

Loyal Order of Moose



Orientation Guide

for

New Officers

and

Committee Chairmen

Name: _____

Lodge: _____

Phone: _____

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About This Guide

This book is designed as a supplement to the Moose *Orientation Class for New Officers and Committee Chairmen*. Both are intended for Officers and Committee Chairmen who have been elected or appointed for the **first time**. Together, they begin to prepare you to fulfill your responsibilities successfully to your Moose Lodge, and the fraternity as a whole.

This book can also serve as a **Handbook** and **Reference Guide** for any Officer or Chairman. (*The General Laws of the Order shall prevail in any case of conflict with this guidebook.*)

Objectives

By attending the Orientation class and reading this book, you will learn to:

- ✓ Define the *Mission of Moose International*.
- ✓ Describe the *four main levels* of the Moose Fraternity.
- ✓ Use other *resources* to learn more about your position, and *how to accomplish* your duties and assignments.
- ✓ Describe the *responsibilities all Officers* have in common.
- ✓ List the *specific duties* of your particular position.
- ✓ Recognize the duties of the other Officers, so you will be able to *function as an effective team*.
- ✓ List the various *committees needed to accomplish the mission* of the fraternity and to operate a successful lodge.
- ✓ Describe the *responsibilities and duties all Chairmen* have in common.
- ✓ Describe the Officer's *roles and duties* when meeting as the *House Committee*.
- ✓ Discuss the *key responsibilities of the House Committee* in overseeing the social quarters business operation.

The Moose Organization

Moose International has a written Mission Statement. This statement is contained in the back of the General Laws. We reprint it here as a reminder of the purpose for which we are all joined in service.

Mission Statement

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.

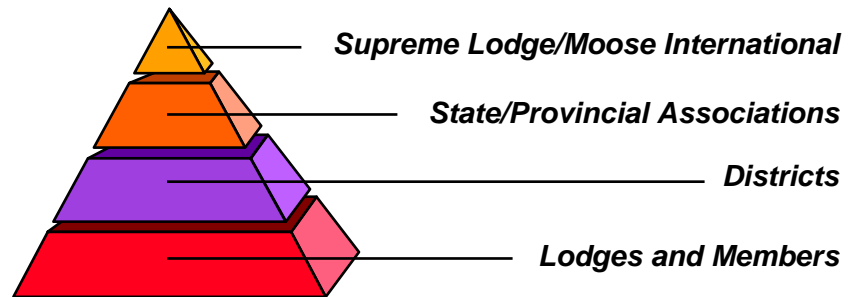
Moose International, Inc., is committed to a positive leadership role in our communities as demonstrated by the establishment of modern lodge facilities and family centers to host activities for the entire family, complete and varied sports programs and assistance to our neighbors in need through community 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.

The Moose Organization (continued)

Four Levels of Resources

Like most organizations, our fraternity has several parts. The figure below shows how groups of people are arranged to guide and support the work we do to accomplish our mission.



Our base is made up of the members and their families who join together to form our lodges. Your lodge is one of approximately 1900 pillars that make the foundation of the Loyal Order of Moose.

Geographic areas determine the next two levels, Districts and State/Provincial Associations. Each of these units elects and appoints its own board of officers and chairmen. Their purpose is to coordinate the programs of Moose International and the Supreme Lodge, and to provide two-way communication, guidance and idea sharing to make the lodge system work and grow.

The leaders of these associations have served in various capacities in their home lodges. They have experience you can use when you need help or ideas to accomplish a project or goal.

The Supreme Lodge and Moose International headquarters are comprised of elected and appointed officers, full-time staff members and others who work to develop programs, to support the operations of Mooseheart and Moosehaven, and to provide guidance to the whole organization.

As a newly elected or appointed officer or chairman, you have accepted a leadership role in your lodge. You need to learn to use the other levels as resources to help you accomplish your particular duties and goals. And, you need to keep communication flowing, both downward to your lodge, and upward to your association and Moose International.

When the Moose system works together to accomplish our mission, the whole is greater than the sum of its parts.

The Lodge Board of Officers

Special Note:

Lodges operating as Moose Service Centers, or as authorized under the Joint Management Pilot program are organized differently. Moose International has separate guidelines for them.

Lodges having substantial assets, operating a social quarters, or if required by the General Governor, must incorporate under the laws of the state or province in which they are located. (Section 26.8) Like any corporation, your lodge has a board of directors. It is made up of nine members called the *Board of Officers*.

Election to the Board of Officers obligates those individuals to their fellow lodge members and the fraternity. It also creates certain legal obligations. This section describes the general responsibilities all officers have in common, as well as the specific duties of each officer. You should also become familiar with the duties and responsibilities of the other officers because you may be called upon in their absence.

Board Composition

| Voting Officers (Chapters 33 – 40) | | |
|---|-------------|-----------------|
| <i>Elective</i> (Sec. 33.1) | | |
| • Governor | • Prelate | • Administrator |
| • Junior Governor | • Treasurer | • Trustees (3) |
| <i>Condition</i> (Sec. 34.1) | | |
| • Junior Past Governor | | |

| Non-Voting Officers (Chapter 41) | |
|---|--------------------------|
| <i>Appointed</i> (Sec. 35.4) | |
| • Sergeant-at-Arms | |
| • Inner Guard (Optional) | • Outer Guard (Optional) |

General Responsibilities

All officers have some responsibilities in common, individually, and collectively as a board.

