



California Nevada Moose Association

Progress through Leadership

Committees

Job Descriptions and Guidelines

September 2021

As provided in the California Nevada Moose Association (CNMA) Bylaws, Article XV, the following committees are recognized by the CNMA:

- Activities Committee
- By-Laws Committee
- Communications Committee
- Council of higher Degrees Committee
- Credentials Committee
- Degrees Committee
- Financial Review Committee
- Government Relations Committee
- Heart of the Community Committee
- Membership Committee
- Memorial Service Committee
- Moose Charities Committee
- Past Presidents' Committee
- Program Book Committee
- Registration Committee
- Resolutions Committee
- Rules and Order Committee
- Scholarship Committee
- Youth Awareness Committee

Further as documented in the CNMA Policy Manual, Policy 8.2, the following additional committees have been established within the CNMA:

- Administrative Advisory Committee
- Childhood Autism Program Committee
- Compliance Review Committee
- Convention Proceedings Committee
- Disaster Relief Committee
- Historical Committee
- Loss Prevention Committee
- Merchandise Sales Committee
- New Lodge Development Committee
- New Member Orientation Committee
- Special Projects Sub-Committee
- Ways & Means Committee

Policy 8.3 provides policy that the CNMA combines the Credentials, Registration, and Program Book Committee along with the Convention Proceedings and Merchandise Sales Committees into the Convention Services Team with a Convention Liaison.

Policy 8.4 provides that the CNMA also has an Association Moose Riders Activity Group.

Policy 8.5 provides that the CNMA also recognizes Moose International designed Mooseheart Marketing Representatives; Moosehaven Admissions Counselors; Training Coordinator & Training Team and the Women of the Moose Conferral Coordinator.

California Nevada Moose Association

Job Description

Association Committee Chairperson

This job description outlines the specific position of the Association Committee Chairperson 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 Committee Chairperson shall meet with their committeemen and outline the purposes and goals of said committee
3. They shall report to the Association Chaplain the progress of their committee in meeting the goals of the committee, the Association, and the Fraternity
4. They shall send to the Association Chaplain copies of reports for meetings of the Association, as the Association Chaplain shall be in charge of all reports of the committee Chairperson
5. They shall complete the CNMA Association Application and Info Sheet each year they desire to continue as an Association Committee Chairperson
6. They shall visit and encourage committeemen to visit as many district meetings and lodges as possible for the purpose of encouraging and promoting progress of said committee and the development of fraternal programs
7. They shall request periodic update reports from committeemen and be responsible for guiding their duties to meet the goals of the Association and the Moose Family Fraternity
8. They shall schedule committeemen into areas where assistance is needed and /or requested
9. They shall encourage all committeemen to attend District, Lodge, and special meetings in their assigned areas
10. They shall encourage and assist in the development and efficiency of committeemen
11. They shall perform other such duties, as the Association Executive Committee may consider necessary to the Association
12. They shall prepare committee activity proposals to be presented to the Executive Committee for review and approval. These proposals are sent to the Association Chaplain
13. They shall prepare fund raising proposals to be presented to the Executive Committee for review and approval. These proposals are sent to the Association Chaplain
14. They shall prepare fund raising reports for all approved fundraising activities whenever requested by the Executive Committee and upon completion of all fundraising projects
15. They shall prepare proposals for the Annual Convention committee activities three (3) months prior to the convention for review and approval. This proposal shall identify any room setup requirements and any other requirements, i.e., meeting space, space for committee activities outside the meeting rooms, etc.
16. They shall prepare proposals for the Mid-Year Conference committee activities three (3) months prior to the conference for review and approval. This proposal shall identify any room setup requirements and any other requirements, i.e., meeting space, space for committee activities outside the meeting rooms, etc.
17. They shall be responsible for ensuring update of their section of the CNMA website on a regular basis
18. They shall notify the Association Chaplain when the Vice Chairperson is acting on their behalf
19. Maintains good morals, honesty and truthfulness and promotes a positive attitude
20. Maintains confidentiality of the Executive Committee and Association Board of Officers

California Nevada Moose Association

Job Description

Committee Vice Chairperson

This job description outlines the specific position of the Association Committee Vice Chairperson and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position. **Note:** the term Co-Chairmen has been eliminated and replaced with the term Vice Chairperson.

1. Shall take an active role in increasing membership in the units of the Association by promoting membership and signing members
2. The Committee Vice Chairperson shall **assist** the Committee Chairperson in their assigned duties as identified above
3. The Committee Vice Chairperson shall perform the duties of the Committee Chairperson when the Committee Chairperson is unable to do so. As provided above the Committee Chairperson must notify the Association Chaplain when the Vice Chairperson will be acting on their behalf.
4. They shall complete the CNMA Committee Member Info Sheet each year they desire to be considered as an Association Committee Vice Chairperson and must coordinate with the Committee Chairperson to ensure continuity in committee aims and purposes
5. They shall visit and encourage committeemen to visit as many district meetings and lodges as possible for the purpose of encouraging and promoting progress of said committee and the development of fraternal programs
6. Their duties are to work together as a team to ensure committees continue to operate throughout the year
7. Shall take an active role in assisting the Chairperson in their duties including assisting in updating of the CNMA website information relative to their committee
8. Maintains good morals, honesty and truthfulness and promotes a positive attitude
9. Maintains confidentiality of the Executive Committee and Association Board of Officers

California Nevada Moose Association

Job Description

Committee Member

This job description outlines the specific position of the Association Committee Member 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. They shall visit assigned Districts and Lodge meetings at least twice yearly or as requested and/or as needed to promote the purposes and goals of their committee
3. They shall encourage each District and Lodge to appoint a chairman/committee corresponding to their committee if the lodge does not already have one
4. They shall make visitation to lodges promoting the purposes and goals of the Association and goals of the Moose Family Fraternity
5. They shall make monthly reports to the Association Committee Chairperson
6. They are appointed for a term of satisfactory service
7. They shall complete the Committee member information screen each new Association year to update and provide information to the Association on their desire to remain on the assigned committee
8. Their cooperation and insight will greatly help your committee to achieve the goals for success of the lodges, Districts, Association, and the Moose Family Fraternity
9. They shall report to the Association Chairperson concerns and progress of the Association
10. They shall perform such duties as the Association Chairperson and Association Executive Committee may consider necessary to the Association
11. Maintain good morals, honesty and truthfulness and promotes a positive attitude
12. Maintains confidentiality of the Executive Committee and Association Board of Officers