



**A GUIDE  
FOR THE OFFICERS AND  
COMMITTEE CHAIRMAN  
OF THE  
WASHINGTON  
STATE/NORTHERN IDAHO  
MOOSE ASSOCIATION**

## **MISSION STATEMENT – MOOSE INTERNATIONAL, INC.**

*The mission of Moose International, Inc., is to strive for excellence in four areas: (i) a fraternal program and community service within our lodge and chapter system known as the Loyal Order of Moose and the Women of the Moose; (ii) to provide a family environment and education for underprivileged children in residence at Mooseheart, Illinois; (iii) to provide for the needs of senior members at Moosehaven, Florida; and, (iv) to promote membership growth.*

*Moose International, Inc., provides opportunities for fraternal unity within its membership throughout the United States, Canada, Great Britain and Bermuda, and has a basic tenet - excellence in volunteerism, fraternalism, the promise of the finest living facilities at both Mooseheart and Moosehaven and continual custodial service for those entrusted to our care.*

*Moose International, Inc., is committed to a positive leadership role in our communities as demonstrated by the establishment of modern lodge facilities and family centers to host activities for the entire family, complete and varied sports programs and assistance to our neighbors in need through community service programs. This is accomplished through continuous leadership training programs that adhere to high ethical standards, excellence, quality and total volunteer commitment by every lodge officer.*

*Moose International is a charitable, non-discriminatory, non-profit corporation funded primarily by members of the Moose.*

## **OBJECTIVES Of The WASHINGTON STATE/NORTHERN IDAHO MOOSE ASSOCIATION**

The objectives of the Association are to bring together in closer fraternal cooperation the Lodges of the Loyal Order of Moose and the membership of such Lodges in the State of Washington and Northern Idaho; to aid and promote the purposes of the Loyal Order of Moose; to build the membership strength of the Order; to exchange ideas and ideals which may be of benefit to the various Lodges and their members; to promote interest in the work of the Ritual Staffs and similar units; to encourage a broader interest in lodge sports and family activities; to stimulate participation in Community Service programs; to adopt programs and projects for the betterment of Mooseheart and Moosehaven to include the building of the Endowment Fund for the support of these institutions; to foster closer relationship between lodges in Washington State and Northern Idaho and lodges in neighboring states and provinces and to coordinate the programs and directives of Moose International, Inc. and the Supreme Lodge.

## **SPECIAL NOTE**

Please note that these duties are presented as a guide to assist the elected officers and appointed committee chairman in the performance of their assigned duties and does not annul or change their duties as defined in the Bylaws of the Washington State/Northern Idaho Moose Association or adopted policies of the Association.

The number one goal of all officers and committee chairman is to make our association a top association. This can only be accomplished by making every lodge in our association successful, by performing our jobs the best we can and by working as a team.

There may be changes to any of the guidelines as assignments change periodically.

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## **INTRODUCTION**

The guidelines given for each elected officer and committee chairman include the duties common to all Association officers and chairman. These duties outlined in this document for each position may or may not include all of the duties that are expected of the particular position. It is to be remembered that the Association has no administrative authority over the lodges that are members of this association. The purpose of this Association is given in the Objectives. We must remember at all times that we are dealing with volunteers. Our main duty as officers and committee chairmen is to assist the lodges of this Association in being successful, profitable, meeting their fraternal goals and increasing their membership. We can do this by enthusiastic leadership and offering our assistance, knowledge and experience to the lodge officers of this association. By doing these things we shall attain our goal as a Top Association.

## **COMMON DUTIES**

### **Training**

All elected and appointed officers must attend an association officers training course within 90 days of election or appointment. Exceptions will be made when a training session is not offered in the above window of time. Officers must attend training every three years.

### **Membership**

All members of the Association shall promote with enthusiasm and a positive attitude the signing of members. The goal is to lead by example; all Association Officers and Committee Chairmen shall strive to sign a minimum of two (2) new members during the current year. Our goal is for all member Lodges to qualify for the Premiere Lodge Award, build their membership, and decrease their arrearages.

### **Lodge Visitations and Contacts**

Committee Chairmen should visit or contact their counterparts at the lodge level at least once per year, more often when warranted by the committee, in person or over the phone. If that person is not available, contact the lodge Governor. Executive board members and appointed officers should strive to visit as many lodges as possible during the term of office. District Presidents shall visit in person or by phone contact all lodges in his district at least one per month.

A lodge is not required to allow any Association Officer or Committee Chairman to attend a Lodge House Committee or a Board of Directors meeting as a representative of this Association or Moose International unless authority is granted by the Regional Manager or Moose International. If you are invited to attend a House Committee or Officer Meeting, you may do so, but you should only speak if called upon and make sure you keep your remarks limited to the topic being discussed. Do not speak to any subject in which you do not know the facts.

When you visit a lodge, it is your responsibility to reinforce the training the officers received. This means helping them read and understand a profit/loss statement, helping them with ideas for activities, helping them get reports finished, etc. Expectations for lodge visitations and tasks you will do when making them will be covered in detail in the association officer's training course.

## **District Meetings**

Association chairmen are expected to attend at least 2 district meetings outside of the district in which they reside each year. If you serve three years in your chair, you should have visited all 7 districts.

Executive board members shall strive to make one meeting in each district during the term of office.

District Presidents are required to organize and preside over 4 quarterly meetings each year.

## **Visitation Reports**

A Lodge Visitation Report shall be filled out upon each official visit to any member Lodge with copies of the report being sent to members of the Executive Committee and the Regional Manager. A copy of the report shall be kept on record and turned over to your successor in office. The Lodge Visitation Report form can be obtained from the Association Secretary.

## **Conduct**

All Association Officers, Committee Chairmen and Co-Chairmen shall maintain good morals, be honest, truthful, have a positive attitude and conduct themselves in such a manner as to bring no disgrace upon himself, the Association or Moose International.

## **Good Standing Lodges**

It is the duty of every member of the Association to assist lodges in maintaining good standing status with Moose International and our Association. Lodges not in good standing may not host nor their members participate in any Association sponsored event or hold office or chair any committee in the Association.