Prepare to Serve

New officers need to learn about their particular job. All officers should review these resources to learn what is expected of them in their respective position:

- Read and become familiar with the General Laws;
- Read "*Forward in the Good, Onward in the Right*";
- Ask questions of others who have held your position.

The Lodge Board of Officers (continued)

General Responsibilities

Note:

Chapter 42 of the General Laws describes the rules for calling and conducting lodge meetings.

If the lodge has a Chapter of Women of the Moose, the lodge Board of Officers must also hold a joint meeting with the Chapter Board of Officers at least monthly. (Sections 42.4 & 46.22)

Note:

See Section 28.7 of the General Laws.

Attend Meetings

Meetings provide an opportunity to discuss and approve the objectives and actions that the lodge members choose to pursue. Meetings are also needed to accomplish the routine business of the lodge. At least two Board of Officers meetings and one regular general membership meeting must be held each month. It is important that all nine voting officers attend and participate in the required meetings.

At Board meetings, you will make regular reports on the specific duties assigned to you. You will hear reports from other officers, especially the reports on the financial activity and health of the lodge. You will also consider and vote on recommendations for activities and expenditures that will be placed before the general members at regular monthly meetings for approval.

Only the Governor, or presiding officer, may excuse another officer from attendance. An “elected” officer with three unexcused absences may have his office declared vacant. (*Sec. 35.11*)

Other Responsibilities

Serve on the House Committee

The General Laws designates the voting officers of the Board to serve concurrently as members of the House Committee. Another section of this guide describes their roles and responsibilities when serving on the House Committee.

Read Publications

Officers must stay informed by reading the magazines, newsletters and circulars produced by various departments of Moose International, State/Provincial and District Associations. In particular, *Moose Magazine* and *Moose Leader* will help keep the Officers abreast of activities, direction and changes. Officers must read relevant information at regular lodge meetings, and otherwise make pertinent information available to lodge members by posting. (*Sec. 42.11*)

Ritual Participation

Certain Officers must memorize their respective Ritual parts for opening and closing lodge meetings. If a qualified Ritual staff is not available to do so, the officers of the lodge are to conduct the proper ceremony for enrolling new members.

The Lodge Board of Officers (continued)

General Responsibilities

Set Goals

Many individuals, and most organizations write goals to precisely define their desired results. Goals help us to focus our energies on a small number of high value achievement targets. Adopting this practice is an effective and crucial tool for the Board.

The Board of Officers can measure its actions in three important areas. Each officer should keep these overall responsibilities of the Board in mind:

- To improve the financial security of the lodge;
- To increase and retain the current membership;
- To promote Mooseheart and Moosehaven.

Use the list above, the Moose International *Mission Statement* and read about *Moose Momentum* on the following page for areas that the Board members agree would be important contributors to advancing the success of your lodge. Then, write several objectives using the SMART goal system. Here are some examples:

SMART Goal System

Goals should;

be **Specific.**

be **Measurable.**

be **Achievable.**

require **Reach.**

be **Time limited.**

1. *Sponsor a qualified Mooseheart child by the start of the school year.*
2. *By the end of this calendar year, create, plan and implement three new family activities that attract a combined total of 30 families who are new, or have not attended a lodge function in the past year.*
3. *Improve retention of current membership to 90% or higher by the end of this fiscal year.*

Note:

See page 32 for Smart Goal / Action Plan form.

Some of your lodge's goals, such as new member targets, are passed along from the Supreme Lodge and/or your Association. Keep in mind that doing your part for the overall goals of the fraternity may make you or your lodge eligible for Merit Award programs.

Strategic Plans

Larger goals take longer than the term of the current Board. And, planning further ahead can have advantages. Writing goals for one, two and three years are needed, especially when raising and accumulating funds for big projects. Long term goals that take three to five years, or longer, are called Strategic Plans.

The Lodge Board of Officers (continued)

General Responsibilities



Moose Momentum

For several years, members of our order explored what must be done to meet our needs and developed a strategic plan, which will allow us to flourish in this new millennium. This plan will enable the mission of the Moose to be realized. Every lodge is part of the plan.

Your Board of Officers should develop goals that support these strategies at the lodge level. Across our fraternity, we must develop momentum that will carry us forward into a new and brighter tomorrow.

The Strategic Plan – An Overview

Strategy 1.0 Maintain and Promote Senior Involvement – To encourage our senior members to remain involved as active participants, we need to meet their needs and provide them with more opportunities to learn together, exchange ideas, and help others.

Strategy 2.0 Add Value Through Benefits – To attract new members and retain current members, we need to provide a constantly evolving member-benefit package that adds value and enjoyment to membership in the Moose.

Strategy 3.0 – Provide Leadership Education – Recognizing the key link between leadership and education, we need to provide members with increased opportunities for leadership growth through timely and relevant education and training.

Strategy 4.0 Increase Membership Retention – In order to better meet our members' expectations, our goal is to be proactive in creating comfortable and flexible surroundings. Additionally, we will develop programs where members are recognized and appreciated and that also reinforce the value of belonging to the Moose Organization.

Strategy 5.0 – Meet the Needs of Members with Children – To increase the Moose's appeal to young families with children, we need to establish more Moose Family Centers with an environment that invites, involves, and informs members with children and makes a lasting and favorable impression on future generations.

Strategy 6.0 – Improve Communication – To promote the involvement of our members, to nurture relationships, and to reduce confusion, we need to create strategies for expanding and refining our channels of communication at all levels of the organization.

