



California Nevada Moose Association

Committee Guidance

August 2024

OVERVIEW

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

As documented in the CNMA Policy Manual, Policy 7.1, the following additional committees have been established within the CNMA:

- CNMA Achievement Award Committee
- Compliance Review Committee
- Convention Proceedings Committee
- Disaster Relief Committee
- Historical Committee
- Loss Prevention Committee
- Merchandise Sales Committee
- Moosehaven Committee
- Mooseheart Committee
- New Lodge Development Committee
- New Member Orientation Committee
- Special Projects Sub-Committee
- Veterans Sub-Committee
- Ways & Means Committee

Policy 7.3 provides policy that the CNMA combines the Credentials, Registration, Program Book, and Convention Proceedings and Merchandise Sales Committees into the Convention Services Team with a Convention Liaison. Oversight of this team and the Convention Liaison resides with the Association Secretary.

Policy 7.4 provides that the CNMA also recognizes the Moose International designed Training Coordinator & Training Team and the Women of the Moose Conferral Coordinator.

Each Committee within the CNMA is designed to follow the aims and purposes identified by Moose International and published in The Constitution and Bylaws of Moose International and The Moose.

The Moose Officers' & Committeemen's Handbook provides additional guidance on committees including a description of the purpose of each committee and the general responsibilities of the Chairs. The following is a quote from this invaluable handbook:

“If the members of the Association can be described as the “body” of the CNMA and the officers as its “head”, then it would seem proper to describe the committees of the CNMA as the “muscles”. An Association without healthy committees (muscles) is one that is usually weak and unable to move forward.

The Association President appoints all Chairs which is a lot of authority that carries a corresponding amount of responsibility. A committee that is simply appointed but does nothing is of no value to an Association. The Association President must see that all committees function throughout their entire term of office.

To help the Association President meet this important responsibility, they are *ex officio* member of all committees, unless they are otherwise disqualified, and they cannot serve on the Financial Review Committee. They need not attend every meeting of every committee, but they may attend anytime. They have authority to appoint replacements if appointees fail to function. They may also require reports from all committees.

Some committees, such as the Financial Review Committee, never have occasion to raise funds or make expenditures. Others must be self-sustaining by raising sufficient funds through approved fundraising projects to finance whatever expenses they are permitted to incur. Still others have raising funds as their principle objective. Finally, there are some committees which may require a small appropriation from the Association which will be held by the Association as provided in the approved budget.

No committee may establish its own fund or bank account unless specifically approved by the Chief Compliance Officer.

Committee meetings are a must. It is the Chair's responsibility to conduct orderly and productive meetings. It is also important that the committee meetings are as open and democratic as possible, giving the members an opportunity to contribute. Members accept the invitation to join a committee with the expectation that they will have a chance to participate.

Each committee must make regular reports to the Association. Oversight of each committee is provided in the CNMA Policy Manual, Policy 7.2.

Committee Chair Responsibilities

Chair and Committee Member Forms

Committee Chair and members are required to submit their information using Cognito forms. The Chair completes the item provided on the CNMA Website > CNMA Forms > [CNMA Chair Application](#). The Committee members complete the [Committee Member Information Sheet](#). These forms are due every year by July 15th.

Chairman/District President/District Secretary Seminars

Chair should plan on attending at least one of the two seminars that are held annually. One will be held in Northern California, and one will be held in Southern California.

CNMA Policy Manual/CNMA Committee Guidance

All committee Chairs and members shall familiarize themselves with both the [CNMA Policy Manual](#) and this document. This is valuable information that will prove to be very useful throughout the year.

Monthly Reports

Monthly reports should be submitted to your designated Executive Committee (EC) member every month. The report should contain information on the progress, successes, and future plans for your committee. Prior to moving forward with any fundraisers or projects please ensure you have Executive Committee approval. It is the goal of this Association to ensure we are offering different activities and that committees are not competing, especially at the Annual Convention and Mid-Year Conference.

Annual Convention and Mid-Year Conference

Prior to both the Annual Convention and the Mid-Year Conference all committees are required to submit a report that will be read or posted to the CNMA Website. This report should share what your committee has done thus far and any upcoming plans. The report should also include activities provided on an International level if they relate to your committee (i.e., International Membership campaigns, sporting events, etc.) These reports are due by **September 1st** for the Annual Convention and by **February 1st** for the Mid-Year Conference.

It is expected that the following committees will have a table or booth at the Annual Convention and Mid-Year Conference:

Activities, Heart of the Community, Membership, Moosehaven, Mooseheart, Moose Charities, New Member Orientation, Merchandise Sales, Ways & Means and Youth Awareness.

NOTE: If your committee is not listed above and would like to have a table/booth please contact your designated EC member.

Any committee that has a table or booth must submit a plan specifically identifying what they intend to do at the Annual Convention and Mid-Year Conference. Decorate your table/booth, be creative, have fun and make the table/booth inviting so members will want to visit to see what you have to offer. Provide information, have candy, games, and/or giveaways.

Any fundraising for the Annual Convention or Mid-Year Conference must be presented in writing to your designated EC member and PRE-APPROVED prior to the upcoming convention or conference in order to ensure that we are NOT duplicating what is being offered. Therefore, a detailed plan of the fundraiser must be submitted no later than 45 days before the scheduled convention or conference.