## **Meeting Attendance**

All officers and committee chairman are expected to attend all meetings called by the Association President. These include but are not limited to State Convention, Mid-Year Conference, and Association Board meetings. If for some reason you cannot attend a meeting, it is your responsibility to contact the Association President to be excused.

## **New Lodges**

It is the duty all Association officers and committee chairman to be ever mindful of areas, towns and cities that would benefit from the institution of a Moose Lodge or Moose Service Center. Our goal is to institute one (1) new Lodge or Service Center each and every year. To ensure that newly instituted Lodges and/or Service Centers are successful each member of the Association Board of Officers shall, along with the appropriate District Chairman, be responsible for providing such training, assistance, and information as may be required. This responsibility shall continue until the Lodge Officers and Chairmen are proficient in their duties and understand completely their responsibilities, duties, and goals as outlined by Moose International and the Association. In such cases where proficiency may not be achieved within the "Association Year" or the "Lodge Fiscal Year," this responsibility shall carry over from one "Lodge Fiscal Year" to another and from one "Association Year" to another, as well as, from Chairman to Chairman.

## **ELECTED OFFICERS**

The following elected officers of the Association along with the Regional Manager will be members of the Executive Committee and the Compliance Review Committee; President, Vice President, Junior Past President, Prelate, Secretary, and Treasurer.

### **President**

He shall serve as the Chief Executive Officer of the Association. He shall preside over the meetings of the Association, the Board of Officers and the Executive Committee and shall appoint officers and committee chairmen. He shall, with the Regional Manager, supervise and correlate the activities and visitations for the District Presidents. He shall have the authority to visit Lodges, which are members of the Association. He shall appoint a Sergeant-at-Arms and Assistant Sergeant-at-Arms, Inner and Outer Guards and Assistant Inner and Outer Guards, as he may deem necessary.

### **Additional Duties of the President**

- Chair the Compliance Review Committee.
- Be familiar with and understand the General Laws of Moose International and the By-Laws of the Association.
- Be familiar with Roberts Rules of Order.
- Visit all Lodges in the Association, at least one during his term of office, if possible.
- Declare any office that is not being appropriately served by the member who was elected to that office vacant and appoint a replacement with the approval of the Association Board of Officers and the Regional Manager.
- He shall act as a goodwill ambassador to the other units of the Moose Fraternity active in the area covered by the Association namely the Women of the Moose, the Moose Legion and the Council of Higher Degrees.

- He shall strive to institute new Lodges within the geographic area of the Association during his term of office.

## **Vice President**

The Vice President shall assist the Association President in the conduct of business of the Association at the conferences or conventions. He shall be responsible for guiding the efforts of the District Presidents in their duties and shall be in charge of the reports of the District Presidents at the Mid-Year Conference and the Annual Association Convention. The Vice President shall be the alternate to the Association President in making Lodge visitations and promoting the purposes and the goals of the Moose Fraternity.

### **Additional Duties of the Vice President**

- Shall carry out all functions of the Association President in the Association President's absence.
- Shall be familiar with the Constitution and General Laws of Moose International and the By-Laws of the Association, as well as, with Robert's Rules of Order.
- He shall be prepared and available to speak at enrollments and Lodge visitations when requested.
- He shall endeavor to become familiar with the duties of all chairmen and officers in preparation for his year as Association President.
- The Vice President shall report to the Executive Committee the progress of the District Presidents and his activities, assignments, and accomplishments.
- He shall turn over all records, receipts, and pertinent paraphernalia as he may have to his successor in office and report his activities throughout his term in office to his successor.
- He shall copy the Association President, Regional Manager and the Association Secretary on all correspondence.
- He shall assist the Convention Coordinator Chairman in ensuring that registration is set up properly and that the Credentials Chairman gives the proper reports at the appropriate times.
- He shall be Chairman of the Rookie of the Year Committee insuring that all member Lodges, that having a qualified member, submit that a nominee.
- He shall serve on the Ways and Means Committee.

## **Secretary**

The Association Secretary is the Secretary of the Executive Committee and Chief Financial Officer of the Association. The Secretary shall keep a true and correct record of all of the proceedings of the Association, the Board of Officers, and the Executive Committee. He shall promptly attend to all correspondence and perform all duties pertaining to the office of Association Secretary. He shall handle all funds of the Association and keep a true and correct accounting thereof. He shall keep the Association Treasurer informed of the true financial status of the Association and furnish the Treasurer with duplicate deposits slips showing all funds

deposited to Association accounts. He shall give adequate surety bond for himself and all other State Association representatives as fixed by the Board of Officers. This bond premium shall be paid from the treasury funds of the Association. All warrants (checks) will be signed by the Association Secretary and countersigned by the State Association President and/or State Association Treasurer. He shall submit an annual report to the Association showing the condition thereof, and of the Lodges within the jurisdiction of the Association, so far as he is able to ascertain. He shall submit, at the Mid-Year Conference and the Association Annual Convention, a report of the state of the Association budget/finances. He shall work in conjunction with the association treasurer to prepare the annual budget and financial report. He shall also perform any other duties as assigned him by the Regional Manager.

### **Additional Duties of the Association Secretary**

- He shall chair the Mooseheart Seals program and submit a report on this annual program accounting for all expenses and income.
- He shall ensure that motel/hotel reservations are made for the Official Visitor(s) and State Association Board Of Officers at the Association Mid-Year Conference and Annual Association Convention.
- He shall be responsible for the preparation of all banquet tickets, 5/25 Club invitations, 25 Club and First Timer convention members attendee invitations, and insure that they are delivered to the proper committee for sale and/or distribution.
- He shall manage all the accounts for the State Association, keeping account ledgers and records on accounting pads or on computer with hard copy back up, or on hard copy only. Computer records shall also be maintained on backup disks so that in an emergency situation there will be access to such records.
- He shall negotiate for lodging and required meeting rooms for Conventions and Conferences to include facilities for 5/25 Club party.
- He shall see that a program of events is prepared for Conventions and Conferences and are submitted for approval.
- He shall provide the Credential Committee Chairman a list of Lodges not in good standing and a list of Lodges showing the number of delegates that they are entitled to at meetings of the Association.
- He shall provide to each Lodge in the Association a Certificate of Election to be completed by the Lodge and submitted to the Association Credentials Committee.
- He shall be in charge of the Convention Coordinator and direct him in his duties.
- He shall be responsible to see that an agenda is printed for conventions, conferences, and Officers Meetings and shall communicate the items on the agenda to all involved.
- He shall notify the Regional Manager and the Executive Committee of any Lodges not submitting a nomination for Moose of the Year.
- He shall monitor time schedules and progress on Association fundraisers and notify the appropriate Committee Chairman and Executive Committee as to the status of the fundraisers.
- He shall supply all Officers, Committee Chairmen, and Lodges with a copy of all of the Association's meeting minutes.

