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**OFFICERS AND CHAIRMEN GUIDELINES**

**FOR THE WASHINGTON STATE NORTHERN IDAHO MOOSE ASSOCIATION**

**(Revised 2021)**

# **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 system known as The Moose; (ii) to provide a family environment and education for children in need 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 and Great Britain, 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**

*The objectives of the Association are to bring together in closer fraternal cooperation the Lodges of The Moose and the membership of such Lodges in the State of Washington and Northern Idaho; to aid and promote the purposes of The 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 policy to assist the elected officers and appointed committee chairmen 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 chairmen 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 to the best of our ability and by working as a team.*

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

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# **INTRODUCTION**

 *The policies given for each Elected Officer, Appointed 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 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 of the Association as well as all Elected District Officers must be current in Lodge Leadership/Social Quarters Operations training.

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## **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.

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## **Lodge Visitations and Contacts/Visitation Reports**

District Presidents shall visit in person or by phone contact all lodges in his/her district at least once per quarter. A Lodge Visitation Report shall be filled out by the District President upon each official visit to any member Lodge with copies of the report being sent to the Association President, Association Vice President, Association Secretary and the Territory 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.

A lodge is not required to allow any Association Officer or Committee Chairman to attend a Lodge Board of Officers meeting as a representative of this Association or Moose International unless authority is granted by the Regional Manager, Territory Manager or Moose International. If you are invited to attend an 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**

Executive Board members shall strive to make one (1) meeting in each district during their term of office. A written report should be made to the Association President, Association Vice President, Association Secretary and Territory Manager regarding their visit. When the visit is made by the Association President his/her written report will be given to the Executive Board.

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

## **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 themselves, the Association or The Moose.

## **Good Standing Lodges**

It is the duty of every member of the Association to ensure that their lodge in the Association maintains itself in good standing 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 Association Officers and Committee Chairmen are expected to attend all meetings called by the Association President. These include, but are not limited to, Annual Association Convention, Association 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 of all Association Officers and Committee Chairmen to be ever mindful of areas, towns and cities that would benefit from the institution of a Moose Lodge. Our goal is to institute one (1) new Lodge each and every year. To ensure that newly instituted Lodges are successful, each member of the Association Board of Officers shall, along with the appropriate District President, 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 District President to District President.

**ARTICLE I**

**DUTIES OF OFFICERS**

The following elected officers of the Association (President, Vice President, Junior Past President, Chaplain, Secretary and Treasurer), along with the Regional Manager and Territory Manager will be the members of the Executive Committee. The Regional Manager and Territory Manager will not be a voting member of the Executive Board. The Compliance Review Committee will consist of the Executive Committee and the District President of the lodge in question. The following duties are in addition to those outlined in the Association By-Laws.

No couple in a social relationship (marriage, boyfriend/girlfriend, etc.) shall be on the Association Executive Board together. A conflict of interest must be avoided at all times.

**ELECTED OFFICERS:**

**President:**

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

**Additional Duties of the President:**

1. He/she shall Chair the Association Compliance Review Committee.
2. Be familiar with and understand the General Laws of the Order and the By-Laws and Policies of the Association.
3. He/she will be familiar with Roberts Rules of Order.
4. 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.
5. He/she 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 and the Moose Legion.
6. He/she shall strive to institute new Lodges within the geographic area of the Association during his/her term of office.
7. He/she shall, with the Association Secretary be the official representatives of the Association at The Moose International Convention.

**Vice President:**

The Vice President shall assist the Association President in the conduct of business of the Association at the conferences or conventions. He/she 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 Association 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.

**Additional Duties of the Vice President:**

1. He/she shall carry out all functions of the Association President in the Association President’s absence.
2. He/she shall be familiar with the Constitution and General Laws of Order, the By-Laws and Policies of the Association, as well as with Roberts Rules of Order.
3. He/she shall endeavor to become familiar with the duties of all the chairmen and officers in preparation for his/her year as Association President.
4. He/she 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.
5. He/she shall report to the Executive Committee the progress of the District Presidents and his/her activities, assignments and accomplishments.
6. He/she shall be prepared and available to speak at enrollments, orientations and Lodge visitations when requested.
7. He/she shall turn over all records, receipts and pertinent paraphernalia to his/her successor in office and report various activities throughout his/her term in office to his/her successor.
8. He/she shall copy the Association President, Territory Manager and the Association Secretary on all correspondence.
9. He/she shall assist the Convention Coordinator in ensuring that registration is set up properly and that the Credentials Chairman gives the proper reports at the appropriate times.
10. He/she shall with the Association Chaplain and the Past Presidents serve on the Ways and Means Committee.