Strategy 7.0 – Promote Joint Management – To operate the social quarters in a profitable manner, we need to develop methods for the joint management of Moose homes by men and women working together, while preserving our freedom of association and our current lodge and chapter fraternal structure.

The Lodge Board of Officers (continued)

Specific Duties of the Officers

Note:

The Order of Business for lodge meetings is prescribed in the Moose Ritual Handbook.

Governor (Chapter 35)

The Governor is the president of the corporation; elected for a one-year term. He is the presiding officer for all Board, regular and special meetings.

The primary objective of the Governor is to promote the fraternal operation of the lodge. He is the fraternal leader of the lodge and is responsible for nurturing harmony, good will and effective teamwork among the officers and committee chairmen.

In addition to the general responsibilities previously listed, these specific duties are assigned to the Governor:

- Appoint certain designated officers and the chairmen of all standing and special committees, except as otherwise provided for by the General Laws.
- Become familiar with parliamentary procedure and Robert's Rules of Order.
- Preside and maintain order and decorum at all meetings, abiding by the Laws of the Order.
- Excuse other officers from meetings, or declare offices vacant when appropriate.
- Sign the minutes of lodge meetings after approval.
- Increase the membership in the lodge.
- Improve the financial strength of the lodge.
- Chair the House Committee.
- Represent the lodge at community functions when requested.
- Should serve as representative to the Supreme Lodge, and as a delegate to State, Territory or Provincial Association meetings and conventions.
- Sign authorized checks, but never when blank.
- Answer all correspondence directed to him.
- Ensure that the Administrator promptly submits Certified Reports to Moose International.
- Ensure that all tax reports required by state, provincial, or federal authorities are accurately and promptly filed.
- Chair the Mooseheart/Moosehaven Admissions Committee.
- Chair the "Rookie of the Year" selection committee.

The Lodge Board of Officers (continued)

Specific Duties of the Officers

Junior Governor (Chapter 37)

The Junior Governor is the vice-president of the corporation; elected for a one-year term. If a vacancy occurs in the Office of Governor, he serves as Acting Governor, pending an election.

In addition to the general responsibilities previously listed, these specific duties are assigned to the Junior Governor:

- Assist the Governor in preserving order and decorum at lodge meetings.
- Preside at meetings in the absence of the Governor.
- Count, with the Governor, all votes cast, except those for election of officers.
- Serve on the Mooseheart/Moosehaven Admissions Committee.

Prelate (Chapter 39)

The Prelate is elected for a one-year term. He should be observant of the responsibilities of the Governor and Junior Governor in preparation for "ascending through the chairs."

In addition to the general responsibilities previously listed, these specific duties are assigned to the Prelate:

- The Prelate is third in line to preside at meetings in the absence of the Governor and Junior Governor.
- In cooperation with the Governor, visit sick, disabled and distressed members, whenever possible, and make a full report at each lodge meeting. (Sections 35.13 & 39.2)
- Serve on the Auditing Committee, but not as Chairman.

The Lodge Board of Officers (continued)

Specific Duties of the Officers

Note:

Provided he completes his term, which commenced prior to November 1st. (Sec. 34.1)

Junior Past Governor (Chapter 34)

By virtue of his previous election (or appointment), the retiring Governor serves as Junior Past Governor. He is a voting member of the Board of Officers.

A primary responsibility of the Junior Past Governor is to assist in completing projects begun in the preceding year. If he is unable to discharge his responsibilities, the next available Past Governor in order of juniority, by service, will serve.

In addition to the general responsibilities previously listed, these specific duties are assigned to the Junior Past Governor:

- Serve as installing officer.
- The Junior Past Governor is fourth in line to preside at meetings in the absence of the Governor, Junior Governor and Prelate.
- Serve on the Mooseheart/Moosehaven Admissions Committee.
- Chair the "Moose of the Year" Committee.

Treasurer (Chapter 38)

The Treasurer is the treasurer of the corporation. He is the custodian of all securities, assisted by the Governor and Administrator.

In addition to the general responsibilities previously listed, these specific duties are assigned to the Treasurer:

- Ensure funds are deposited at least weekly. Receive deposit slips from the Administrator, and initial the duplicate deposit slip retained by the Administrator as a receipt.
- Inspect lodge records weekly to verify that all accounting entries are current and consistent with all receipts and expenditures.
- Sign authorized checks, but never when blank.
- With the Administrator and Governor, he is custodian of all lodge securities.
- The Treasurer may perform the duties of the Administrator for a period not to exceed six months, unless the Board appoints another member to act, or nominates a successor.

Note:

The Treasurer may perform the duties of the Administrator in case of illness or short-term disability, and receive compensation during his actual term of service. However, is not "Acting Administrator," as he cannot legally hold two offices simultaneously. (Sec. 36.1)

The Lodge Board of Officers (continued)

Specific Duties of the Officers

Note:

Social Quarters Managers are no longer commissioned. (Sec. 36.2)

With approval from the General Governor, an Administrator may be an Administrator of more than one lodge (Sec. 28.9), provided he is a member in good standing of each lodge.

Vacancies:

If the Board of Officers appoints an Acting Administrator to fill a vacancy, immediately upon appointment, the Acting Administrator becomes a voting member of the Board. (Sec. 36.1)

Administrator (Chapter 36)

The Administrator is the secretary of the corporation. He is required to meet many obligations by law, and under the Laws of the Order. He is elected for a "term of satisfactory service" as determined by the Board of Officers, the lodge and the General Governor.

