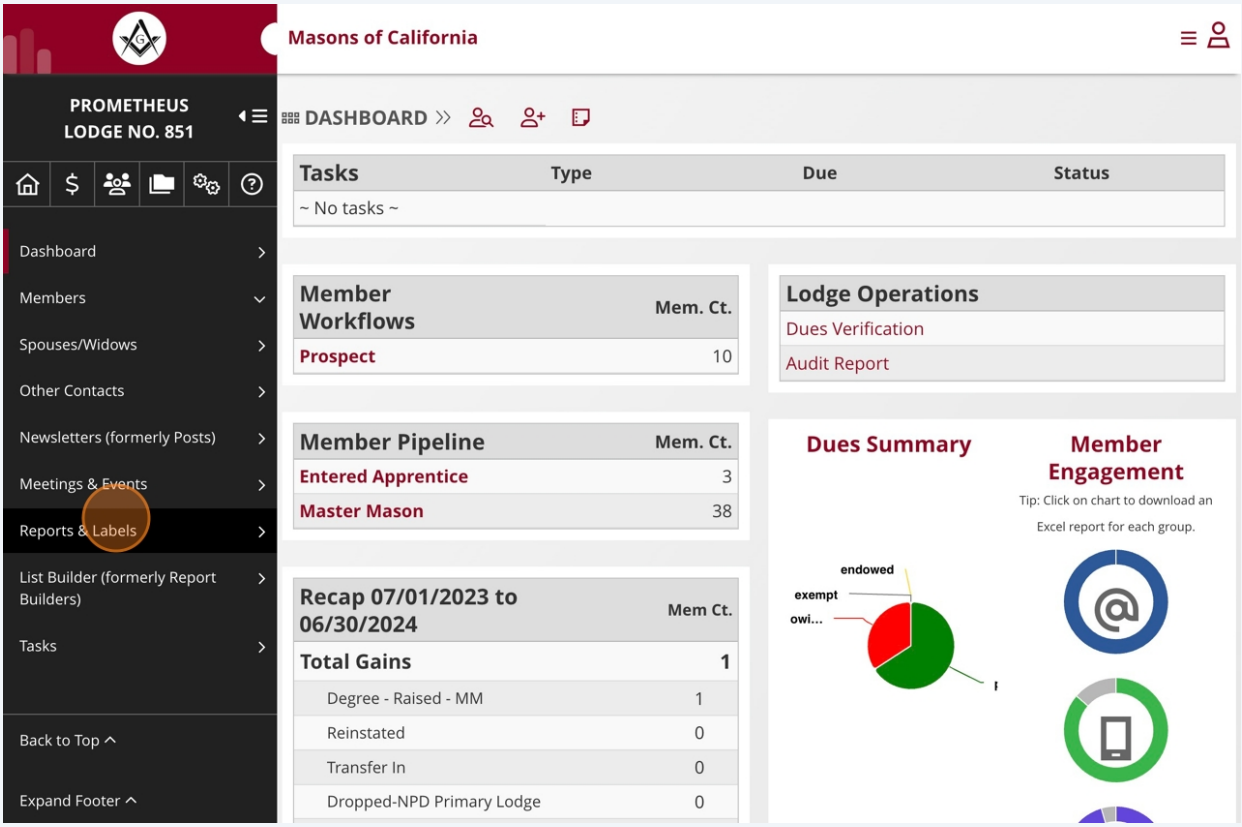
Prepare the Annual or Semi-Annual Secretary' Report

