



California Nevada Moose Association

Progress through Leadership

District

Job Descriptions and Guidelines

September 2021

California Nevada Moose Association

Job Description

District President

This job description outlines the specific position of the Association District President and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the units of the Association by promoting membership and signing members
2. As presiding officer shall attend all District Board of Officers, meetings, and functions.
3. Shall attend Association Board of Officer meetings
4. Visits district units as often as possible for the purpose of encouraging and promoting progress in the development of fraternal programs
5. Encourages each district unit to be active in the Association and cooperate with the Association Secretary in the collection of dues
6. Cooperates with the Association Officers in the collection of funds for programs sponsored by the Association
7. Encourages membership promotion with the Membership Department of Moose International and the Duly Authorized Representative of Moose International
8. Cooperates with the Association Chairperson in all authorized activities in the district
9. Prepares a written report to be given at the meetings of the Association covering all phases of activities within assigned district
10. Prepares and submits District President Visitation reports to the Association Vice President after visiting each unit and reports on the progress in the district
11. Coordinates with the District Secretary to ensure the District Master Workbook is submitted to the Association Secretary with a copy to the Association Vice President in a timely manner (normally within 15 days of a district meeting)
12. Shall ensure completion of District Officer Information upon completion of yearly or periodic elections
13. Shall perform other such duties, as the Association Executive Committee may consider necessary
14. Maintains good morals, honesty and truthfulness and promote a positive attitude
15. Maintains confidentiality of the Association and District Board of Officers

California Nevada Moose Association

Job Description

District Vice President

This job description is outlined below for the specific position of District Vice President. These duties include, but are not limited to the following:

1. Takes an active role in increasing membership in the units of the District by promoting membership and sponsoring members
2. Attends all District Board of Officers, meetings, and functions. Acts as presiding officer in the absence of the District President
3. Visit units in assigned District as often as possible, for the purpose of encouraging and promoting progress in the development of fraternal programs
4. Shall request periodic reports from District Lodges and be responsible for guiding their duties to meet the goals of the District, Association, and the Moose Family Fraternity.
5. Shall report to the District President on the progress of the fraternal units
6. Acts as primary fund raiser for assigned District and promotes activities for such, to include, endowment, and participation in the Association sponsored programs, and for the Good of the Order
7. Performs other such duties, as the Board of Officers may consider necessary
8. Maintains good morals, honesty and truthfulness and promote a positive attitude
9. Maintains the confidentiality of the District Board of Officers

California Nevada Moose Association

Job Description

District Prelate

This job description is outlined below for the specific position of District Prelate. These duties include, but are not limited to the following:

1. Take an active role in increasing membership in the units of the district by promoting membership and sponsoring members
2. Attends all District Board of Officers, meetings, and functions. Acts as presiding officer in the absence of the District President and District Vice President
3. Opens and closes all meetings of the District with an appropriate prayer
4. Assists the District President with reports of Committee Chairpersons to meet the goals of the District, the Association, and the Moose Family Fraternity
5. Is responsible for all reports of the Committee Chairpersons at the meetings of the District
6. Shall request periodic reports from Committee Chairpersons and be responsible for guiding their duties to meet the goals of the District, Association, and the Moose Family Fraternity
7. Shall report to the District Board the progress of the Committees
8. Sends cards of condolence or get-well cards, as appropriate, to District members within assigned District
9. Performs other such duties as the District Board of Officers may consider necessary
10. Maintains good morals, honesty and truthfulness and promote a positive attitude
11. Maintains the confidentiality of the District Board of Officers

California Nevada Moose Association

Job Description

District Treasurer

This job description is outlined below for the specific position of District Treasurer. These duties include, but are not limited to the following:

1. Takes an active role in increasing membership in the units of the district by promoting membership and sponsoring members
2. Attends all District Board of Officers, meetings, and functions. Acts as presiding officer in the absence of the District President, District Vice President and District Prelate
3. Assists the District Secretary in properly receipting incoming funds
4. Provides financial status report at each District meeting and functions
5. Assists the District Vice President in fund raising efforts and promotes activities for such, to include, endowment, and participation in Association sponsored programs, and for the Good of the Order
6. Performs other such duties as the District Board of Officers may consider necessary
7. Maintains good morals, honesty and truthfulness and promote a positive attitude
8. Maintains the confidentiality of the District Board of Officers

California Nevada Moose Association

Job Description

District Secretary

This job description is outlined below for the specific position of District Secretary. These duties include, but are not limited to the following:

1. Takes an active role in increasing membership in the units of the district by promoting membership and sponsoring members
2. Attends all District Board of Officers, meetings, and functions. Acts as presiding officer in the absence of the District President, District Vice President, District Prelate and District Treasurer.
3. Assists the District Treasurer in properly receipting incoming funds.
4. Assists in preparation of a financial status report at each District meeting and functions
5. Documents all district proceedings in accordance with guidance provided by the Association
6. Maintains the District Master Workbook. Ensures it is submitted to the Association Secretary with a copy to the Association Vice President in a timely manner (normally within 15 days of a district meeting).
7. Responsible for forwarding any funds receipted that exceed the allowance of \$500 to the Association Secretary for crediting to the district account in the Association records
8. Responsible for forwarding all Endowment funds collected to Moose Charities after each district meeting in a timely manner (normally within 15 days of a district meeting)
9. Prepares the District Master Workbook according to the published criteria to be reviewed by the Financial Review Committee at the Association Mid-Year Conference and again at the Association Annual Convention. Ensures arrangements are made to transport the District Master Workbook to be reviewed and returned
10. Shall be responsible for ensuring the incoming District President completes an Association Application immediately upon completion of the election of the new District President or replacement of an existing District President
11. Shall be responsible for ensuring the incoming District Officer Information Sheet is completed immediately upon completion of the election of new officers
12. Performs other such duties, as the Board of Officers may consider necessary
13. Maintains good morals, honesty and truthfulness and promote a positive attitude
14. Maintains the confidentiality of the District Board of Officers

California Nevada Moose Association

Job Description

District Junior Past President

This job description is outlined below for the specific position of District Junior Past President. These duties include, but are not limited to the following:

1. Takes an active role in increasing membership in the units of the district by promoting membership and sponsoring members
2. Attends all District Board of Officers, meetings, and functions. Acts as presiding officer in the absence of the District President, District Vice President, District Prelate, District Treasurer and District Secretary.
3. Responsible for conducting the installation ceremony for the new district officers
4. Conducts the installation ceremony for the new District President if they are unable to attend the Annual Convention as required
5. Acts as an advisor to the District Board of Officers and assists the new District President in his duties.
6. Visits lodges as guest speaker and promotes membership and fraternalism
7. Performs other such duties, as the District and Association Board of Officers may consider necessary
8. Maintains good morals, honesty and truthfulness and promote a positive attitude
9. Maintains the confidentiality of the District Board of Officers