



California Nevada Moose Association

Progress through Leadership

Association

Job Descriptions and Guidelines

September 2021

California Nevada Moose Association

Job Description

Association President

This job description outlines the specific position of the Association 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. Shall be the chief executive officer of the Association and preside over all meetings of the Association, the Board of Officers, and the Executive Committee
3. Shall appoint chairmen and committees of the Association
4. Shall call meetings of the Board of Officers and Executive Committee at such times as the business of the Association may require
5. Shall with the Duly Authorized Representative of Moose International supervise and correlate the activities and visitations of the District Presidents and shall have authority to visit the units which are members of the Association
6. Shall appoint a Sergeant-at-Arms, Assistant Sergeant-at-Arms, Inner and Outer Guard, and Assistant Inner and Outer Guards as deemed necessary
7. Shall make visitation to Association units promoting the purposes and goals of the Association and the goals of the Moose Family Fraternity
8. Shall report to the Executive Committee progress and concerns of the Association
9. Shall perform other such duties, as the Board of Officers may consider necessary for the Association
10. Maintains good morals, honesty and truthfulness and promotes a positive attitude
11. Maintains confidentiality of the Executive Committee

California Nevada Moose Association

Job Description

Association Vice President

This job description outlines the specific position of the Association Vice 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. The Vice President shall assist the President in the conduct of Association business at the Conferences or Conventions
3. Shall in the absence of the President at stated meetings of the Association, preside over such meetings
4. Shall be a major alternate to the President in making visitations and promoting the purposes and goals of the Association and the goals of the Moose Family Fraternity
5. Shall oversee all reports of the District Presidents at the meetings of the Association
6. Shall request periodic reports from District Presidents and be responsible for guiding their duties to meet the goals of the Association and the Moose Family Fraternity
7. Shall report to the Executive Committee the progress of the District Presidents
8. Shall perform other such duties, as the Board of Officers may consider necessary for the Association
9. Maintains good morals, honesty and truthfulness and promotes a positive attitude
10. Maintains confidentiality of the Executive Committee

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Job Description

Association Chaplain

This job description outlines the specific position of the Association Chaplain 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. The Prelate shall open and close all meetings of the Association with appropriate prayer.
3. Shall conduct a Memorial Service at the Annual Convention
4. Assist in promoting the purpose and goals of the Association and goals of the Moose Family Fraternity
5. Shall be in charge of all reports of the Committee Chairmen at the meetings of the Association
6. Shall request periodic reports from Committee Chairmen and be responsible for guiding their duties to meet the goals of the Association and the Moose Family Fraternity
7. Shall report to the Executive Committee the progress of the Committees
8. Shall perform other such duties, as the Board of Officers may consider necessary for the Association
9. Maintains good morals, honesty and truthfulness and promotes a positive attitude
10. Maintains confidentiality of the Executive Committee

California Nevada Moose Association

Job Description

Association Treasurer

This job description outlines the specific position of the Association Treasurer 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. Collects all money due the Association at all meetings, conferences and conventions and issue receipts
3. Maintains accountability of all receipt books by receipt number
4. Signs all authorized checks at Association meetings as directed by the Executive Committee.
5. Assists the Association Secretary with bank deposits at Association meetings
6. Maintains records of all Association purchased equipment (Computers, laptops, radios, pilgrim paraphernalia, computer software, etc.) and report to the Executive Committee at the Annual Convention the status of all Association owned equipment and the need for replacement
7. Assists the Executive Committee and Secretary in acquiring meeting sites and finalizing contracts with hotels
8. Prepares an annual budget with the assistance of the Association Secretary. Give budget report at annual conventions
9. At all conventions acts as one of the contacts with the host hotels for meeting functions, rooms, meals & entertainment, along with the Association Secretary and Convention Liaison
10. Reviews all current bills with the Executive Committee (i.e., phone, credit card statement, office equipment, office supplies, transportation cost and meals). Bills must be validated against receipts for financial review purposes.
11. Has knowledge of how to access all Association records, books, computer files, credit cards, checking accounts, saving accounts, certificates of deposit, location and combinations of all safes, safe deposit boxes and any other information in possession of the Association Secretary
12. Shall perform other such duties, as the Executive Committee may consider necessary for the Association
13. Maintains good morals, honesty and truthfulness and promotes a positive attitude
14. Maintains confidentiality of the Executive Committee