Unlike the other officers, the Administrator is nominated by the Board of Officers, and then elected by the members. After submitting two timely and approved Certified Reports to Moose International, and upon approval of the Supreme Council, and elected Administrator may receive a Commission. An Administrator may be certified by attending, and successfully completing, a Moose Administration School.

The Administrator should refer to the General Laws and the *Official Office Manual for Moose Lodges* for greater detail on his duties. In addition to the general responsibilities previously listed, these are some of the specific duties assigned to the Administrator:

- Record the minutes of the Board of Officers and lodge meetings. Sign and file the minutes when properly approved at a succeeding lodge meeting and signed by the presiding officer.
- Draw and sign all checks as necessary, which also must be countersigned by the Governor or the Treasurer.
- Collect funds from all sources, including committees, and issue receipts for all funds received.
- Deposit funds as needed, but at least weekly.
- Keep an accurate accounting of all income and expenditures in cashbooks or on computers authorized by Moose International.
- Retain and file all original source documents.
- Compile and file all required reports, including the Weekly Supreme Lodge Reports and Certified Reports.
- Maintain all required records of membership.
- Should serve as representative to the Supreme Lodge, and as a delegate to State, Territory or Provincial Association meetings and conventions.

The Lodge Board of Officers (continued)

Specific Duties of the Officers

One of the Trustees would be a good choice as the lodge CAP (Continuous Accident Prevention) Chairman, as they must inspect the premises monthly anyway.

Property Inventory Tip:

Make a videotape record of each room in the lodge home. Store the tape safely off the premises in case of catastrophe.

Note:

Officers appointed by the Governor serve at his pleasure. They perform the duties assigned to them by the Governor, and those required by the laws and the Ritual of the Order.

The Sergeant-at-Arms will perform the duties of Inner/Outer Guard if none are appointed. (Sec 41.1)

Trustees (3) (Chapter 40)

Each Trustee is elected to a three-year term. Their terms are arranged so that one expires each year.

The Trustees protect and account for the assets of the lodge. They also provide an important check and balance system by examining invoices and recommending them for payment.

In addition to the general responsibilities previously listed, these specific duties are assigned to the Trustees:

- Take inventory of all furniture, fixtures, paraphernalia and other lodge property at least annually.
- Examine and approve all bills weekly, except recurring overhead items, and make recommendations to the lodge or the House Committee regarding payment.
- Each month, compile and deliver to the Administrator and inventory of all House Committee merchandise for resale.
- Inspect the physical properties of the lodge periodically, giving particular attention to the state of repair and the cleanliness of the lodge home and social quarters, and its furnishings and equipment.

Sergeant-at-Arms (Sec. 41.1)

- Take charge of all the properties and paraphernalia of the lodge not otherwise provided for.
- Set up the lodge room for meetings.
- Distribute the emblems of office.
- Introduce all visitors and conduct them to seats in the lodge.

Inner Guard (Sec. 41.2)

- Have charge of the inner door of the lodge room and check membership cards as the "credentials" to attend and vote at meetings.

Outer Guard (Sec. 41.3)

- Have charge of the outer door and anteroom.

Lodge Committees

Committee chairmen have very important jobs. The Board of Officers sets goals and manages much of the lodge business, but committees do most of the work of the lodge and the fraternity. As a chairman, making your particular committee function effectively contributes to the total success of the lodge.

In this section, you will see how the many tasks of operating your lodge are divided among various committees. Breaking the whole job into smaller parts makes it easier to get more things done. Committees also provide more opportunities for people to get involved, and to enjoy the satisfaction that comes with participation.

Listing of Committees

The Governor must appoint all chairmen except those specified in the General Laws. Some committees have ongoing responsibilities. They have continuous activity and need to meet and report regularly. The laws specifically prescribe these regular standing committees:

Standing Committees (Sec. 35.5)

- | | |
|---|-----------------------------|
| • Application Review (Sec. 28.3) | • Membership |
| • Community Service | • Moose Family Activities |
| • Endowment Fund | • Moose Legion |
| • Government Relations | • Publications (Sec. 46.11) |
| • Historical | • Ritual |
| • Mooseheart / Moosehaven Admissions (Sec. 35.6) | • Sports |

(General Law section numbers in parentheses show particular requirements that must be followed.)

Special committees usually have a specific task that is limited in the time they are impaneled to perform it. The Governor must appoint certain special committees, which are restricted as to who may, or may not, qualify to serve on them.

The House Committee is a special committee strictly prescribed in *Chapter 48* of the General Laws.

**Listing of
Committees**

Special Committees

- Auditing Committee (*Sec. 35.7, 39.1 and Sec. 43.5*)
- Nominating Committee (*Sec. 33.2 and 33.3*)
- Election Committee (*Sec. 33.6*)
- Lodge "Moose of the Year" Selection Committee
- Lodge "Rookie of the Year" Selection Committee
- Youth Awareness / YCC Committees

More Examples:

*Bingo, Founder's Day,
Special Dances and
Building Fund.*

The Governor may also appoint other special committees as needed to accomplish special assignments or activities.

A "committee within a committee" may also direct special events. For instance, the Sports Committee Chairman may have a chairman for the Golf Outing, and another for the Pool Tournament.

