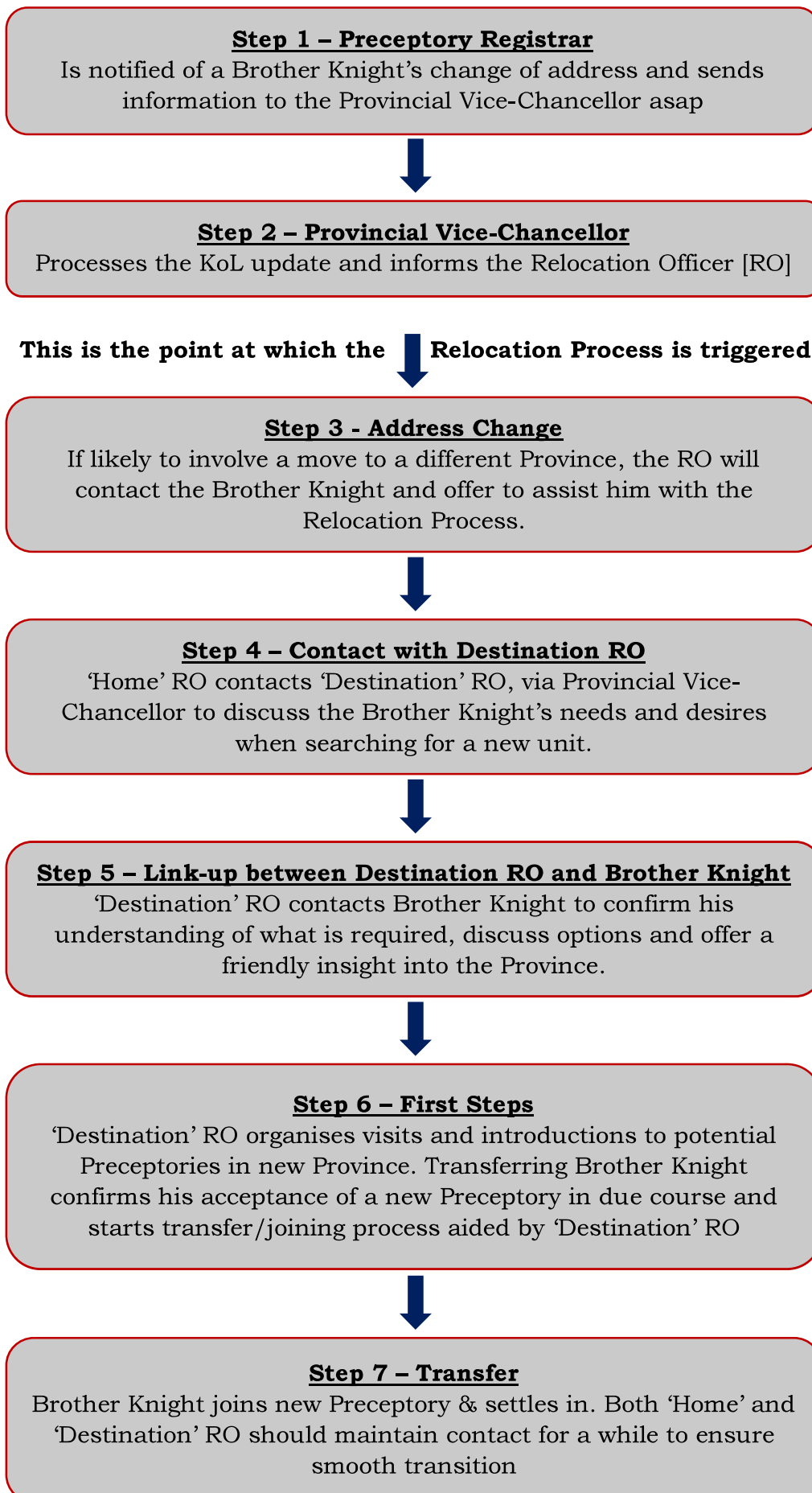




Relocation Process Flowchart



APPENDIX 5



Additional Notes on the Relocation Process Flowchart

Step 1.

The method of notifying the Provincial Vice-Chancellor of amendments to a Brother Knight's data varies by Province. In time it might be possible to introduce a common online form to provide a standard transmission across Provinces.

Step 2.

Important – Provincial Vice-Chancellor action is required to start the Relocation Process.

Relocation Officer - This role should be allocated by each Province to a suitable “ambassador” e.g. Provincial Vice-Chancellor, Provincial Retention Officer or another nominated individual.

Step 3.

The Relocation Process can only continue with the Brother Knight's consent.

Step 4.

Initial contact with the Destination RO should be from the Home RO via each's Provincial Vice-Chancellor to maintain protocol. Each Provincial Vice-Chancellor will maintain an 'Activity Register' to record developments (continuing through steps 5, 6 & 7) and ensure a closed loop activity. This may be incorporated into KoL at some point.

Step 5.

Destination RO maintains contact with Brother Knight and Home RO.

Step 6.

Destination RO maintains contact with Brother Knight and Home RO. Both ROs assist with the transfer administration. Please remember that if a Brother Knight has resigned from his Preceptory rendering him as an “unattached” Brother Knight, he may only visit any Preceptory once and once only while he retains unattached status.

Step 7.

New Lodge welcomes their new Brother.

If relocation is successful - both ROs congratulate the Brother Knight on his transfer and update their Activity Registers. Provincial Vice-Chancellor closes the Activity Register item and finalises entry in KoL.