California Nevada Moose Association

Job Description

Association Secretary

This job description outlines the specific position of the Association Secretary 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. The Secretary shall keep a true and accurate record of all proceedings of the Association, the Board of Officers, and the Executive Committee
3. Promptly attend to all correspondence
4. Perform all duties usually pertaining to the office of Association Secretary. Examples of some of the duties pertaining to this office are:
 - a. Mailings to Association Officers, Association units, and other miscellaneous mailings
 - b. Timely distribution of membership awards
 - c. Timely distribution of requested information when the need arises
 - d. Compiles the Association Officers Roster
 - e. Compiles the Association Unit Roster
 - f. Compiles the Pilgrim Roster
 - g. Orders charity tickets and distributes results of drawing in a timely manner
 - h. Assists Vice President with district information
 - i. Assists with purchasing of Association merchandise
 - j. Assists Association Committees where required
 - k. Maintains Association records and files
 - l. Maintains up to date databases of Association information
 - m. Ensures completion of required IRS Form 990 and CA FTB Form 199
 - n. Prepares reports and agendas for Executive Committee meetings
 - o. Prepares special information reports for Moose International as requested
 - p. Purchases office and other supplies as needed and/or requested
 - q. Secures room reservations for meetings of the Executive Committee
 - r. Maintains financial records
 - s. Deposits Association funds
 - t. Invests Association funds as approved by the Executive Committee
 - u. Pays Association bills as approved. Checks shall be countersigned by the Treasurer and/or President
 - v. Assists Treasurer with preparation of the annual budget and budget reports required at the Annual Convention
 - w. Maintains required committee financial records and disperses funds as approved by the Executive Committee
 - x. Forwards computer update of financial records to the Association Treasurer on a quarterly basis
 - y. Assists Executive Committee by advising of financial status
 - z. Purchases and distributes approved gifts for the Youth Awareness Committee as required
 - aa. Issues Association billings for dues including accounting for any applicable credits due

5. Shall secure adequate security bond in an amount to be fixed by the Board of Officers, the premium of which shall be paid from the funds of the Association
6. Shall submit an annual report to the Association showing the condition of the units within jurisdiction of the Association; receive and account for all monies remitted to the Association; furnish the Treasurer with duplicate deposit slips and/or records showing all funds deposited to Association accounts
7. Maintains equipment and office of the Association
8. Completes and presents reports on the Heart of the Community Scholarship Program
9. Promotes membership programs, fraternal programs and fraternal operations of all Association units
10. Shall keep accurate records of unit attendance at district meetings, conferences, and conventions
11. Shall determine those units in "good standing" and send written notice to units "not in good standing" with copies to designated parties as per Section 51.5 of the General Laws
12. Locate proper meeting sites for Association business
13. Signs all contracts where needed for the Association with approval of the Executive Committee.
14. Attends special meetings
 - a. Installation of new units
 - b. Pilgrim recognition at Mooseheart and lodges when possible
 - c. International conventions
 - d. Miscellaneous meetings where duties of the Association Secretary are required
 - e. Guest speaking engagements as requested
15. Schedule help as needed
16. Assists Executive Committee and Duly Authorized Representative of Moose International where needed and keeps them informed of Association business
17. Shall receive such compensation for services as may be determined by the Board of Officers
18. Shall perform other such duties, as the Board of Officers may consider necessary for the Association
19. Maintains good morals, honesty and truthfulness and promotes a positive attitude
20. Maintain confidentiality of the Executive Committee

California Nevada Moose Association

Job Description

Association Junior (Jr) Past President

This job description outlines the specific position of the Association Jr Past 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. Shall preside over meetings of the Association in the absence of the President, Vice President and Chaplain of the Association
3. Shall be Chairman of the Award of Dedication program and give reports as requested at meetings. Shall promote the program and encourage all lodges to submit their Award of Dedication nominee forms within established deadline.
4. Continue to promote the Association purposes and goals
5. Visit Association units as guest speaker and promote membership and fraternalism
6. Shall perform other such duties, as the Board of Officers may consider necessary for the Association
7. Maintains good morals, honesty and truthfulness and promotes a positive attitude
8. Maintain confidentiality of the Executive Committee

California Nevada Moose Association

Job Description

Association Sergeant-at-Arms

This job description outlines the specific position of the Association Sergeant-at-Arms 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. Takes an active role in increasing membership in the units of the Association by promoting membership and signing members
2. Executes the orders of the President during the sessions of the Association and/or Board of Officers. Acts as Marshall on public occasions and in parades, and in case of Executive Committee sessions shall, with the assistance as he or she may select, examine all present as to their qualifications to remain.
3. Presents the flag and leads the members present in the pledge of allegiance
4. Meets with Assistant Sergeant-at-Arms of Committees and outlines the purposes and goals of said committee
5. Encourages and assists in the development and efficiency of Assistant Sergeant-at-Arms
6. Is responsible for the set up and teardown of Association paraphernalia at Association meetings
7. Reports to the Association President/Executive Committee concerns and progress of the Association
8. Visits and encourages committeemen to visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs
9. Performs other such duties, as the Executive Committee may consider necessary to the Association
10. Responsible for tracking the inventory of all Association paraphernalia
11. Responsible for notifying the Association Executive Committee of any new or replacement requirements for Association paraphernalia
12. Maintains good morals, honesty and truthfulness and promotes a positive attitude
13. Maintain confidentiality of the Board of Officers

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Job Description

Association Inner and Outer Guards

This job description outlines the specific position of the Association Inner and Outer Guards 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 lodges of the Association by promoting membership and signing members
2. Shall take charge of all doors during the sessions of the Association and shall permit only such persons to enter as they are duly qualified representatives or as may be directed by the Association President
3. They shall request assistance from the Sergeant at Arms when additional help is needed
4. They shall report to the Association President/Executive Committee concerns and progress of the Association
5. They shall visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs
6. They shall perform other such duties, as the Executive Committee may consider necessary to the Association
7. Maintains good morals, honesty and truthfulness and promotes a positive attitude
8. Maintain confidentiality of the Association Executive Committee and Board of Officers