**Treasurer:**

He/she shall at all times be kept informed by the Association Secretary as to the true financial status of the Association. He/she shall perform such other duties as the Board of Officers many consider necessary to the Association. He/she 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:**

1. He/she shall assist the Secretary in counting and verifying cash.
2. He/she shall keep duplicate deposit receipts.

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1. He/she shall verify and initial financial statements and bank statements on a quarterly basis.
2. He/she shall receive and verify all moneys generated at meetings before turning such funds to the Secretary and shall receive a receipt from the Secretary for those funds.
3. He/she shall give either a written and/or verbal report of various activities, assignments and accomplishments at Association meetings.
4. He/she 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.
5. He/she shall prepare an annual budget as requested and make a report at Association Board Meetings and the Annual Association Convention.
6. He/she shall turn over all records, receipts, and paraphernalia that may be in his/her possession to the successor and report to the successor various activities during his/her term in office.

**Chaplain:**

He/she shall open and close all meetings of the Association with an appropriate prayer. He/she 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/she shall ensure that an Endowment Fund collection is collected at each Annual Association Convention and Association Mid-Year Conference. He/she shall serve as the Apples for Mooseheart Chairman during his/her term of office.

**Additional Duties of the Chaplain:**

1. He/she shall be responsible for and coordinate the necrology report of the member Lodges and shall present a Memorial Program honoring departed members annually.
2. He/she shall, with the Junior Past President, the Past Presidents, and the Vice President serve on the Ways and Means Committee.
3. He/she shall give either a written and/or verbal report of various activities, assignments and accomplishments at Association meetings.
4. He/she shall turn over all records, receipts, and paraphernalia as may be in his/her possession to the successor and report to the successor on various activities during his/her term in office.

**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 the proceedings of the Association, the Board of Officers, and the Executive Committee. He/she shall promptly attend to all correspondence and perform all duties pertaining to the office of Association Secretary. He/she shall handle all funds of the Association and keep a true and accurate accounting thereof. He/she 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/she shall give adequate surety bond for themselves 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 checks will be signed by the Association Secretary and countersigned by the Association President and/or Association Treasurer. He/she 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/she is able to ascertain. He/she shall submit, at the Association Mid-Year Conference and the Association Annual Convention, a report of the state of the Association budget/finances. He/she shall work in conjunction with the Association Treasurer to prepare the annual budget and financial report. He/she shall also perform any other duties as assigned by the Territory Manager and/or Association Board of Officers.

**Additional Duties of the Secretary:**

1. He/she shall ensure that motel/hotel reservations are made for the Official Visitor(s) and Association Board of Officers and Chairmen at the Association Mid-Year Conference and Annual Association Convention.
2. He/she is the Secretary of the Executive Committee and Chief Financial Officer of the Association.
3. He/she shall manage all the accounts for the Association on a computer with hard copy back up. Computer records shall also be maintained on backup disks so that in an emergency situation, there will be access to such records.
4. He/she shall negotiate for lodging and required meeting rooms for Conventions and Conferences to include facilities for 5/25 Club party.
5. He/she shall be responsible for the preparation of all banquet tickets, 5/25 Club invitations, 25 Club and First Timer convention members attendee invitations and ensure that they are delivered to the proper committee for sale and/or distribution.
6. He/she 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.
7. He/she shall be in charge of the Convention Coordinator and direct him/her in his/her duties.
8. He/she shall supply all Officers, Committee Chairmen, and Lodges with a copy of all the Association’s Meeting minutes.
9. He/she shall serve as a member of and be the Secretary for the By-Laws/Policies Committee.
10. He/she shall update and keep current a list of all Association Officers, Association Committee Chairmen, all Moose International elected or appointed Officers, all District Presidents to include all the contact information of each.
11. He/she shall respond in a timely manner to any requests from the various departments of Moose International for information.
12. He/she shall also perform any other duties as assigned by the Regional Manager or Territory Manager.
13. He/she shall, with the Association President be the official representatives of the Association at The Moose International Convention.
14. He/she 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 Association Policies.
15. He/she 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/she shall copy the Association President, the Regional Manager, the Territory Manager and the Offices of Moose International relative to any changes in the Corporation and/or requests from governmental agencies.
16. He/she shall, when requested by the Regional Manager, Territory 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/she may be requested to perform the above outlined tasks with existing Lodges when it has been determined that they are in need of assistance.
17. He/she shall turn over all records, receipts, and pertinent paraphernalia as he/she may have to the successor, as well as, report what has transpired throughout his/her term in office, verbally and/or in writing to the successor.
18. He/she shall copy the Territory Manager and the Association President on all correspondence. In addition, at all meetings other than the Annual Association Convention and Association Mid-Year Conference he/she shall give either a written or verbal report of various activities, assignments, and accomplishments.
19. He/she shall sign all approved contracts where needed for the Association.
20. He/she shall locate proper meeting sites for the Association business and sign contracts as required for locations with the approval of the Executive Board of Officers, Regional Manager and Territory Manager.
21. He/she shall keep true records of lodge attendance at District Meetings, Association Mid-Year Conferences and Annual Association Conventions. He/she shall determine those lodges “not in good standing” and notify the Association President for his/her action.