- He shall serve as a member and Secretary of the By-Laws Committee.
- He shall update and keep current a list of all Association Officers, Association Committee Chairmen, all Moose International elected or appointed Officers, all District Presidents and all Lodge Officers, along with Lodge meeting nights and times, to include the addresses, telephone numbers of all of the Officers and Chairmen to be updated on a routine basis.
- He shall respond in a timely manner to any requests from the various departments of Moose International for information.
- He shall, with the Association President be the official representatives of the Association at meetings or Conventions of the Supreme Lodge.
- He shall provide each Lodge, Association Officer, Association Committee Chairman, and Moose International Officer(s) and Appointee(s) with a current copy of the approved Association By-Laws and approved policies.
- He shall keep the Incorporation papers of the Association's Corporation and be responsible for keeping the appropriate government offices updated as to the status of the Association's Corporation. He shall copy the Association President, the Regional Manager, and the Offices of Moose International relative to any changes in the Corporation and/or requests from governmental agencies.
- He shall, when requested by the Regional, Manager or Association President, render such assistance as may be required to any Association Chairman or District President to foster training, and provide information to newly chartered Lodges and their officers. This responsibility shall continue until the corresponding Lodge Chairman or Board of Officers is proficient in executing their duties and understands completely their responsibilities, duties, and goals as outlined by Moose International and the Association. In addition, he may be requested to perform the above outlined tasks with existing Lodges when it has been determined that they are in need of assistance.
- He shall turn over all records, receipts, and pertinent paraphernalia as he may have to his successor, as well as, report what he has been doing throughout his term in office, verbally and/or in writing to his successor.
- He shall copy the Regional Manager and the Association President on all correspondence. In addition, at all meetings other than the Association Convention and Annual Mid-Year Conference he shall give either a written or verbal report of his activities, assignments, and accomplishments.
- He shall sign all approved contracts where needed for the Association.
- He shall locate proper meeting sites for the Association business and sign contracts as required for locations with the approval of the Board of Officers and Regional Manager.
- He shall keep true records of lodge attendance at Officers schools, District meetings, conferences and conventions. He shall determine those lodges "not in good standing" and notify the Compliance Review Committee for their action.
- He shall report on the R Robert Dale Scholarship Program.

## **Treasurer**

Shall at all times be kept informed by the Association Secretary as to the true financial status of the Association. Shall perform such other duties as the Board of Officers may consider necessary to the Association. He shall work with the association secretary to prepare the annual budget and financial report and shall countersign checks drawn on the funds of the Association that are properly authorized.

### **Additional Duties of the Treasurer**

- He shall assist the Secretary in counting and verifying cash.
- He shall keep duplicate deposit slips
- He shall verify and initial financial statements and bank statements on a quarterly basis.
- He shall receive and verify all moneys generated at meetings before turning such funds over to the Secretary and shall receive a receipt from the Secretary for those funds.
- He shall give either a written and/or verbal report of his activities, assignments and accomplishments at Association meetings.
- He shall maintain a current inventory of all Association purchased equipment (Computers, Laptops, Radios, Ritual Paraphernalia, Computer Software) and report to the Board of Officers when requested the status and location of all Association owned equipment and the state of repair and/or obsolescence.
- He shall prepare an annual budget and track the budget against actual income and expenses.
- He shall report on the budget as requested and make a report at the Annual Convention.
- He shall turn over all records, receipts, and paraphernalia as he may have in his possession to his successor and report to his successor on his activities during his term in office.

## **Prelate**

He shall open and close all meetings of the Association with an appropriate prayer. He shall request periodic updates from all Association Committee Chairmen and be responsible for guiding their duties to meet the goals and objectives of the Association and Moose International. He shall serve as the Endowment Fund Chairman and Apples for Mooseheart Chairman during his year in term of office.

### **Additional Duties of the Prelate**

- He shall be responsible for and coordinate the necrology report of the member Lodges and Chapters and shall present a Memorial Program honoring departed members and co-workers annually.

- He shall, with the Jr. Past President, the Past Presidents, and the Vice President serve on the Fund Raising Committee.
- He shall give either a written and/or verbal report of his activities, assignments and accomplishments at Association meetings.
- He shall turn over all records, receipts, and paraphernalia as he may have in his possession to his successor and report to his successor on his activities during his term in office.

## **District President**

He shall visit the Lodges in the District as often as possible for the purpose of encouraging and promoting progress in the development of fraternal programs. He shall encourage each Lodge in the District to continue its affiliation with the Association and to cooperate with the Secretary of the Association in the collection of Per Capita dues, as well as, any funds or assessments due to the Association. He shall encourage membership promotion in cooperation with the Membership Department of Moose International, Regional Manager and Association Membership Chairman. He shall endeavor to increase membership in his District and show a decrease in arrearages. He shall cooperate with the Association Chairmen in all authorized activities in his District. He shall prepare a written report to be given at the meetings of the Association covering all phases of activities within his District which should include the general health of each Lodge in the his District. He shall submit, at least quarterly, a written report to the Executive Committee, and Regional Manager describing the state of the lodges within his district. These reports should include upcoming dates for special events and other functions.