**Chairmen's
Responsibilities**

Rule of Thumb:

*A committee has at least
three members, including
the chairman.*

First, a committee of one is not a committee at all. The chairman cannot accomplish the job alone. That means you will need to find and recruit members who have an interest in contributing to the committee's projects. The amount of help you'll need depends on the nature of the committee's assignment. The work and size of some committees is defined in the General Laws. Others will only be limited by the goals of the chairman, and the enthusiasm of the members he enlists.

Second, a committee that never meets will probably not accomplish anything. It can be challenging, in today's busy society, just to get your committee together. But, you need to tap into the ideas and energy of the team as a whole.

Third, conducting orderly meetings makes them more productive. It is also important that your meetings are as open and democratic as possible. Your members accept the invitation to join the committee because they want to contribute. They want a chance to give input to the committee's goals, and to participate in making decisions. If they have no opportunity to express their ideas on your committee, they will probably find something else to devote their efforts toward.

**Chairman's
Responsibilities**

Resource:

There are 800 activities listed in the Family Activities & Sports Chairmen's Guide Book. They are shown in a sample activity calendar format.

Goal Suggestion:

It is a good idea to survey other members to find out what their interests are.

Suggestion:

It is a good idea to track income and expenses of each committee in separate records.

General Responsibilities

Committee chairmen have some common responsibilities, too. You also have resources that will help you learn your job as committee chairman. You should review pages 6 - 8 in this guide.

- Review the topics "*Prepare to Serve*," "*Attend Meetings*" and "*Set Goals*" in this guide.
- Read those sections of "*Forward in the Good, Onward in the Right*" that apply to committees.
- Obtain and study copies of the booklets printed about your committee by departments at Moose International.
- Ask questions of others who have held your position.

Specific Duties

1. Identify and recruit enthusiastic committee members.
2. Set goals with direction from the Board of Officers and the input of the committee.
3. Develop plans and activities to accomplish the goals.
4. Establish fund raising projections and/or expense budgets, if applicable.
5. Obtain approval from the Board of Officers and the lodge before acting. Incur no financial obligations without prior approval.
6. Carry out the plans and activities.
7. Report regularly to the Board of Officers and the lodge.
8. Celebrate success and recognize the efforts of your committee members.

Special Note: (Sec. 43.3)

No committee, activity group or lodge unit may establish its own checking account, unless required by law. The Administrator must handle all financial transactions of a committee. Income must be deposited to the lodge account, and expenditures made by official lodge check. Committee, unit or activity group funds, if authorized by the General Governor, may be deposited in a savings account.

The House Committee

General Laws:

Chapters 47 through 50.

Special Note:

Lodges operating as Moose Service Centers, or as authorized under the Joint Management Pilot program are organized differently. Moose International has separate guidelines for them.

Of all the committees, the House Committee is the most unique. The government, regulation and control of all social quarters operated by a lodge are vested in the House Committee. All social activities on lodge property, or conducted by the lodge, are under the jurisdiction of the House Committee. The permit to operate the social quarters is issued on the terms prescribed by the Supreme Council and the General Governor.

The House Committee supervises all aspects of the social quarters operation, including; condition and maintenance of the physical properties; fixed assets; expendable and consumable supplies and resale merchandise inventories; operating income and expenses; and, members access to, and conduct within the lodge social quarters.

This section explains the extensive responsibilities of the committee and the roles and duties of the committee members.

Committee Composition

Note:

It is the responsibility of the Administrator or Social Quarters Manager to carry out the formal decisions of the committee

The committee consists of the Board of Officers. However, an officer's role on the House Committee is not the same. His authority is effective only when serving as a member of a regularly convened House Committee meeting. Other than the Governor's authority to fine, a member of the House Committee has no authority in the social quarters as an individual. In cases of misconduct committed in his presence, he should exercise authority only if the person in charge is unavailable, and he has been so authorized by the House Committee.

| Officer | Role on House Committee |
|----------------------|----------------------------------|
| Governor | Chairman of the House Committee |
| Administrator | Secretary of the House Committee |
| Treasurer | Treasurer of the House Committee |
| Trustees (3) | Trustees of the House Committee |
| Junior Governor | Committee Member |
| Prelate | Committee Member |
| Junior Past Governor | Committee Member |

**General
Responsibilities**

The Private Policy:

*"You are either a member,
or you are a guest."*

The Private Policy:

*Before making a purchase
each day, the member
should display his or her
membership card. [Sec.
50.2.4 and page 147.]*

Private Policy

It is the serious responsibility of the House Committee to protect the rights of your lodge, and our entire fraternity, to remain a private organization. Strict adherence to Private Policy regulations is vital to our future ability to operate our lodges and social quarters as private membership organizations. Committee members must study and ensure compliance with *Chapter 50* of the General Laws and the *Addendum*, pages 146 through 148.

Deviation from the Private Policy jeopardizes the lodge and the fraternity in **five** ways:

1. **Public Accommodation** – Allowing unqualified non-members to purchase merchandise can expose your lodge to a court determination that it is a public, not a private accommodation. This jeopardizes the lodge's right to:
 - Select its own members.
 - Organize its activities.
 - Establish its own rules and regulations.
2. **IRS Qualified Not-for-Profit Organization** – Serving non-members could make your facilities a place of public accommodation, subjecting it to payment of taxes imposed on public facilities.
3. **Insurance Liabilities** – Non-members using lodge facilities or participating in activities could increase your insurance exposure and costs.
4. **Licensing** – Serving non-members jeopardizes the status of your private club liquor license.
5. **Copyright Act** – Your lodge is exempt from paying royalty fees when playing music, provided there are no unqualified persons using your facilities or participating in your activities.