Masons of California

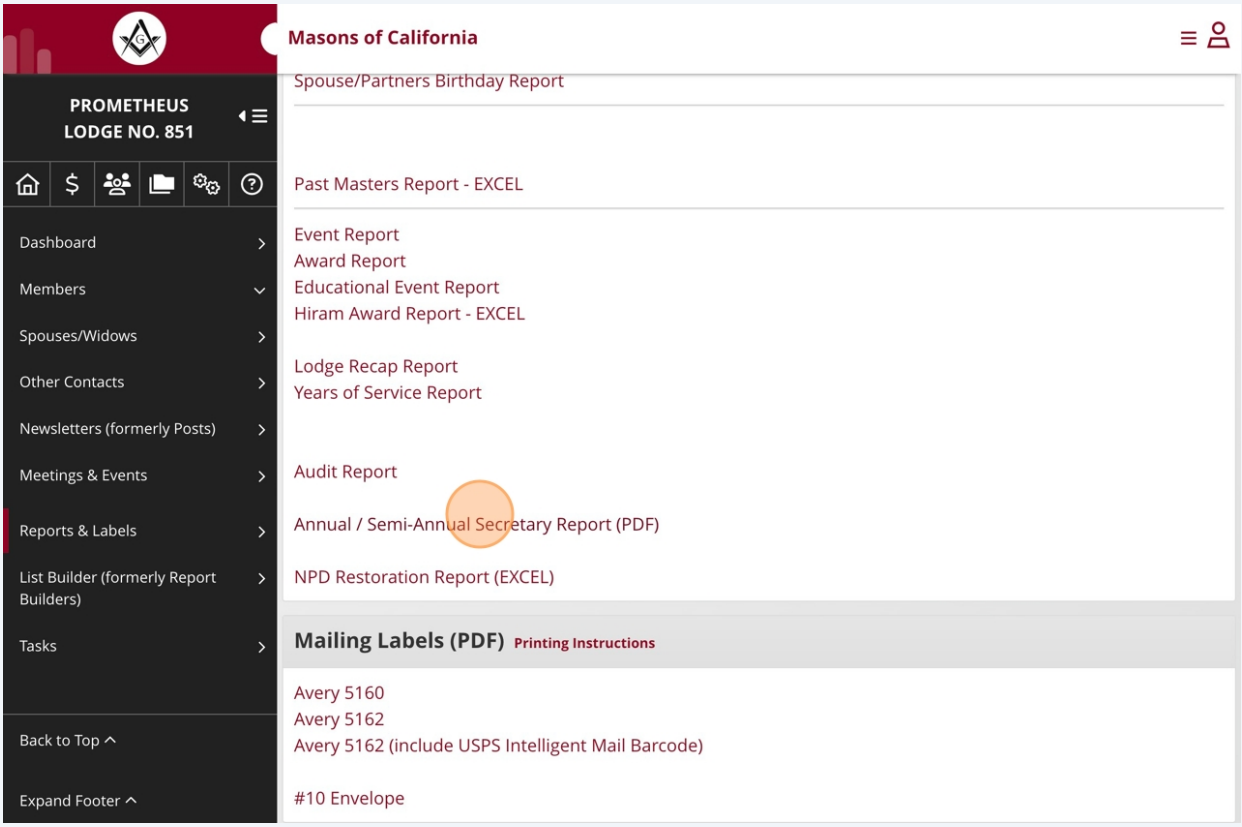
1 Navigate to http://member.freemason.org and login

2 Navigate to your lodge dashboard (from the upper right hand corner of your member portal)

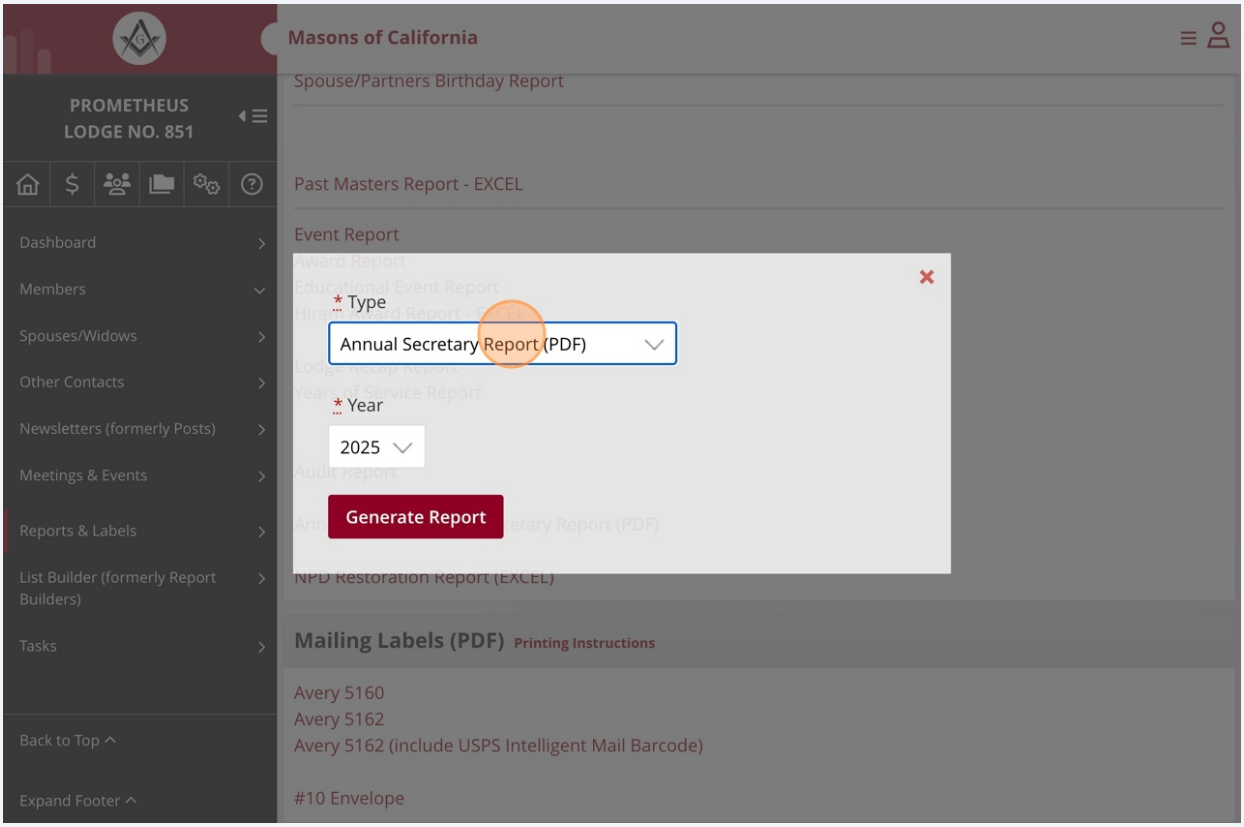
3 Click "Reports & Labels"