**District President:**

He/she 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/she 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/she shall encourage membership promotion in cooperation with the Membership Department of Moose International, Regional Manager, Territory Manager and Association Membership Chairman. He/she shall endeavor to increase membership in his/her District and show a decrease in arrearages. He/she shall cooperate with the Association Chairmen in all authorized activities in the District.

He/she shall prepare a written report to be given at the meetings of the Association covering all phases of activities within the District which should include the general health of each Lodge in the District. He/she shall submit, at least quarterly, a written report to the Executive Committee, Regional Manager and Territory Manager describing the state of the lodges within the district. These reports should include upcoming dates for special events and other functions.

**Additional Duties of the District President:**

1. He/she shall submit, at least quarterly, a written report to the Executive Committee and Regional Manager describing the state of the lodges within the district. These reports should include upcoming dates for special events and other functions.
2. He/she shall, either by election or appointment, shall have the following District Officers; Vice President, Secretary/Treasurer and Chaplain.
3. He/she shall hold a minimum of four (4) District meetings with the member Lodges of the District each year. The Minutes of these meetings, which shall include a list of the Lodges attending, will be emailed to all the members of the Executive Board of Officers.
4. He/she 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. The meeting times and dates are to also be sent to the Communications Chairman for publication on the Association Calendar and to the Webmaster to be include on the website.
5. He/she shall ask for assistance from Association Officers and Committee Chairman as necessary to help the Lodges within the District when he/she feels it is appropriate.
6. He/she should ensure that each member Lodge participates in the Association Mid-Year Conference and Annual Association Convention.
7. He/she shall with the assistance of the Territory Manager, when warranted, work with the Lodges within his/her District to show an increase in the Premiere Lodge Awards.
8. He/she shall be responsible to copy the Association President on all correspondence for themselves and from the District.
9. He/she shall ensure that all Lodges in the District are consistently indoctrinating new members using some form of new member information program at least eight (8) out of twelve (12) months.
10. He/she shall communicate any violation of the Constitution and General Laws of the Order or any violation of any local, state, or federal laws, or ordinances to the Regional Manager and Territory Manager outlining the particulars of the problem. This includes any violations of the Privacy Policy.
11. He/she shall encourage all Lodge Officers and Lodge members who are eligible to become members of the Moose Legion or the Women of the Moose.

**APPOINTED OFFICERS:**

**Sergeant-at-Arms:**

He/she 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/she may select, examine all present as to their qualification to remain.

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

1. He/she shall take charge of such credentials that may be in question until the Credentials Committee and/or the Executive Board of Officers shall rule.
2. He/she shall be responsible for the security of all property and paraphernalia belonging to the Association and its Officers during the Annual Association Convention and Association Mid-Year Conference.
3. He/she shall assist the Convention Coordinator in setting up and tearing down the registration area. He/she shall have charge of all Assistant Sergeant-at-Arms.
4. He/she shall make himself/herself available to take tickets at all banquets, luncheons, and breakfast functions.
5. He/she shall assist the Association Chaplain with the Endowment Fund collections at the Association Annual Conventions and Association Mid-Year Conferences.

## **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 Association President or by the Association. He/she shall assist the Chaplain and Sergeant-at-Arms with the Endowment Fund collections at the Annual Association Conventions and Association Mid-Year Conferences.

**ARTICLE II**

 **COMMITTEES**

In addition to the Standing Committee Chairman positions listed in the Association By-Laws, the Association will also have the following additional Standing Committees:

Audit Committee

Bright Star Awards Committee

Convention Coordinator and Audio/Video

Historical Committee

Ritual and Higher Degrees Committee

Training and Education Committee

Ways and Means Committee

Webmaster

**Common Duties**

1. All Association Chairmen except as noted are appointed by the Association President for a term that runs from Association Annual Convention to Association Annual Convention.
2. All Association Chairmen will be under the guidance of the Association Chaplain except as noted.
3. A committee chairman should be a resource for the District and Lodge Committee Chairmen and assist them in making their committees successful.
4. 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.
5. **All committees may keep a small petty cash account. All remaining funds of the Committee will be held by the Association in a sub-account of the Association. The Committee can vote on how to spend the funds in its account.**
6. All committees shall submit in writing a full accounting report at any time requested by the Association Executive Board of Officers or the Association President, and at least once a year to the Association Secretary at the Annual Association Convention whether called for or not.
7. No couple in a social relationship (marriage, boyfriend/girlfriend, etc.) shall be on a committee together. A conflict of interest must be avoided at all times.