### **Additional Duties of the District President**

- The District President shall be the first point of contact when lodges have issues or concerns. He shall also be the advocates of all lodges in his district.
- He shall chair all meetings of the District and appoint all Committee Chairmen of the District for the following Committees:
  - Community Service Committee
  - Ritual Committee
  - Membership Committee
  - Mooseheart/Moosehaven Endowment Fund Committee
  - Historical Committee
  - Activities Committee
  - Government Relations Committee
- He shall gather the names and contact information for all lodge officers in his district and provide that information to the in May following lodge elections.
- He shall by vote have a District Vice President, Secretary and Treasurer and any other officers he feels appropriate. Between elections, the DP may appoint any officers.
- He shall hold a minimum of four District meetings with the member Lodges of the District each year. The Minutes of these meeting, which shall include a list of

the Lodges attending, will be emailed to the all members of the Executive Committee, all District Presidents and all Association Committee Chairman. He is responsible for setting the date and time of the meetings within the District and communicating that information through the District Secretary to the member Lodges of the District and to the Association President and Secretary.

- He shall ask for assistance from Association Officers and Committee Chairman as necessary to help the Lodges within the District when he feels it is appropriate. He should ensure that each member Lodge participates in the Mid-Year Conference and State Annual Convention.
- The District President should encourage through his leadership, hard work, and dedication, to show an increase over the previous year in Premiere Lodge Awards and Awards of Achievement in his District.
- He shall be responsible to provide quarterly reports of his activities to the executive board.
- He shall work closely with the New Lodge Development Chairman in selecting sites that have new Lodge potential and to help select a qualified member or person to accept the role as Membership Director for the new Lodge effort. He shall endeavor to see that one new Lodge is chartered within the District.
- He shall promote in each Lodge a "Preferred Member" program honoring member sponsors for their efforts on behalf of their Lodge, District, State Association; and the Moose Fraternity.
- He shall ensure that all Lodges in the District are consistently indoctrinating new members using some form of new member informational program.
- The District President will foster and maintain a line of communication from Lodge Committee Chairmen to the District Committee Chairmen and from the District Committee Chairmen to the Association Committee Chairmen.
- He shall communicate any violation of the Constitution and General Laws of the Loyal Order of Moose International, or any violation of any local, state, or federal laws, or ordinances to the Regional Manager outlining the particulars of the problem. This includes any violations of the Privacy Policy.
- District meetings should not be held in conjunction with Moose Legion Celebrations.
- He shall encourage all Lodge Officers and Lodge members to become members of the Moose Legion.

# **APPOINTED OFFICERS**

## **Assistant Secretary**

The Assistant Secretary will be under the direction of the Association Secretary.

- He shall create and distribute Pre-Registration forms for Association Meetings and Conventions.
- He shall receive and process Pre-Registration forms submitted to him.
- He shall produce Event Tickets for Association Meetings and Conventions.
- He shall produce Registration Badges for Association Meetings and Conventions
- He shall assemble Registration Packets for Association Meetings and Conventions.
- He shall perform any duties assigned by the Association Secretary.

## **Sergeant-At-Arms**

He shall execute the orders of the Association President or the presiding officer, in the absence of the Association President, during meetings of the Association and/or Board of Officers, assist in preserving order, act as Marshal on public occasions and in parades, and in case of executive sessions shall, with such assistance as he may select, examine all present as to their qualification to remain.

### **Additional Duties of the Sergeant-At-Arms**

- He shall take charge of such credentials that may be in question until the Credentials Committee and/or Board of Officers shall rule.
- He shall assist in preparing all meeting rooms for official functions that the Association may require.
- He shall be responsible for the security of all property and paraphernalia belonging to the Association and its officers.
- He shall assist the Convention Coordinator in setting up and tearing down the registration area. He shall have charge of all Assistant Sergeant-at-Arms.
- He shall make himself available to take tickets at all banquets, luncheons, and breakfast functions.

## **Inner Guard and Outer Guard**

The Inner Guard and Outer Guard shall take charge of the door during all sessions of the Association and shall permit only such persons to enter as are duly qualified representatives or as may be directed by the President or by the Association.

## **ASSOCIATION COMMITTEE CHAIRMAN**

All Association Chairmen except as noted are appointed by the Association President for a term that runs from State Convention to State Convention.

All Association Chairmen will be under the guidance of the Association Prelate except as noted. A committee chairman should be a resource for the District and Lodge Committee Chairmen and assist them in making their committees successful.

The Chairman shall strive to have all Association Lodges submit required reports in a timely manner and/or nomination forms to honor members of the lodges that qualify for such awards. Any committee that requires Association funds for its operation shall submit to the secretary the amount required for its operation so that it may be placed in the annual budget and approved by the Association Board of Officers.

### **Apples for Mooseheart Committee**

The Association Prelate shall chair the committee. He shall prepare a yearly campaign to raise the funds to purchase apples for the children at Mooseheart during the Christmas holidays. A check will be written to Mooseheart from the monies raised during this campaign to purchase Washington Grown Apples. He shall keep records of the amount each lodge submits to the Association Secretary from this campaign. He shall award at State Convention the traveling plaque to the lodge that raises the most money based on a per capita basis. His goal should be to increase the amount raised from the previous year.

### **Audit Committee**

The duty of this committee is to review the Association books and accounts and to give a verbal and written report at the Mid-Year Year Conference and Annual Association Convention.

The committee chairman and committee will audit the books of the Association that are kept by the Secretary on an annual basis or at any other time as directed by the Association Board of Officers or the Association President, with the authority of the Executive Committee. He shall present a report of such audit to the Association at its Annual Convention.

### **Bright Star Awards Committee**

The "Bright Star" Chairman may select a Co-Chairman to work with him during the current Moose fiscal year. The Chairman/Co-Chairman of the committee will appoint four to six additional members from the Loyal Order of Moose and the Women of the Moose in equal numbers to complete the committee. The criteria that should be used when considering committee members is as follows:

- The person should be a fair and open-minded individual who will make their decisions based on the quality of the nomination only.
- The committee membership should be geographically dispersed (equal membership from the east and west side of the state) to assist in communications with the lodges and chapters.

- The committee may include Association Officers or Women of the Moose. The Chairman/Co-Chairman may be an elected or appointed officer of the Association. If so, the Chairman and Co-Chairman will not be a voting member if they have access to the nominations and names prior to the selection process.
- No couple in a social relationship (marriage, boyfriend/girlfriend, etc.) shall be on the committee together. A conflict of interest must be avoided at all times.