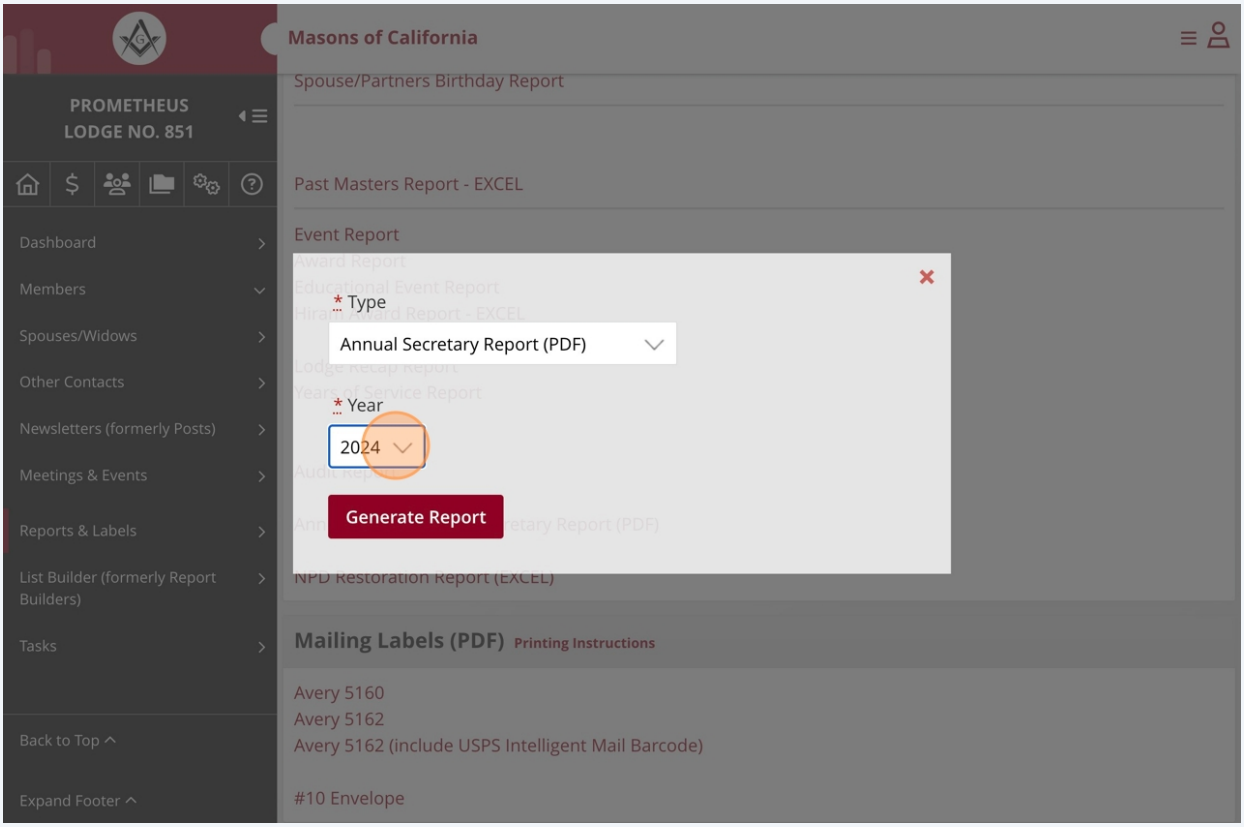
4 Click "Annual / Semi-Annual Secretary Report (PDF)"