**ALL COMMITTEE DESCRIPTIONS:**

The following Committee descriptions are for all Standing Committees, both those listed in the Association By-Laws and those specific to this Association and listed above.

**Activities/Sports Committee**

The duties of the chairman is to develop a comprehensive activities program and schedule various sporting events that are popular among the Lodges and their members. He/she shall schedule these events at such time, place and cost as approved by the Association Executive Board of Officers.

He/she shall establish a criterion whereby Lodges or Districts may bid to host various events and/or sporting events.

He/she is responsible for the advertising of all Association activities and/or sporting events, including sending information and/or flyers to the Communications Committee Chairman and Webmaster for publication in their areas. He/she should also communicate with the Communications Committee Chairman and Webmaster to see that winners and participants are acknowledged.

He/she shall act as a clearinghouse for the member Lodges holding activities and/or sporting events, sponsoring activities and/or sporting events, and all related activities and/or sporting events to see that those Lodges are aware of and acting in accordance with all rules and policies of Moose International and the Association.

He/she shall promote sports and sports related activities at the Lodge, District, and Association levels.

He/she shall coordinate Association and District sports functions to reduce the chance of duplicate or conflicting activities and/or sporting events scheduled on the same day(s).

He/she should receive from each sponsoring lodge a report after the activity and/or sporting event is held.

He/she shall serve as a resource for all the various activities and/or sports and their rules.

He/she shall provide input to all District meetings to discuss and promote Activities/Sports.

**Bright Star Awards Committee**

The “Bright Star” Chairman may select a Co-Chairman to work with him/her during the current Moose

fiscal year. The Chairman/Co-Chairman of the committee will appoint four to six additional members from The Moose in equal numbers to complete the committee. The criteria that should be used when considering committee members is as follows:

1. The person should be a fair and open-minded individual who will make their decisions based on the quality of the nomination resumes only.
2. 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.
3. The committee may include Association Officers. 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.
4. 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 Annual Convention.
5. The Chairman/Co-Chairman will provide the operational procedures for the committee. Whenever possible, there shall be an equal number of awards for The Moose. The awards presented should not duplicate any Moose International awards. Suggested categories for the “Bright Star” awards are as follows:
* Heart of the Community Volunteer of the Year
* Volunteer of the Year
* Lodge President of the Year
* Administrator of the Year
* Lodge of the Year

A milestone 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 Annual Association Convention. This schedule shall be submitted to the committee members and the Association Executive Board of Officers.

The Association Regional Manager and Territory Manager will approve all “Bright Star” categories for The 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 Association Annual

Convention. This must be completed at least three weeks prior to the Association Annual 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 (2) weeks prior to the awards banquet. This script must fit the time allocated for the presentations.

The Regional Manager and the Territory Manager shall have final authority over the Bright Star Awards.

The Chairman/Co-Chairmen will provide the Regional Manager and Territory Manager the award recipient list via e-mail as soon as it has been established. The Regional Manager and Territory Manager shall approve the list. Should the Regional Manager and Territory Manager reject any of the recipients for an award, the committee shall be informed via e-mail of the decision.

**By-Laws and Policies Committee**

The committee shall recommend amendments, additions, deletions, or alterations to the Association By-Laws and Association Policies as required and communicated by the Chief Compliance Officer’s Office of Moose International.

In any and all cases the Association By-Laws and Association Policies may be changed or altered only as outlined in the existing Association By-Laws, and then only after proper approval of the Association Executive Board of Officers and the Chief Compliance Officer’s Office.

Written notification of recommended change(s) must be sent to member Lodges prior to the Annual Association Convention.

A verbal presentation at the appropriate session of the Annual Association Convention. Passage must by the required two-thirds (2/3) majority in a floor vote by the delegates of the member Lodges of the Association at its Annual Convention.

The Secretary of the By-Laws/Policies Committee shall be the Association Secretary.

**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:

This Committee should publish a 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 articles from the various Association Officers, Committee Chairman and the Territory Manager. It should also contain a preview of upcoming Association events, sporting events and any other newsworthy events.

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 Association Mid-Year Conference.

Promote the purchase of “Booklet Booster Ads” from Association Officers and Chairmen, Association Districts, Lodges and Association members to help offset the cost of the publication of the official programs for both the Annual Association Conventions and Association Mid-Year Conferences. Ensure that all ads or Booster Names are included in the Convention Program Booklet for all Annual Association Conferences and Association Mid-Year Conferences.

To hold publishing seminars to assist the lodge newsletter editors in their endeavors to publish an interesting and informative lodge newsletter.

Assisting the Association Activities and Sports Chairmen in preparing ads, posters, etc. for distribution advertising any Association Activities and/or Sporting Events.

## **Convention Coordinator and Audio/Visual**

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

He/she 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 Association Convention or Association Mid-Year Year Conference. He/she shall see that the Tickets are all accounted for and that they match the number of persons in attendance.

