



## LEVEL 3: UNIT RESOURCES

Engage > Re-engaging Inactive Members > Absent Members

Members who don't attend meetings, fail to give apologies and are perhaps in arrears with fees could be considered 'already lost' to a Unit.

If your Lodge / Chapter is following the good practice outlines in 'Tracking attendance and apologies' hopefully you will not have a member in the situation described above, however should you find you do the following are points to consider:

- Who in the Unit has the best relationship with the member, do they speak / meet with them outside of meetings and are they willing to have a discussion with them?
- If no one has a pre-existing relationship with the absent member contact your Provincial Team, providing details of:
  - When they joined
  - When they last attended
  - What offices in the Unit they have held and if they are in office at the moment
  - If there are any known issues
  - What debts if any, they have to the Unit
  - Details on the best way and time of day to contact the member
  - What other memberships do they have in and out of the Province, and any known Companion orders

The Provincial Retrieval Team will then be able to reach out to the *absent member* and act as a neutral party.

**Remember this process is not seeking to cause distress for anyone, it simply looks to engage with an absent member and address any challenges that member may have with support so they can hopefully start to re-engage with their Unit, migrate to another unit or terminate their membership in good standing with a positive view of the organisation.**