A list of committee members shall be submitted by the committee chairman/co-chairman for publication on the Association Web Page. This should be done at least ten months prior to the next Association State Convention.

The chairman/co-chairman will provide the operational procedures for the committee. Whenever possible, there shall be an equal number of awards for the Loyal Order of Moose and the Women of the Moose nominees. The awards presented should not duplicate any Moose International awards. Suggested categories for the “Bright Star” awards are as follows:

### **WOMEN OF THE MOOSE**

- Community Service Volunteer of the Year
- Family Involvement Volunteer of the Year
- Chapter Volunteer of the Year
- Recorder of the Year
- College of Regents Volunteer of the Year
- Senior Regent of the Year
- Chapter of the Year

### **LOYAL ORDER OF MOOSE**

- Sports Person of the Year
- Lodge Volunteer of the Year
- Moose Family Activities Volunteer of the Year
- Community Service Volunteer of the Year
- Trustee of the Year
- Governor of the Year
- Lodge of the Year

A schedule will be prepared by the committee chairman/co-chairman showing key events and completion dates for key events leading up to the Saturday night banquet at the Association Convention. This schedule shall be submitted to the committee members, the Association Board of Officers and the Women of the Moose Executive Officers.

The Association Regional Manager will approve all “Bright Star” categories for the Women of the Moose and the Loyal Order of Moose.

The Committee will establish a budget at the beginning of the Moose fiscal year in May. It is the responsibility of the chairman/co-chairman to not exceed that budget. If any projected expense exceeds the budgeted total, the Association Board of Officers must approve the increase prior to any additional expenditure(s).

The Chairman/Co-Chairman shall be responsible for invitations to the banquet for the top three finalists in each category. These will be mailed out notifying them of the category to which they have been nominated and requesting their attendance at the awards banquet during the State Convention. This must be completed at least three weeks prior to the State Convention. The finalists will pay for their own banquet and convention costs. The Association will not cover any expenses for the nominees associated with these awards.

It is the responsibility of the chairman/co-chairmen to obtain the awards and certificates to be presented and to secure the personnel to present the awards as well as selecting an emcee or co-emcees for the award ceremony.

The chairman/co-chairmen are responsible to create the rough and final draft of the script, which must be approved by the committee at least two weeks prior to the awards banquet. This script must fit the time allocated for the presentations.

The Executive Board of the Association shall have final authority over the Bright Star Awards. The chairman/co-chairmen will provide the Executive Board the award recipient list via e-mail as soon as it has been established. The Executive Board shall approve the list. Should the Executive Board reject any of the recipients for an award, the committee shall be informed via e-mail of the decision.

## **By-Laws Committee**

The committee shall recommend amendments, additions, deletions, or alterations to the Association By-Laws as required and communicated by the General Governor's Office of Moose International. In any and all cases the By-Laws of the Association may be changed or altered only as outlined in the existing By-Laws of the Association, and then only after proper written notification of recommended change to member Lodges prior to the Annual Association Convention, verbal presentation at the appropriate session of the Annual Association Convention, passage by the required 2/3rds margin in a floor vote by the delegates of the member Lodges of the Association at its Annual Convention and approval by the General Governor's Office at Moose International. The Secretary of the By-Laws Committee shall be the Association Secretary.

The chairman is responsible for the publishing and revising the Association Policy Manual. He may suggest changes in procedures and policies as dictated by changes in the General Laws of the Order, the General Governor of Moose International, and or the Association Board of Officers. Any changes that effect the Lodges of the Association must be sent to the lodges sixty-days (60) prior to the Annual Convention, presented at the Annual Convention and accepted by a majority of the accredited delegates on the floor of the convention. After acceptance the General Governor must approve them.

## **Community Service Committee**

The goal of this committee is to raise the awareness in the communities within the Association's geographic boundaries as to the many community service projects provided by Moose members.

He shall strive to establish a committee comprised of not less than one member from each District appointed by the District President.

He shall help to establish Community Service projects within the Lodges, Districts and the Association.

He shall present to the State Association Board any proposed statewide wide community service projects for evaluation and approval. This shall include the pop-tops fundraiser where the proceeds go to the charity of choice by the top-donor per-capita unit.

He shall send reminders and contact each lodge and District President when the quarterly Community Service Report are due . He will either assist or make arrangements to assist each Lodge in the Association in filing their Quarterly community Service Report. He will encourage each Lodge to file the report electronically and cc a copy to the Chairman. The Community Service Chairman, upon receiving notice or upon learning that any member Lodge has failed for any reason to send in a timely Quarterly Community Service Report, will notify the Regional Manager, the District President of the district of which the lodge is a member, the Executive Committee and the District Community Service Chairman.

He shall report verbally and in writing to the Mid-year Conference and Annual Association Convention on community service activities within the member Lodges.

He shall be well versed in those areas of community service addressed by Moose International.

He should be familiar with the Moose International "Six Point Community Service" format. You will encourage lodges to participate in the Core Programs of the International Community Service Program.

He shall coordinate, through the Assistant Director of Community Service at Moose International, your efforts and the efforts of the Association's Community Service Committee.

He shall secure, from the Director of Fraternal Programs, a printout of the summary of the Association member Lodges' Community Service efforts for the previous 12 months.

The Community Service Chairman will communicate on a regular basis with the Youth Awareness Chairman as those areas that are indirectly related to community service projects.

He shall help publicize Community Service events, fundraisers, projects, etc. by obtaining from the member Lodges copies of photos of the event and forwarding the photo(s) with a cover letter

explaining the project(s) and the significance of the photo(s) to the Director of Fraternal Programs at Moose International.

He shall with the Youth Awareness Chairman be responsible for promoting the Six Point Community Service Program, Senior Citizens Program, Moose Food and Shelter Program, locally-directed Volunteer Service within the Community Program, Moose Youth Awareness Program, Youth Sports Program, Scouting and Safe Surfin' programs.

## **Compliance Review Committee**

This committee shall consist of the State Association Executive Committee and the District President representing the offending Lodge.