He/she shall be responsible for ensuring that all meeting, banquet, breakfast, and luncheon rooms are properly prepared for all official functions that the Association may require.

He/she shall ensure that the Registration Area, Association Historical Display, Moose Legion Display, Women of the Moose Display, Moose Charities Display and any other display or sales area that may be required is adequate and prepared.

He/she shall see the proper credentials reports are delivered to the Credentials Chairman at the appropriate times. He/she will set-up and tear down the hospitality Room and can assign others to assist him/her when needed.

He/she will contact all Association Executive Board Members and Association Chairmen who will have a presentation at either the Annual Association Convention or Association Mid-Year Conference approximately sixty (60) days prior to the Annual Association Convention and Association Mid-Year Conference to obtain their PowerPoint or other media presentation(s).

He/she will verify that all presentations are ready and available for presentation.

He/she will coordinate with all Official Visitors any presentations and/or videos they wish shown.

He/she will verify with the hotel staff that all audio/visual equipment is set-up, tested and ready to use prior to the start of any meeting.

He/she will appoint an individual to assist him/her with additional audio/visual presentations when multiple presentations are needed in multiple locations. He/she will also verify that all equipment for multiple locations is set-up, tested and ready for use.

He/she will obtain any equipment from the hotel that is needed and consign it to the individual(s) assisting him/her that are doing the audio/visual presentation(s). He/she will also test all Association equipment and consign it as needed.

**Council of Higher Degrees Committee**

**The Council of Higher Degrees is an Association Committee.   The Committee shall follow the most recently approved Council of Higher Degrees By-Laws. The Association President will appoint the Association Higher Degrees Chairmen and they will be the liaisons between the Council of Higher Degrees Committee and the Association.**

**Per the Council of Higher Degrees By-Laws “Special Notice” issued July 09, 2014, the Committee may keep a small petty cash account. All remaining funds of the Council of Higher Degrees will be held by the Association in a sub-account of the Association. The Council of Higher Degrees can vote on how to spend the funds in its account.** Additional funds may be raised through Association approved fundraisers.

**The purpose of the Council of Higher Degrees is to be actively involved in the retention of Lodge, Moose Legion and Women of the Moose Members; to support the programs of Moose Charities; to honor newly elevated members of the Higher Degrees; to honor the memories of deceased members; to promote the programs of The Moose, the Moose Legion and the Women of the Moose; to encourage fraternal and social unity, benevolence and charity among all members of The Moose.**

**All Higher Degree members shall qualify for membership in the Council of Higher Degrees.  Any member who fails to maintain active membership status within their Lodge and/or Moose Legion or Women of the Moose Chapter shall immediately be disqualified from Council of Higher Degrees membership.**

**The Council of Higher Degrees will hold a meeting during the Association Mid-Year Conference and the Association Annual Convention or as deemed necessary during the year.  Nomination of Officers for the Council shall be held during the Association’s Mid-Year Conference.  Installation of officers shall be held during the Annual Association Convention.  A quorum to conduct meetings is seven members plus the Committee Chairman or his/her designated representative.**

**The Council of Higher Degrees Committee will assist the Membership Committee with their duties and/or responsibilities.**

**Credentials Committee**

The Credentials 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 a list of Lodges not in good standing and a list of Lodges showing the number of Delegates that they are entitled and the Delegates names who have registered as Delegates. The Committee will assist the Registration desk in marking all Delegates badges with the appropriate mark as to denote that they are a Delegate. The committee member(s) shall work with the Association Secretary to verify Delegates in the event of a discrepancy by inspecting and verifying the Delegate Certificate, provided by the Lodge President and Lodge Administrator and sent to the Association Secretary and that is in accordance with the Association By-Laws and the General Laws of the Order.

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

The Committee Chairman shall supply an updated report to the Association Secretary, Regional Manager and Territory Manager at each session of the Association Mid-Year Conference and Annual Association 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 and Association Secretary any person whose Credentials appear not to be in order.

**Degrees Committee**

*See Ritual and Higher Degrees Committee*

**Financial Review Committee**

The Committee Chairman and committee will audit the books of the Association that are kept by the Association Secretary on an annual basis or at any other time as directed by the Association Executive Board of Officers.

He/she shall present both a verbal and written report of such audit to the Association at its Annual Association Convention.

**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’s name shall be submitted to the Moose International Government Relations Department, and will be made official with the approval of both the Government Relations department and with the consent of the Chief Compliance Officer.

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

The chairman shall ensure that each Lodge has a Government Relations Chairman. The Lodge Chairman shall constitute his/her committee.

**Heart of the Community 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/she shall strive to establish a committee comprised of not less than one member from each District appointed by the District President.

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

He/she shall present to the Association Board any proposed statewide wide community service projects for evaluation and approval.

