



Step 1 - Preceptory Registrar

Is notified of a Brother Knight's change of address and sends information to the Provincial Vice-Chancellor asap



Step 2 - Provincial Vice-Chancellor

Processes the KoL update and informs the Relocation Officer [RO]



Step 3 - Address Change

If likely to involve a move to a different Province, the RO will contact the Brother Knight and offer to assist him with the Relocation Process.



Step 4 - Contact with Destination RO

'Home' RO contacts 'Destination' RO, via Provincial Vice-Chancellor to discuss the Brother Knight's needs and desires when searching for a new unit.



Step 5 - Link-up between Destination RO and Brother Knight

'Destination' RO contacts Brother Knight to confirm his understanding of what is required, discuss options and offer a friendly insight into the Province.



Step 6 - First Steps

'Destination' RO organises visits and introductions to potential Preceptories in new Province. Transferring Brother Knight confirms his acceptance of a new Preceptory in due course and starts transfer/joining process aided by 'Destination' RO



Step 7 - Transfer

Brother Knight joins new Preceptory & settles in. Both 'Home' and 'Destination' RO should maintain contact for a while to ensure smooth transition



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.