Member lodges of the Association are expected to participate in conferences, certain meetings and meet financial obligations as part of the Associations work in supporting our Fraternity as spelled out in the Association By-Laws and adopted Policies. Lodges are also expected to maintain good standing with Moose International by meeting all financial and fraternal obligations to Moose International. The Association Secretary is expected to keep all records that pertain to these obligations and notify the Association President and Regional Manager when any lodge is not in compliance (Good Standing) with the Association or Moose International. The Association President, when so notified, shall call a meeting of the committee to begin penalties as outlined in the by-laws.

## **Convention Coordinator**

The Convention Coordinator who will be under the direction of the Association President and Association Secretary. He will act as a liaison between the Association and the Hotel Staff. It is through his efforts that the Convention will run smoothly.

He shall arrive prior to the start of any event so as to assist the Sergeant-at-Arms or Assistant Sergeant-at-Arms in the collecting of all tickets for banquets, breakfasts, and luncheons at the Annual Convention or Mid-Year Year Conference. He shall see that the Tickets are all accounted for and that they match the number of persons in attendants.

He shall be responsible for ensuring that all meeting, banquets, breakfast, and luncheon rooms are properly prepared for all official functions that the Association may require. He shall ensure that the registration area, Association historical display, Moose Legion Display and sales, and any other display or sales area that may be required is adequate and prepared.

He shall see the proper credentials reports are delivered to the Credentials Chairman at the appropriate times.

He will be in charge of promoting the Convention Program Booklet Boosters by publicizing the program in the Lodges and Chapters. He shall ensure that all monies collected from this program is turned in to the Association Secretary and that the Booster's names are submitted to the Publicity/Marketing Chairman in a timely manner so that the names will be published in the Annual Convention or Mid-Year Conference Official Program.

## **Credentials Committee**

The Committee Chairman shall choose a committee of five to assist in the registering of delegates to the meetings of the Association. The Association Secretary shall provide him a list of Lodges not in good standing and a list of Lodges showing the number of delegates that they are entitled to based on upon the assessed Association dues. Each lodge is entitled to be represented by the Governor and Administrator and additional delegates comprised of elected lodge officers and lodge Past Governors. No one lodge shall exceed fifteen (15) total votes. The committee member(s) shall inspect the Certificate of Election, provided to the Lodge by the Association Secretary, to ensure that it is duly signed by his lodge Governor and attested to by

the Lodge Administrator under the seal of the lodge. The committee shall issue voting delegate ribbons or cards to qualified delegates and alternate delegates only.

The Committee Chairman shall prepare the Credentials Report to be presented at the Mid-Year Conference and Annual Convention,

The Committee Chairman shall supply an updated report to the Association Secretary and Regional Manager at each session of the Association's Mid-Year Conference and Annual Convention.

The chairman is to report in writing and verbally at each session of the Association Convention and Mid-Year Conference on total registration of members at the meeting.

The Committee Chairman shall immediately bring to the attention of the Association President, the Association Secretary, and the Regional Manager any person whose Credentials appear not to be in order.

## **Executive Committee**

The executive committee is comprised of the Junior Past President, President, Vice President, Prelate, Treasurer, and Secretary. When the Association Board of Officers delegates its powers, between meetings of the Board, by recorded action, the Association President shall call a meeting of the executive committee to take charge of the affairs of the Association as needed. The committee shall take charge of the Association business for the purpose of expediting the performance or functions otherwise performed by the Association Board of Officers except the power to appropriate the funds of the Association.

## **Government Relations Committee**

The purpose of the Moose Government Relations Committee is to assist in preserving the First Amendment freedoms of the Constitution of the United States. The priority is to protect the rights of private assembly, freedom of association and self-government guaranteed by the First Amendment.

The chairman shall be named by the Moose International Government Relations Department, with the consent of the Director General. He should work with the Women of the Moose State Chairman.

The chairman will work under the direction of Moose International Government Relations Department.

The chairman shall ensure that each Lodge and District has a Government Relations Chairman. These lodge and district chairman shall constitute his committee.

## **Higher Degrees Committee**

The Higher Degrees Committee Chairman should be a member of the Pilgrim Degree. The Higher Degrees Chairman is responsible for the following awards programs:

- Fellow of the Year.
- Pilgrim of the Year.
- Hall of Fame.

Each program requires that information and/or nomination forms be sent to the lodges with ample time for the lodges to complete the forms and/or resumes for the selection committee to pick the recipients prior to the Annual Convention.

The selection committee for the Fellow and Pilgrim of the year shall include as a minimum the Association President, Deputy Supreme Governor, Regional Manager and the Higher Degrees Chairman.

As the Hall of Fame inductee(s) may be either from a lodge or chapter, the selection committee should include, the Regional Manager, Association President, Deputy Supreme Governor, Deputy Grand Regent, Women of the Moose International Appointee(s) and Higher Degrees Chairman.

The chairman is responsible for assembling a ritual staff for the Conferral of the Fellowship Degree at the Annual Convention. He should ensure that each ritualist has a copy of his part prior to the conferral and that the room is properly prepared.

The chairman shall keep a list of Pilgrims from within the jurisdiction and have a telephone tree prepared to notify the Pilgrims when any are in need of help, are sick or have passed away.

The chairman will act as the host at any meetings of the Pilgrim or Fellowship Degrees at the Annual Convention or Mid-Year Conference.

The chairman shall coordinate with the President of the Council of Higher Degree their events so that there is no conflict between their meetings and any other Association event.

The chairman should be knowledgeable in the requirements for advancement of a Moose Legionnaire to the Fellowship Degree and, if needed, assist the lodges in completing the nomination form.

## **Historical Committee**

The committee shall such gather pertinent records, papers, publications, pictures, paraphernalia and materials about or regarding the Association, its member Lodges, it's members, it's officers, and affiliated units located within the Association's jurisdiction, as well as, give a historical overview of the growth and history of the Association. The chairman will report verbally and in writing annually at the Association Convention of his activities. He will assist new and/or existing Lodges set up a historical program such that the pertinent records, papers, pictures, newspaper articles, magazine articles, and paraphernalia acquired in the course of operation will be saved for posterity.

The committee should include one member from each District. The committee should encourage Lodges to maintain scrapbooks of all the important events, awards, records, activities and prominent lodge members that help to explain to future members the significance of their lodge.