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

He/she shall report both verbally and in writing at the Association Mid-year Conference and Annual Association Convention on Heart of the Community activities within the member Lodges and any Association projects.

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

He/she 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/she shall coordinate, through the Assistant Director of Heart of the Community at Moose International, your efforts and the efforts of the Association’s Heart of the Community Committee.

He/she shall secure, from the Territory Manager or the Regional Manager, a printout of the summary of the Association member Lodges’ Heart of the Community efforts for the previous twelve (12) months.

He/she will communicate on a regular basis with the Youth Awareness Chairman as those areas that are indirectly related to community service projects.

He/she 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 Communications Committee at Moose International with the form found on the Moose International website.

He/she shall also send to the Association Communications Chairman and the Association Webmaster copies of all stories and photos that were sent to Moose International so they can be included in Association publications and on the Association Website.

He/she 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.

**Historical Committee**

The committee shall gather pertinent records, papers, publications, pictures, paraphernalia and materials about or regarding the Association, it's 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/her activities.

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

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

**Membership Committee**

The Committee is responsible establishing an annual membership campaign, a membership retention campaign and short-term membership campaigns for the Association.

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

He/she 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 reduced within all member Lodges.

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

He/she will work with the District Presidents, Territory Manager and the Membership Chairman in each Lodge in an effort to promote membership growth, solicit former members for reenrollment in theOrder and decrease membership arrearages. When notified by the Territory Manager that any Lodge has not turned in at least one (1) application during an entire month, he/she shall be in contact with that lodge to see what he/she can do to help the Lodge with their membership program. If there is a problem, he/she will so notify the District President and the Territory Manager as soon as possible.

He/she shall promote and help establish in each Lodge a “Preferred Member” program honoring member sponsors for their efforts on behalf of their Lodge.

He/she shall honor the Association members who have qualified for the 5/25 Club each year at a special function and/or event during the Annual Association Convention.

**Memorial Service Committee**

*See Additional Chaplain Duties*

**Moose Charities Committee**

The Moose Charities Committee will develop various fundraising events to help cover the Association’s yearly project(s). All fundraising events must be approved by the Association Executive Board of Officers prior to implementation.

He/she shall give a report to the Association at the Annual Association Convention on the status of all fundraising events.

The Committee will recognize Apples for Mooseheart donations as well as the various levels each member Lodge has made to Moose Charities according to information provided by Moose International.

The Committee will assist the Association Chaplain, who is recommended to serve as the Mooseheart/Moosehaven Endowment Fund Chairman in his/her fundraising efforts and collections. Additionally the Association President, Association Secretary, Regional Manager, Territory Manager and at least one (1) member from each District that was selected by the District President will also serve on the Mooseheart/Moosehaven Endowment Committee.

The Association Chaplain shall encourage the regular collection of Endowment Funds at all Association, District, and Lodge functions with the goal being to raise more than the previous year’s donations.

The Association Chaplain and the Moose Charities Committee will give a report at the Annual Association Convention of the amount collected by each Lodge year-to-date and the total of all Lodges combined versus the total for the previous year at the same time noting increases and decreases. They shall recognize each member who has reached a higher plateau in the Mooseheart/Moosehaven Endowment Fund Club through his or her contributions for the year.

**Past Presidents’ Committee**

The Past Presidents’ Committee should be available to assist in the mentoring of the incoming Association Board of Officers and Association Chairmen.

The Committee will review the Lifetime Achievement Award resumes and select the recipient.

The Committee should be available to assist the Association Board of Officers with any questions and/or concerns regarding prior policies and/or procedures.

**Program Book Committee**

*See Communications Committee*

**Registration Committee**

*See Credentials Committee*

**Resolutions Committee**

The Chairman along with his/her committee is responsible for writing resolutions at the Annual Association Convention and Association Mid-Year Conference to be presented convention or conference banquet, 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 and Higher Degrees Committee**

The Ritual and Higher Degrees Committee will have Co-Chairmen. One will be a gentleman with the Pilgrim Degree and the second will be a lady with the College of Regents Degree**.**

**Men’s Ritual**

The Ritual Chairman for the Men will be responsible for all Ritual Ceremonies required by the male members of the Association. He may delegate the tasks of the Ritual Ceremonies to another individual who must also be a member of the Pilgrim Degree of Merit. The responsibilities include, but are not limited to:

* Organize and develop a Conferral Team consisting of members of the Pilgrim Degree of Merit.
* Perform the “Fellowship Conferral” at all Annual Association Conventions.
* Perform the “Pilgrim Robing Ceremony” at all Annual Association Conventions.
* Perform the “Tribute of Service” when requested by the family of a newly departed member of the Higher Degrees.
* Maintain a list of “Active Pilgrims” with their physical addresses, e-mail addresses, and phone numbers. This list should be updated and distributed as required.
* Maintain a list of “Departed Pilgrims” to be read for that year at the Pilgrim Luncheon.
* The Moose Legion Breakfast will be hosted by the Moose Legion Area Manager and the Moose Legion Ambassador for the Association.
* Any other programs of the Association that may require the services of the men’s Ritual Team.

