



California Nevada Moose Association

District Guidance

July 2023

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 sponsoring 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 Board of Officers in the collection of funds for programs sponsored by the Association
7. Encourages membership promotion as provided by the Moose International Membership Department and any Duly Authorized Representative of Moose International
8. Cooperates with the Association Chairmen 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 the assigned district
10. Prepares and submits District President visitation reports to the Association Vice President after each unit visit and reports on the progress in their district by completing the [District President Visitation Report](#). This report can be found on the CNMA Website > Secretary > District Information.
11. Coordinates with the District Secretary to ensure that all required monthly reports are submitted within 15 days of the district meeting. The required reports are the [District Board & Social Meeting Attendance](#) report and the [District Monthly Distribution of Funds](#) report. These reports can be found on the CNMA website > Secretary > District Information.
12. Shall ensure completion of the [District Officers Information Sheet](#) upon completion of the yearly elections or if there are any changes needed. This report can be found on the CNMA Website > Secretary > District Information.
13. Shall, if approved by the District membership submit a [District President Expense Report](#), within **30 days** of the completion of the Annual Convention or Mid-Year Conference in accordance with the policies outlined in the [District Expense Guidance](#) and **only if** funds have been forwarded to the Association by the district to fund their expenses. **NOTE:** District Presidents are **NOT** funded to attend the International Convention as that is not a requirement of the Association.
14. Maintains good morals, honesty and truthfulness and promotes 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. Shall 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
3. Visit units in their 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
5. Shall report to the President on the progress of the fraternal units
6. Acts as primary fundraiser 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. Is encouraged to assist the District President in lodge visitations
8. Performs other such duties, as the Board of Officers may consider necessary.
9. Maintains good morals, honesty and truthfulness and promotes a positive attitude.
10. 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 Chairmen to meet the goals of the District, the Association, and The Moose
5. Is responsible for all reports of the Committee Chairmen at the meetings of the District
6. Shall request periodic reports from Committee Chairmen and be responsible for guiding their duties to meet the goals of the District, Association, and The Moose
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 promotes 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. Shall 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, District Vice President, and District Prelate.
3. Assists the District Secretary in properly receipting incoming funds
4. Prepares and reads the [District Financial Report](#) at each District meeting
5. Shall be alternate on District Bank Account
6. 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
7. Performs other such duties as the District 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 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. Shall 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, District Vice President, District Prelate and District Treasurer.
3. Responsible for issuing receipts for all incoming funds
4. Assists in the preparation of the required [District Financial Report](#) at each District meeting
5. Documents all district proceedings in accordance with guidance provided by the Association.
6. Prepares, submits, and maintains all District Financial and Attendance Reports
7. Within 15 days of each district meeting shall submit the [District Board & Social Meeting Attendance](#) report and the [District Monthly Distribution of Funds](#) (MDF) report
8. Responsible for remitting to the Association Secretary all funds in excess of the maximum allowance of \$500 for crediting to the district account in the Association records. This is balanced against the District Monthly Distribution of Funds report submitted by the District Secretary.
9. Shall, if approved by the District membership forward funds for the travel expenses of the District President to the Association, using the District MDF designated California Nevada Moose Association section. These funds are referred to as **Convention Expense** and are recorded by District in the Association's QuickBooks Chart of Accounts. **NOTE:** Districts are NOT authorized to issue checks for reimbursement of convention expenses.
10. Responsible for remitting all Endowment funds collected to Moose Charities within 15 days of each district meeting
11. Ensures all District Financial and Attendance reports and records are brought to each Annual Convention and Mid-Year Conference for the purposes of Financial Review
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. Shall 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, District Vice President, District Prelate, District Treasurer and District Secretary.
3. Responsible for Membership Retention programs
4. Responsible for conducting the installation ceremony for the new district officers including 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 their duties
6. Performs other such duties, as the 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