
| --- | --- |
|  | Y/N |
| Promotion in near future |  |
| Future talent | Y |
| Other Reason |  |

**3 What qualities have you observed?**

|  |
| --- |
|  |

**4 Please expand and qualify your impression of him**

|  |
| --- |
|  |

**5 If possible, indicate what appointment or promotion you recommend.**

|  |
| --- |
|  |

**Recommended by:**

|  |  |
| --- | --- |
| **W Bro** |  |
| **Rank** |  |
| **Date** |  |