**Women’s Ritual**

WOTM will hold an Academy of Friendship Conferral at the Association Mid-Year Conference and the Golden Gavel Convocation during the Annual Association Convention.

The Higher Degrees Co-Chairmen are responsible for the following awards program:

Men

* Moose Legionnaire of the Year
* Fellow of the Year
* Pilgrim of the Year
* Hall of Fame
* Lifetime Achievement Award (Men)

Women

* Collegian of the Year
* Senior Regent of the Year
* Chapter Treasurer of the Year
* Hall of Fame
* Lifetime Achievement Award (Women)

Each program requires that information and nomination forms be sent to each Lodge, Moose Legion Jurisdiction (Men Only), Women of the Moose (Women Only) and Leaders via e-mail along with a date that the completed forms and/or resumes be returned by, to the Association Co-Chairman (Man or Woman depending on the category) for review and distribution to the selection committee.

The selection committee for the men should consist of the Territory Manager, Association President, Association Vice-President, Association Chaplain, and the Association Secretary. Should any of these positions be held by a lady, then the Association Treasurer, Moose Legion Ambassador, and Regional Manager be substituted in that order.

The selection committee for the Lifetime Achievement Award for the men will be the Past Presidents of the Association. The selection committee for the Lifetime Achievement Award for the Ladies will be the Past Deputy Grand Regents.

The selection committee upon receiving the packet of forms/resumes from the Co-Chairmen for the men and women should review their packet completely and then rank the nominees as follows from 1 for the best, 2 for the second best, and so on until the entire packet for each category has been ranked. (For example, if the selection committee receives 3 nominees for a specific category, they would be ranked 1 through 3. If they receive 5 nominees for a specific category, they would be ranked 1 through 5). Always remember that 1 is the best and so on. Upon completion, fill out a sheet with all your rankings by category and return to your Co-Chairman by the date requested via e-mail. Example is as follows:

 Moose Legionnaire of the Year

1. John Doe
2. Mike Smith
3. Johnny Jones

Once the results are received back from the selection committee for the men and women, each Co-Chairmen is responsible for developing a tabulation sheet. These sheets should have the category as a

header, the nominees along with their lodge down the left side and the initials of the individual on the selection committee running along the top. The Co-Chairmen for the men andwomen then would fill in the numbers (like a football pool) for each candidate. There should be a totals column on the right- hand side of the tabulation sheet. Please note that there should be a tabulation sheet for each category. Once all rankings for a category have been recorded, simply add up the rankings for each nominee and put that number in the totals column. The nominee with the lowest total is the recipient of the award. The “Hall of Fame” Award is a simple “Yes or No” answer. Nominee must have a two-thirds (2/3) majority vote to receive the award. There is no guarantee of a recipient of the “Hall of Fame” Award. The Co-Chairmen are responsible for holding on to all resumes, voting sheets from the selection committee, and the tabulation sheets for 60 days after the Annual Association Convention to resolve any discrepancies that may arise.

The Co-Chairmen are responsible for ensuring that all nominees in each category receive a certificate for the category they were nominated for. The Communications Chairman and/or Association Secretary will provide these certificates to you via e-mail once you give her the information, as well as the certificates for the “Hall of Fame”. All of the certificates must be placed in a cardboard document holder and a gold “Seal of Excellence” attached to the certificate (both the cardboard holders and seals can be purchased at Office Max). The “Hall of Fame” certificates must be placed on a wood plaque with a hard see-through plastic cover that is nailed to the wood which can also be purchased at Office Max. All certificates must be signed by the Territory Manager and the Association President. Please note that the “Hall of Fame” certificates must be signed prior to putting the wooden plaque together. All certificates and plaques will be handed out at the Association Annual Convention Banquet on Saturday night.

The Co-Chairmen are also responsible for getting any of the traveling plaques back from the previous year recipients and getting them engraved. These will also be handed out at the Association Annual Convention Banquet on Saturday night.

For the Moose Legion, the Moose Legion Ambassador is the Chairman for all Moose Legion functions held at the Association Mid-Year Conference and the Association Annual Convention. He shall ensure that every Lodge has a fully functioning Lodge Moose Legion Committee. He shall be in contact with all Lodge Moose Legion Committee Chairmen or Assistant Secretaries on a quarterly basis by phone, e-mail, or when possible by a personal visit.

The Moose Legion Ambassador shall strive to increase membership in the Moose Legion and help organize and maximize the effectiveness of the Moose Legion Committee within the Lodges. He shall work closely with the Moose Legion Area Manager and the Territory Manager to make the Lodge Moose Legion Committee a true asset to every Lodge in the Association.