The chairman shall have a complete inventory of all items in his care and shall have a list of where all the items are located. This inventory will be turned over to the Association Secretary and up dated once each year.

The committee shall setup a historical display at each Mid-Year Conference and Annual Convention.

## **Membership Committee (will be reviewed later)**

The Committee in conjunction and the Regional Manager are co-responsible for establishing an annual membership campaign, a membership retention campaign and short-term membership campaigns for the Association.

The Chairman and Regional Manager shall assist all Lodges in establishing membership and membership retention campaigns. He shall offer assistance to Lodges having membership production/retention problems.

They shall research and gather data from the member Lodges, formulate and put into place a standard program addressing membership retention efforts for all member Lodges with built in accountabilities such that arrearages are cut to 7% or less within all member Lodges.

They shall contact by letter, phone or e-mail each member of the 25 Club who is within 5 membership sponsor points of the next higher division of the 25 Club at least once during the first or last quarters (second month of the first quarter and first month of the fourth quarter) of the "Moose year" advising that 25 Club member as to how many sponsor points he needs to reach the next higher level of the 25 Club.

They shall obtain the lodge quota for each lodge and keep track of their progress towards fulfilling their quota. He shall establish a recognition program that honors lodges making one or more quotas during the year. He shall work closely with the Regional Manager and/or his deputies.

They will work with the District Presidents, District Membership Chairman and the Membership Chairman in each Lodge in an effort to promote membership growth, solicit former members for reenrollment in the Order and decrease membership arrearages. When notified that any Lodge has not turned in at least one application during an entire month, he shall be in contact with that lodge to see what he can do to help the Lodge with their membership program. If there is a problem, they will so notify the District President as soon as possible.

## **Mooseheart/Moosehaven Endowment Fund Committee**

It is recommended that the Association Prelate will serve as Mooseheart/Moosehaven Endowment Fund Chairman. He shall chair the Association Mooseheart/Moosehaven Endowment Fund Committee consisting of the Association President, the Association Secretary the Regional Manager, and at least one (1) member from each District chosen or appointed by each District President.

He shall see that funds are raised at all Association, District, and Lodge functions for the Mooseheart/Moosehaven Endowment Fund with the goal being to increase the funds raised by at least 10% over the previous year.

He shall encourage each member lodge to holds either the *Golden Ball Ceremony* or the *Legacy of the Moose Ceremony* at least once annually.

He shall give a report at the Mid-Year Conference and Annual Convention of all Mooseheart/Moosehaven Endowment Funds collected by each of the member Lodges year-to-date and the total for all of the Lodges combined versus the totals for the previous years at the same time noting increases and decreases. He shall recognize each member and co-worker who has reached a higher plateau in the Mooseheart/Moosehaven Endowment Fund Club through his or her contributions at the Mid-Year Conference Banquet and the Annual Association

Convention Banquet and enter this information into the official minutes of the convention or conference.

He shall encourage the regular collection of Endowment Funds at all Lodge, Association functions and District functions.

He should be prepared to give an informed talk on the purpose and history of the Endowment Fund whenever called upon.

### **Moose Legion Committee (under review)**

The Chairman shall ensure that every lodge has a fully functioning Moose Legion Activities Committees. He shall strive to increase membership in the Moose Legions and help organize and maximize the effectiveness of the Moose Legion Committee within the lodges.

He shall work closely with the Moose Legion Ambassador and Regional Manager to make the Lodge Moose Legion Committee a true asset to every lodge in the Association. He shall be in contact with all Lodge Moose Legion Committee Chairmen on a monthly basis by phone or letter e-mail and when possible by personal visit.

### **Communications Committee**

The committee chairman should enlist the lodge Publicity Chairman and lodge newsletter editors as members of this committee. The responsibilities of this committee are as follows:

- Monthly e-letter to be prepared and e-mailed to the lodges containing the many events to be held at the lodges and within the Association for the upcoming month. This should include a calendar of events, membership campaigns, ongoing Association fundraisers, Association sporting events, etc.
- The publishing of the Association newsletter, *The Courier*, quarterly. The newsletter should contain a preview of upcoming Association events, articles from the various Association Officers and Committee Chairman, Regional Manager, sporting events and any other newsworthy event. .
- Raising the awareness in the communities within the Association's geographic boundaries as to the many community service projects provided by our Moose members and lodges by preparing media releases of charitable fundraisers and events and releasing them to the media.
- Preparing and printing the official programs for the Association Annual Convention and Mid-Year Conference.
- Publishing seminars to assist the lodge newsletter editors in their endeavors to publish an interesting and informative lodge newsletter.
- Assisting the Association officers and chairman in preparing broadsides, ads, posters, etc. for distribution.

### **Resolutions Committee**

The Chairman along with his committee is responsible for writing resolutions at the Annual and Mid-Year Conference to be presented on the floor of the convention or conference honoring individuals, organizations, businesses, lodges, etc. that have made a significant

contribution to the success of the convention, conference, the Association, etc. Other resolutions of the humorous variety may also be presented, preferably at the convention or conference banquet or breakfast.

### **Ritual Committee (under review)**

The chairman shall promote the ritual within the member Moose Legions and arrange for and see that an annual ritual competition is held during the Mid-Year Conference in accordance with the rules of Moose International. He shall; coordinate with and arrange for a Moose International Ritual Judge to judge the annual ritual competition, provide help to any Lodge seeking to organize a ritual staff and help with any matter pertaining to the ritual. The goal of this committee is for every lodge to have an active ritual team and compete in the annual ritual competition.

He shall arrange for Ritual Schools to be held.

He shall hold fundraisers to help offset the costs of the trophies, Ritual Schools, Ritual Judge's expense, and any other related expenses relating to the Association's Annual Ritual Competition. An entry fee may be charged (with the approval of the Association Board of Officers) for teams competing in the Annual Ritual Competition.

### **Rules and Order Committee**

The agenda for the conventions and conferences are established by Moose International and coordinated with the Rules and Order Committee through the Regional Manager. The chairman of the Rules and Order Committee will give the report of the agenda at the opening of the annual convention and/or mid-year conference. In the event that the aforesaid action did not take place the order of business will be as listed in the Association By-Laws.