The House Committee members must learn, follow and enforce the rules designed to maintain the Private Policy. They include, but are not limited to; providing a Guest Register; having guests or members wear identification; and, permitting the sale of merchandise only to good standing members of the Order.

**General
Responsibilities**

Meetings (Sec. 48.1)

The committee must hold at least two meetings every month to conduct its business. These meetings cannot be combined with the meetings of the Board of Officers. There must be a clear distinction between the two meetings.

House Committee meetings are confidential. The Administrator keeps the minutes. Minutes are not read to the lodge, but are read and approved at each succeeding House Committee meeting. Social quarters business is only discussed in committee, and House Committee business is not discussed at lodge or Board meetings, with two exceptions. (See items 1 and 8 below.)

Key Responsibilities

Good business practices and sound financial management are the purposes of several duties assigned to the committee. The committee as a whole performs some; a few may be delegated by the chairman; others are designated by the General Laws to specific members.

The duties listed below are key responsibilities that the committee performs regularly in overseeing the social quarters business operations.

Note:

Rules, regulations and hours of operation do not require approval of the General Governor. However, they must be approved by the membership at a regular meeting. (Sections 48.2 and 50.5)

1. Set rules and regulations for social quarters, which must be approved by the lodge.
2. Establish a budget annually, and review the budget quarterly.
3. Set opening and closing hours of the social quarters.
4. Set employee wages and salaries.
5. Set prices of merchandise for resale.
6. Inspect the social quarters and equipment monthly.
7. Maintain and enforce decorum as referred to in *Section 48.9* of the General Laws.
8. Submit the Monthly House Committee Report at the first regular lodge meeting each month.

***General
Responsibilities***

Monthly House Committee Report

The Monthly House Committee Report form constitutes a Financial Statement, and a Profit and Loss Statement. It is a customary and fundamental routine of every business to generate such statements regularly. Viewing the social quarters operation in business terms is a crucial responsibility of the committee.

The real value of the report lies in studying and analyzing the information. The report describes the results, in dollars and cents, of all the operating practices followed by management and employees throughout the period reported.

Verify Income and Expenses

Good business management begins with verifying all source documents and information. These routine duties are to be completed during House Committee meetings:

Verify income and receipts from all sources.

- Check weekly House Committee envelopes.
- Verify weekly deposits and check against register tapes.
- Count and verify cash on hand, including petty cash.
- Count other sources of income, including vending machine coin boxes. (Should be done in the presence of another committee member.)

Verify and approve all purchases and expenses.

- Examine all bills and approve for payment.
- Ensure all goods and services were received.

Inventory all merchandise for resale monthly.

Further descriptions of these duties, and examples of good inventory and controls practices, can be found in "*Forward in the Good, Onward in the Right.*"

Analyze and Act

Once funds and source information are verified, each expense category should receive a thorough critique. The committee must carefully analyze these financial reports at least once per month, with particular attention given to Profit and Loss statement. In cases where the operation is losing money this may need to be done weekly.

The House Committee (continued)

General Responsibilities

Analyze and Act (Continued)

If any categories show unusual, unexplainable or excessively high costs, the House Committee should direct immediate corrective actions. It is imperative that the social quarters operation be monitored to ensure that it remains profitable and self-sustaining. Lodge funds may not be used to operate the social quarters. These are conditions under which the social quarters permit is issued.

Specific Duties of the Officers

Certain officers have specifically assigned duties to be performed in their positions on the House Committee.

Governor

- Act as Chairman of the House Committee, for the sole purpose of presiding at the meetings of the House Committee. (General Laws, Sec. 35.8)
- Co-sign meeting minutes with Administrator when approved.
- May countersign checks as necessary, but never when blank.

Treasurer

- Receive the deposit slips from the Administrator, and initial the duplicate deposit slip retained by the Administrator, verifying the weekly deposits made.
- Inspect lodge records weekly to verify that all accounting entries are current and consistent with all receipts and expenditures.
- May countersign checks as required, but never when blank.

Trustees

- Examine all invoices and recommend them for payment. Ensure all goods and services ordered for the social quarters were received.
- Take a full inventory, monthly, of all merchandise for resale.
- Personally inspect the quarters, furniture and fixtures monthly. Ensure the highest degree of cleanliness and repair is maintained.

Limited Authority:

Only expenses directly connected with buying and selling merchandise may be authorized in the House Committee meeting.

Note:

The Governor, Treasurer, Administrator, Trustees, Social Quarters Manager, House Committee employees and others must be bonded as required by Moose International. (Sec. 46.3)

**Specific Duties of
the Officers**

Compensation:

No voting officer, except the Administrator, may receive any form of compensation as a lodge officer, or be an employee of the House Committee. (Sec. 46.2)

Administrator

The Administrator's position is most unique. He is the secretary of the House Committee, but he alone may serve in the dual role as Social Quarters Manager. In this dual role, he is both a voting member and an employee of the committee. No other House Committee member can be employed in the social quarters.

The Administrator has specific duties. If he is also the manager, he assumes those responsibilities as well. The duties listed below apply only to the Administrator in his role on the House Committee.