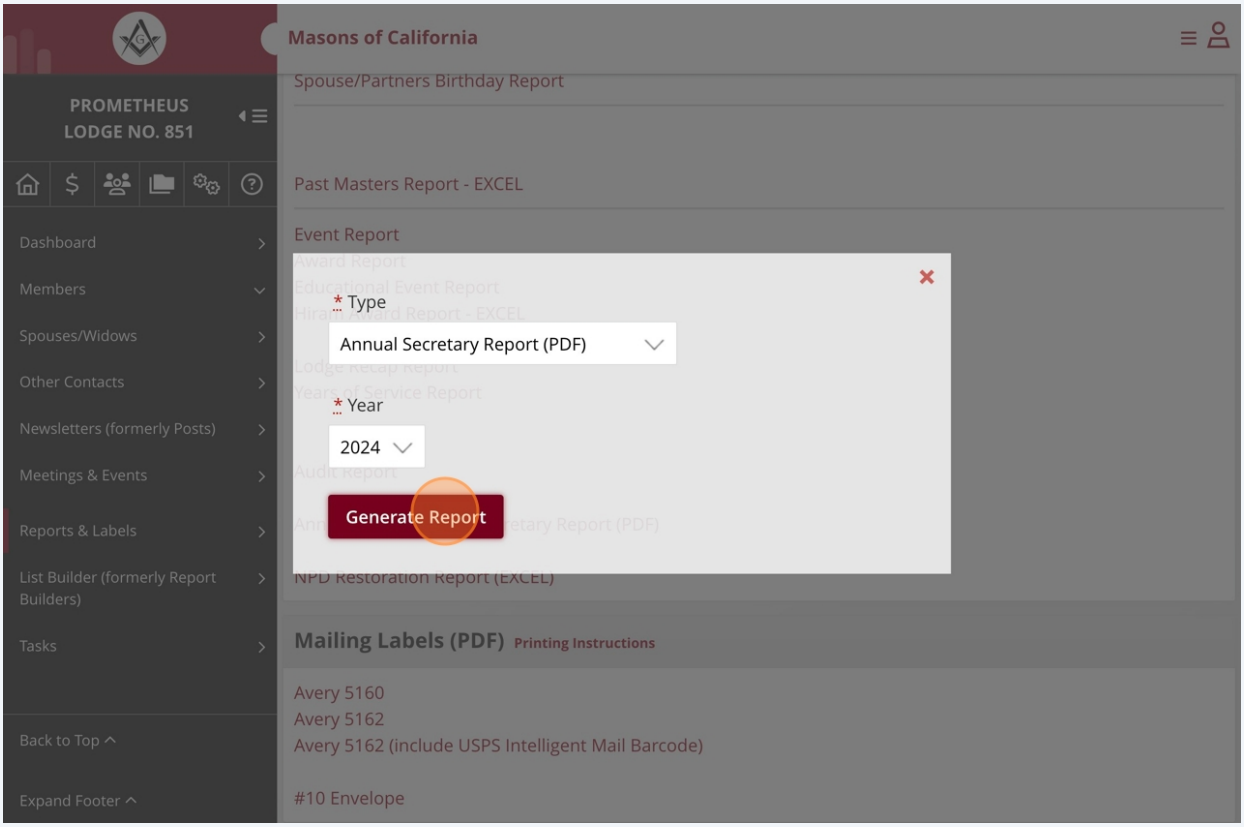
5 Select the either the Annual or Semi Annual report option.



6 Select the year for which you wish to generate the report (the previous year for the Annual report, or the current year for the Semi-Annual report)



7 Click the "Generate Report" button. A PDF will download to your computer



8 Review the details in the report. Add any other monies received for other lodge activities such as stated meeting dinners, lodge souvenirs, etc.

9 Sign the document and present the report at the appropriate meeting (the meeting nearest in or after February for the annual report and the meeting nearest in or after August for the semi-annual report)

10 A best practice is to append the report to the minutes of the meeting when they were delivered. Appendices to minutes do not need to be read as part of the minutes at a future meeting.