All monies raised during any fundraising event including the Annual Convention and Mid-Year Conference must be received by the Association Secretary or Association Treasurer who will provide a receipt. The funds collected will be deposited into the committee's designated account.

All expenses incurred by the committee will be reimbursed once an Association Expense Report has been completed. The [Association Expense Report](#) can be found on the CNMA Website > Secretary > CNMA Forms. Valid receipts must accompany any requests for reimbursement and can be uploaded into the Association Expense Report. Also remember that activities and fundraising must be PRE-APPROVED prior to any funds being expended.

Association Newsletter

The CNMA creates and distributes the Association newsletter known as the "Gold Miner". The editor is Linda Huber, linda.huber2405@ gmail.com. Each committee is requested to provide an article that provides information regarding what is going on with their committee, including any plans or activities for which your committee has received EC approval.

It is important when planning committee activities and events to consider the specific dates and deadlines for the Gold Miner:

December – January	Articles due November 15 th
February – March	Articles due January 15 th
April – May	Articles due March 15 th
June – July	Articles due May 15 th
August – September	Articles due July 15 th

NOTE: Timelines are critical to the planning process. As an example, if something is approved to occur at the Mid-Year Conference it must be in the article submitted by January 15th for the February – March newsletter.

Association Website

The CNMA has an official website, www.ca-nvmoose.org. Those committees with a designated webpage are expected to maintain their page. This includes ensuring that their newsletter article is updated on the page. A regular review of the website is considered a part of your assigned responsibilities. Updates are sent to the CNMA Webmaster using the "Submit Updates/Articles" link provided at the bottom of each page of the website or by clicking the Contact Webmaster on the CNMA Home page.

Important Reminder

Let us remember why we are all here. We are here for Moosehaven, Mooseheart, and our Communities. If we are honest, we are also here because we want to have fun and enjoy the camaraderie of other like-minded people. So, while we all have a very important job to do, we as an EC expect our committees to do them and do them well, there is no reason why we cannot have fun while doing it. These positions are not about the title, it is about the excellent work that we do! Also, please feel free to contact your designated EC member at any time to ask for help, to ask questions or for guidance.

California Nevada Moose Association

Job Description

Association Committee Chair

This job description outlines the specific position of the Association Committee Chair 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 Chair shall meet with their committee members and outline the purposes and goals of said committee
3. They shall report to their designated Executive Committee (EC) member on the progress of their committee in meeting the goals of the committee, the Association, and The Moose
4. They shall send to their designated EC member copies of reports for meetings of the Association.
5. They shall complete the [CNMA Chair Application](#) each year they desire to continue as an Association Committee Chair
6. Along with the District Secretary they shall complete the [District Officers Information Sheet](#) immediately upon completion of their yearly elections or when a change in officers has occurred.
7. They shall be familiar with the [CNMA Policy Manual](#). This document can be found on the CNMA Website > Secretary > CNMA Policies/Guidance.
8. They shall with this CNMA Committee Guidance. This document can be found on the CNMA Website > Secretary > CNMA Policies/Guidance.
9. They shall visit and encourage committee members 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
10. The Committee Chair should plan on attending at least one of the two seminars that are held annually. One will be held in Northern California, and one will be held in Southern California.
11. They shall request periodic reports from committee members and be responsible for guiding their duties to meet the goals of the Association and The Moose
12. They shall schedule committee members into areas where assistance is needed and /or requested
13. They shall encourage and assist in the development and efficiency of committee members
14. They shall perform other such duties, as the Association EC may consider necessary to the Association
15. They shall prepare committee activity proposals to be presented to the EC for review and approval. These proposals are sent to their designated EC member
16. They shall prepare fund raising proposals to be presented to the EC for review and approval. These proposals are sent to their designated EC member
17. They shall prepare fund raising reports for all approved fundraising activities whenever requested by the EC and upon completion of all fundraising projects
18. 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.

19. Prior to both the Annual Convention and Mid-Year Conference a report is expected to be submitted to either be read at the Convention or Conference or posted on the CNMA Website. This report should share what your Committee has done thus far and upcoming plans. Reports should also reflect on activities that are being done at the International level if they relate to your committee (i.e., Membership Campaigns, Sporting Activities, etc). These Reports are due by September 1st for Annual Convention and February 1st for Mid-Year Conference.
20. 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.
21. All funds collected at the Annual Convention or Mid-Year Conference must be submitted to the Association Secretary or Treasurer who will provide you with a receipt and the funds will be deposited into an Association Account. Any reimbursement will require the Committee Chair to fill out and submit an [Association Expense Report](#) electronically.
22. They shall be responsible for ensuring update of their section of the CNMA website on a regular basis
23. Maintains good morals, honesty and truthfulness and promotes a positive attitude
24. Maintains confidentiality of the EC 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 Lodge to appoint a Chair corresponding to the District 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
5. They shall make monthly reports to the Association Committee Chair
6. They are appointed for a term of satisfactory service
7. They shall complete the [Committee Member Information Sheet](#) 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
9. They shall report to the Association Chair concerns and progress of the Association
10. They shall perform such duties as the Association Chair and Association EC may consider necessary to the Association
11. Maintain good morals, honesty and truthfulness and promotes a positive attitude
12. Maintains confidentiality of the Association EC and Association Board of Officers