- Keep the minutes of House Committee meetings. Signs and files them after approval at a succeeding meeting. (The Governor or officer who presided co-signs them.)
- Receive money from all social quarters sources, and issue receipts for all funds received.
- Deposit funds as needed, but at least weekly.
- Draw and sign checks as approved by the House Committee, which also must be countersigned by the Treasurer or Governor.
- Keep House Committee cashbook.
- Keep all House Committee records.
- Read bulletins and correspondence.
- Sign all communications.
- Compile, sign and file all required reports including:
 - ✓ Sales taxes;
 - ✓ Payroll taxes;
 - ✓ Monthly House Committee Report.
- Receive from the House Committee, at the end of each month, all cash exceeding the balance of \$5,000 for deposit in the lodge fund.
- Make all books records and accounts available to the Auditing Committee for the purpose of the audit.

The House Committee (continued)

Role of the Social Quarters Manager

The Social Quarters Manager is the business representative of the House Committee. If he is not also the Administrator, he (or she) need not be a Moose member, and has no vote on the House Committee. He or she reports to the House Committee and is charged with carrying out the formal decisions of the committee.

FYI:

Except for the Administrator, no elected Lodge or Chapter Officer may receive income as an employee of the lodge, according to the General Laws, Section 48.6.

Supervising paid employees and/or volunteers is often an essential responsibility of the person performing in this role. It is important that Federal and State/Province legal employment practices be followed. Additionally, the four-step progressive disciplinary process [1) *Verbal Correction*; 2) *Written Warning*; 3) *Suspension*; 4) *Discharge*] should be followed in correcting employee performance or behavior.

The duties listed below apply only to the Social Quarters Manager who is not also the Administrator. (The Administrator will perform these duties if he is also the Social Quarters Manager.)

- Employ personnel within the budget established by the House Committee.
- Train and supervise employees following legal and reasonable practices established by the House Committee, including hiring and termination procedures.
- Collect funds generated by operations from employees, and issue receipts.
- Turn over all funds collected to the Administrator for deposit at least weekly.
- Retains keys necessary to perform his/her duties.
- Prepares information for inclusion in the Monthly House Committee Report.
- Monitor the conduct and decorum of members in the social quarters.
- Sign all reports made to the House Committee.

Note:

Only the Administrator and duly authorized employees may possess keys to the lodge home or Social Quarters unless permitted in writing by the General Governor. (Sec. 46.18 & Sec. 50.9)

Resource Guide

This section provides information about where you can learn more on your particular area of responsibility. It lists other printed guides, as well as contacts who may be able to give you information and ideas. You should follow these resources in the order they are given. First, check resources that are available in written form, then contact your local and regional counterparts. Finally, check with sources at Moose International if you need more help.

If you have access to the Internet, detailed “Contact Lists” that can direct you to the right person to call are listed in the LOOM and WOTM sections of the Moose International website (www.mooseintl.org).

Printed Resources

Several departments at Moose International have developed booklets, information packets and pamphlets that are useful to officers and committee chairmen.

It is a good idea to check with former officers and chairmen, or your lodge Administrator. Often, there are copies already in your lodge office. If your Administrator has attended the Administrator’s Course at Mooseheart, he received a binder that included most of the then current materials and forms.

Also, you should contact your District and State counterparts first. They may be able to provide information or material quickly.

Below are listed some of the departments and commonly requested information which might be of use to you.

| | |
|-------------------------|---|
| Admissions | <ul style="list-style-type: none">• Mooseheart• Moosehaven Informational Pamphlets and Admissions Procedures |
| Catalog Sales | <ul style="list-style-type: none">• LOOM Official Supplies Catalog (Includes some forms.)• General Laws |
| Finance | <ul style="list-style-type: none">• IRS Forms 990 & 990EZ |
| General Governor | <ul style="list-style-type: none">• Information Sheets & Forms — Dispensations, Private Policy, Lease/Buy/Sell Property, Elections. |

Resource Guide (continued)

Printed Resources

| | |
|------------------------------------|---|
| Human Resources | <ul style="list-style-type: none"> • Information Sheets — Employment Practices, Job Descriptions, etc. |
| Membership | <ul style="list-style-type: none"> • Membership Campaigns • Guide for Preparing Weekly Supreme Lodge Report |
| Fraternal Operations Groups | |
| Administrator's Course | <ul style="list-style-type: none"> • Information and Scheduling |
| Community Service | <ul style="list-style-type: none"> • Guide for Lodge Chairman • Youth Awareness Chairman's Guide |
| Family Activities | <ul style="list-style-type: none"> • Guide for Lodge Chairman |
| Family Centers | <ul style="list-style-type: none"> • Information Sheet and Forms |
| Fraternal Education | <ul style="list-style-type: none"> • Certified Leadership Training |
| Government Relations | <ul style="list-style-type: none"> • Guide for Lodge Chairman |
| Merit Awards | <ul style="list-style-type: none"> • Informational Pamphlet, Procedures and Awards |
| Moose Legion | <ul style="list-style-type: none"> • Code of Rules • Moose Legion Committee Guide • Your Next Step in Fraternalism • Camp Ross Pamphlet (#1001) |
| Ritual | <ul style="list-style-type: none"> • Handbook of Rituals – (purchase through Catalog Sales) Enrollment Ceremony & Lodge Meeting, Installation of Officers, etc. • Guide for State/Provincial Chairman |
| Sports | <ul style="list-style-type: none"> • Guide for Lodge Chairman • League & Tournament Information |

People as Resources

Tip:
Write in pencil and update them if individuals change.

In the spaces below, write in the names and numbers of people in your own district who will be helpful in accomplishing your duties and goals. Common committees are listed. Blank spaces let you write in the names and numbers of your committee contact, or others with whom you frequently interact.