**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 and Territory Manager.

The chairman of the Rules and Order Committee will give the report of the agenda at the opening of the Annual Association Convention and/or Association 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 and Association Policies.

**Scholarship Committee**

*See Youth Awareness Committee*

**Training and Education Committee**

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 and Territory 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.
* 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” and roster of attendees 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.

### Leadership Trainer

A Leadership Trainer shall either attend a “Train the Trainer” course at Mooseheart or be trained in the field by a qualified trainer. The courses that the Leadership Trainer shall be prepared to present are *Leadership Training for Officers and Committee Chairman*, *Social Quarters Management (Managing Profits)* and *Taxes: relating to Forms, and Filing Requirements for Lodges.*  The Leadership trainer shall prepare for each training session by reviewing the Trainers Guide, the General Laws of the Order and all other pertinent material. After each Leadership Training class the trainer shall review the class “Evaluation Survey” forms and make appropriate changes to the presentation as warranted. The trainer shall keep a record of the attendees at the Officer Leadership Training sessions for the last three (3) years and forward the record to the appropriate State Association Officers.

### 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 Online” financial reporting software and “LCL Web” membership management software.

**Ways and Means Committee**

This Committee shall consist of a Chairman, members of the Association Executive Board of Officers and any other person(s) of Committee Chairman’s 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 President who will then take it before 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 Treasurer and a receipt shall be issued.

The Ways and Means Committee will be responsible for the storage and sale of all Association merchandise (T-shirts, Polo Shirts, Jewelry, etc.) at a display they will set up at both the Annual Association Convention and Association Mid-Year Conference. He/she will turn in all monies received from merchandise sales to the Association Treasurer and a receipt will be issued.

He/she will be responsible for keeping an inventory of all Association merchandise in his/her possession. He/she will also notify the Association Executive Board of the need to purchase additional merchandise and assist in the selection of that merchandise.

He/she will be responsible for issuing Raffle Tickets to the Association Officers, Association Chairmen and Lodges within the Association to be sold for the Association Raffle held at the Annual Association Convention. He/she will be responsible for keeping track of the tickets sold, tickets returned unsold and monies turned in for all tickets issued. These numbers will be turned over to the Association Secretary. All monies will be turned over to the Association Treasurer and a receipt issued. He/she will also be responsible for selling additional tickets during the Annual Association Convention. He/she will draw the “winning tickets” at the Annual Association Convention’s Saturday Night Banquet or other time as directed by the Association Board of Officers.

He/she will be responsible for issuing “Officer Raffle Tickets” to the Association Officers and Association Chairmen to be sold for the Association Officer Raffle held at the Association Mid-Year Conference. He/she will be responsible for keeping track of the tickets sold, tickets returned unsold and monies turned in for all tickets issued. These numbers will be turned over to the Association Secretary. All monies will be turned over to the Association Treasurer and a receipt issued. He/she will also be responsible for selling additional tickets during the Association Mid-Year Conference. He/she will draw the “winning tickets” at the Association Mid-Year Conference’s Saturday Night Banquet or other time as directed by the Association Board of Officers.

He/she will be responsible for selecting Committee Members to assist him/her in all aspects of the Committee’s functions.

## **Webmaster**

The Webmaster and the Association Secretary will be responsible for maintaining the Association webpage under the direction of the Association President and Association Secretary.

He/she shall ensure that domain registration and site hosting is maintained to avoid any disruption in service.

He/she shall maintain a database, accessible through the website, of Association Officers, International Appointments and Chairmen.

He/she shall maintain a database, accessible through the website, of Association Events and Meetings.

He/she 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.

He/she shall provide the ability for Fraternal Units to maintain their own Calendar of events.

He/she shall receive from all Association Officers and Chairmen the information necessary to promote their areas of responsibility.

He/she will work with each Association Officers and Chairmen to ensure that information related to their areas of responsibility is timely and complete.

He/she shall maintain a database, accessible through the website, of Fraternal Unit Membership Production.

He/she shall maintain databases or web pages that show progress toward Association Goals. These include but are not limited to: Moose of the Year, Moose Legionnaire of the Year, Co-Worker of the Year, Novice Co-Worker of the Year, Community Service Reports, and Heart of the Community Reports.

He/she shall submit the Association Website for judging in International Competition.

He/she shall perform any other duties assigned by the Regional Manager, Territory 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/she 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/she shall contact all Lodges in the Association as well as the Moose Legion(s) and Women of the Moose Chapter(s) within the Association to solicit their help in getting the students from their area to participate in The Youth Awareness Program.

He/she will also be asked to make written and/or verbal reports at Association Board Meetings, Association Mid-Year Conferences and Annual Association Conventions.

He/she will attend the International Youth Awareness Congress whenever possible.

**NOTES:**