### **Activities Committee**

The duties of the chairman are to develop a comprehensive sports program and schedule various sporting events that are popular among the Lodges and their members. He shall schedule these events at such time, place and cost as approved by the Association Board of Officers. He shall establish a criterion whereby Lodges or Districts may bid to host sporting events. He is responsible for the registration at all Association sporting events. He should communicate with the Publicity Chairman to see that these events get proper press and winners and participants are acknowledged. He shall act as a clearinghouse for the member Lodges holding sporting events, sponsoring sporting events, and all related activities to see that those Lodges are aware of and acting in accordance with all rules and policies of Moose International and the Association. He shall promote sports and sports related activities at the Lodge, District, and Association levels.

He shall coordinate Association and District sports functions. He should receive from each lodge Sports Chairman, the schedule and results of sport events held at their lodge.

He shall be responsible for informing the Lodges of and promoting participation in Association and Moose International sports activities and tournaments.

He shall serve as a resource for all the various sports and their rules.

The second goal of this committee is for each lodge to have an active Family Activities Committee. The chairman shall encourage the Lodges to become Family Moose Family Centers. He shall be knowledgeable enough to explain what steps needs to be taken it achieve the Family Moose Family Center. He will be knowledgeable and understand the Moose Family Center packet from Moose International. He shall understand the 3 types of Moose Centers, (1) Moose Activity Center, (2) Moose Family Center, (3) and the Moose Service Center. He will work closely with new Lodges to see that they become Moose Family Centers.

Though his communication and assistance he will be able to encourage the Lodges to obtain their objective of becoming a Family Moose Family Center. In addition he will encourage and assist lodges in submitting their semi-annual Family Activities Report.

He shall attend District meetings to discuss and promote Family Activities, and Family Centers.

He shall keep in contact with the District Presidents and keep them posted as to the progress of Lodges working toward becoming Moose Family Centers.

## **Training and Education**

The trainers within the Association consists of the Technical Coordinators (Technology), Technical Trainers, Leadership Trainers and other trainers that may be added as determined by Moose International. Although each of the trainers performs different tasks they have many duties in common. They are as follows:

- Arrange the training sessions with the District Presidents and/or Regional Manager.
- As required, order the training material from Moose International for the session to be given sending a copy of the order to the Association Secretary.
- Register and keep a roster of the attendees.
- Notify the State Association Officers of the attendees at each session.
- Collect the appropriate fees for the training session and forward them to the Association Secretary
- If required, fill out and send to Moose International the “Class Completion Report” and registration cards so that the attendees receive credit for the session.
- As required, send a copy of the “Class Completion Report”, roster of attendees and the fees collected to the Association Secretary.
- Arrange the classroom to ensure that the class can be accommodated and be comfortable.
- Prepare and present, as requested, any other class, seminar or presentation at Conventions, Conferences or meetings.
- Serve as a resource of information in the areas of expertise.

## **Technical Trainer**

A Technical Trainer shall either attend a course at Mooseheart or be trained in the field by a qualified “Technical Coordinator”. The Technical Trainer shall hold training sessions on “Quick Books” financial reporting software and “LCL.Net” membership management software.

## **Technical Coordinator (Technology)**

A Technical Coordinator shall perform the same duties as a Technical Trainer and additionally shall be capable of qualifying the Technical Trainers. The Technical trainer shall be up to date on current Moose International software, patches and revisions as relates to the software in use by the lodges. The Technical Trainer shall help with the Association web site and be a resource for the Association on current computer technology, coordinate the Audio/Visual presentations of Association Officers and Chairmen at Conventions & and Conferences and be of assistance in the preparation of PowerPoint presentations when requested.

## **Ways & Means Committee**

This Committee shall consist of a Chairman, members of the Association Executive Committee, and any other person(s) of his choosing. The Ways and Means Committee will endeavor to raise funds for the Association and its projects by holding fundraisers. The committee is responsible for being creative and coming up with and proposing new and exciting ideas in which to raise funds. Once a plan has been agreed upon by the committee, the chairman shall submit the committee’s plans to the Association Board of Officers for approval. Upon approval, the committee will implement all fundraising projects and diligently strive to bring such projects to a successful completion. All funds raised shall be turned over to the Association Secretary and a receipt shall be issued.

## **Webmaster**

The Webmaster will be under the direction of the Regional Manager, Association President and Association Secretary.

- They shall ensure that domain registration and site hosting is maintained to avoid any disruption in service.
- They shall maintain a database, accessible through the website, of Association Officers, International Appointments and Women of the Moose Chairs.
- They shall maintain a database, accessible through the website, of Association Events and Meetings.
- They shall maintain a database, accessible through the website, of Fraternal Units within the Association. This database will consist of Lodge Mailing and Physical Addresses, Phone Numbers, Institution Date, photo and any other information deemed necessary. They shall provide the ability for Fraternal Units to maintain their own Calendar of events.

- They shall receive from all Association Officers and Chairmen the information necessary to promote their areas of responsibility. He will work with each Association Officer, Chairman and the Deputy Grand Regent to ensure that information related to their areas of responsibility is timely and complete.
- They shall maintain a database, accessible through the website, of Fraternal Unit Membership Production.
- They shall maintain databases or web pages that show progress toward Association Goals. These include but are not limited to: Moose of the Year, Rookie of the Year, Moose Legionnaire of the Year, Co-Worker of the Year, Novice Co-Worker of the Year, Community Service Reports, and Family Activities Reports.
- They shall submit the Association Website for judging in International Competition.
- They shall perform any other duties assigned by the Regional Manager, Association President and Association Secretary.

### **Youth Awareness Committee**

The chairman shall set up a program in each District to promote participation in the Association Student Congresses. He shall hold at least two (2) Student Congresses each year, one on the eastside of the state and one on the Westside and more if the Chairman feels it will benefit the program, and the Association Board of Officers approves. He shall contact all Lodges and Chapters in the Association to solicit their help in getting the students from their area to participate in The Youth Awareness Program. He will also be asked to make written and/or verbal reports at association meetings, conferences, and conventions.

### **NOTES:**