District

| <i>Officers:</i> | <i>Name:</i> | <i>Phone:</i> |
|------------------|--------------|---------------|
| President | | |
| Vice President | | |
| Secretary | | |
| Treasurer | | |
| Prelate | | |
| | | |

| <i>Committee Chairmen:</i> | <i>Name:</i> | <i>Phone:</i> |
|----------------------------|--------------|---------------|
| Community Service | | |
| Endowment Fund | | |
| Family Activities | | |
| Government Relations | | |
| Membership | | |
| Ritual | | |
| Sports | | |
| Youth Awareness | | |
| | | |
| | | |
| | | |
| | | |

People as Resources

In the spaces below, write in the names and numbers of people in your own State, Region or Province who will be helpful to you in accomplishing your duties and goals.

State / Regional / Provincial Association

| <i>Officers:</i> | <i>Name:</i> | <i>Phone:</i> |
|---------------------------|--------------|---------------|
| President | | |
| Vice President | | |
| Secretary | | |
| Treasurer | | |
| Prelate | | |
| State / Regional Director | | |

| <i>Committee Chairmen:</i> | <i>Name:</i> | <i>Phone:</i> |
|--|--------------|---------------|
| CAP - (Continuous Accident Prevention) | | |
| Community Service | | |
| Endowment Fund | | |
| Family Activities | | |
| Government Relations | | |
| Membership | | |
| Ritual | | |
| Sports | | |
| Youth Awareness | | |

| <i>Other Resources:</i> | <i>Name:</i> | <i>Phone:</i> |
|------------------------------|--------------|---------------|
| Certified Leadership Trainer | | |
| Council of Higher Degrees | | |
| LOOMIS / TTC Coord. | | |
| Moose Legion Ambassador | | |

**SUPREME LODGE
and
MOOSE
INTERNATIONAL**

The next two pages are for your ready references to Supreme Lodge and Moose International officers, appointees and staff. You may want to list Supreme Lodge representatives from your own State/Regional/ Provincial Association. Or, write down officials and other contacts you meet at conferences and conventions.

Supreme Lodge Officers & Appointees

| <i>Title / Office:</i> | <i>Name:</i> | <i>Contact Number:</i> |
|-------------------------|--------------|------------------------|
| Supreme Governor | | |
| Deputy Supreme Governor | | |
| Supreme Councilman | | |
| | | |
| | | |

Other International Appointees and Staff

| <i>Title / Office:</i> | <i>Name:</i> | <i>Contact Number:</i> |
|------------------------|--------------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Women of the Moose

| <i>Title / Office:</i> | <i>Name:</i> | <i>Contact Number:</i> |
|------------------------|--------------|------------------------|
| Grand Regent | | |
| Deputy Grand Regent | | |
| | | |
| | | |

Moose International

Moose International, Inc.
155 South International Drive
Mooseheart, Illinois 60539

Departments

These Moose International departments are resources available to answer your questions. Some offer printed materials or forms you need.

| Department | Telephone | Department | Telephone |
|---|----------------|-------------------------------|----------------|
| Catalog Sales & Gift Store | (630) 966-2250 | Membership – | 966-2255 |
| Claims & Loss Prevention | (800) 544-4407 | Order Line | 966-2215 |
| Community Service | (630) 966-2224 | Director of Membership | 966-2213 |
| Council of Higher Degrees | 966-2227 | General Assembly - 3000 | 966-2214 |
| | | | |
| Data Services – Men/Legion | 966-2235 | Moose Charities | (630) 966-2200 |
| Director General | 966-2209 | Moose Legion | 966-2227 |
| | | Moosehaven Admissions | (904) 278-1213 |
| Family Activities | 966-2224 | Mooseheart Admissions | (630) 906-3631 |
| Fellowship | 966-2227 | | |
| Finance / Treasurer | 966-2201 | Publications – Moose Magazine | (630) 966-2229 |
| Finance – Consolidated Statements | 966-2203 | Ritual | 966-2226 |
| Fraternal Education | 859-6635 | Scholarship | 966-2200 |
| | | Sports | 966-2226 |
| Fraternal Operations – Family Center Info, Merit Awards, etc. | 966-2260 | | |
| | | | |
| General Governor | 966-2207 | Women of the Moose – | |
| Government Relations | 966-2224 | Chapter Development | 966-2244 |
| | | Data Services – Women | 966-2236 |
| Help Desk – (computers) | 906-3658 | Grand Chancellor | 966-2243 |
| Human Resources | 966-2205 | Home Chapter | 966-2241 |
| | | Membership & Training | 966-2247 |
| Information Systems | 966-2234 | Ritual and Sports | 966-2246 |
| Legal | 859-6637 | | |

More Notes & Resources

Smart Goal / Action Plan — Example

SMART Goal System

Goals should;
be **Specific.**
be **Measurable.**
be **Achievable.**
require **Reach.**
be **Time limited.**

Goal 1: Improve retention of current membership to 94% or higher by the end of this fiscal year.

Action Steps:

- 1. Membership Retention Team to make personal phone calls to all delinquent members within 30 days of dues notice.*
- 2. Have all approved candidates complete a Member Interest Profile at orientation to identify ways to get the new member involved after enrolled.*

Action Plan

GOAL 1:

Action Steps:

Deadlines:

GOAL 2:

Action Steps:

Deadlines:

[You may make additional copies of this form.]