



# **California Nevada Moose Association**

## **District Guidance**

**September 2024**

The Districts of the California Nevada Moose Association (CNMA) are:

Northwest District 1

Northeast District 2

Redwood Empire District 3

Sacramento Valley District 4

Twin Rivers District 5

Big Valley District 8

Mission Trails District 10

West Coast Central District 11

Golden Valley District 12

Greater Mojave District 13

Channel Islands District 14

James West District 15

Centinela District 16

Empire Hub District 19

Desert District 21

High Desert District 22

Southern District 23

Nevada District 24

Comstock District 25

**NOTE:** A listing of all lodges within each district can be found in the CNMA Unit Listing which resides on the [Secretary page](#) of the CNMA Website.

Each District within the CNMA is designed to follow the aims and purposes identified by Moose International and published in The Constitution and By-laws of Moose International and The Moose.

The Association Vice President shall have oversight over all CNMA District and its officers. As such they shall:

1. Provide oversight of all reports of the District Presidents at meetings of the Association
2. Be responsible for guiding their duties to meet the goals of the Association and The Moose
3. Shall review all district minutes (both the Board of Officers and Social Meetings)
4. Shall review all Monthly Distribution of Funds (MDF) report to ensure they accurately reflect what has been documented in the Board and Social meeting attendance and minutes

District Board of Officers and Social meetings are a must. As provided in the CNMA Bylaws Section 3 and the CNMA Policy Manual, Policy 1.1 between the Annual Conventions of the Association each district shall hold a minimum of four (4) regular meetings with at least one meeting being held each quarter. Each district is encouraged to hold more than this minimum.

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

Each District must make regular reports to the Association which are submitted electronically using the Board and Social Meeting Attendance and Monthly Distribution of Funds reports provided on the CNMA Website under District Information.

# District Responsibilities

## **District Forms & Information**

Districts are required to submit their information using Cognito forms. All forms can be found on the CNMA Website > Secretary > District Information.

The District President elect shall complete the District President Application Form immediately upon completion of the yearly elections held by the District. The District Secretary with assistance from the District President shall submit the District Officer Information Sheet upon completion of the yearly election of district officers.

With the yearly due date of July 15<sup>th</sup> for submission of the District President elect's application to the Association a district must consider their meeting schedule (quarterly, bi-monthly, or monthly) in order to properly conduct their nomination and election of District Officers. CNMA Policy 3.0 provides complete guidance on the required qualification of a District President. CNMA Policy 4.0 provides complete guidance on the District Nominating Committee.

## **Chair/District President/District Secretary Seminars**

The District President and Secretary 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. They will occur during the first and second quarters of each Association fiscal year.

## **CNMA Policy Manual/CNMA Committee Guidance**

All District Officers 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.

## **Lodge Visitation Reports**

Lodge Visitation reports shall be submitted to the Association Vice President within 15 days of a Lodge visit. District Presidents are encouraged to visit each lodge within their district outside of a regularly scheduled district meeting. The report should contain information on the progress, successes, and future plans for the lodge. The [District President Visitation Report](#) is completed online. It can be found on the CNMA Website > Secretary > District Information.

## **Annual Convention and Mid-Year Conference**

The District President shall attend both the Annual Convention and the Mid-Year Conference and provide a report of the district progress over the prior period. They are required to sit in their assigned seat and display their District banner.

Districts are only allowed to keep a maximum of \$500 in their district account. All funds received during a district meeting shall be accounted for by specific category as provided in the MDF. Likewise, all expenses incurred by the District shall be accounted for by category and reported on the same MDF. Funds collected for Moose Charities shall be remitted to them within 15 days of a district meeting. The MDF must be completed within 15 days of a district meeting.

## **Association Newsletter**

The CNMA creates and distributes the Association newsletter known as the "Gold Miner". The editor is Linda Huber, [linda.huber2405@gmail.com](mailto:linda.huber2405@gmail.com). Each District President should ensure that all members are aware of this newsletter and their need to review these newsletters as they contain valuable information

relevant to all association members. It is produced and published bi-monthly in December, February, April, June, and August.

### **Association Website**

The CNMA has an official website, [www.ca-nvmoose.org](http://www.ca-nvmoose.org). A regular review of the website is considered a part of your assigned responsibilities. We encourage submission of events and articles from everyone with the CNMA. Updates can be sent to the CNMA Webmaster using the “Submit Updates/Articles/Contact Webmaster” link provided at the bottom of each page of the website.

### **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, and we as an Executive Committee 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 the Association Vice President at any time to ask for help, to ask questions or for guidance.

# 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 the Annual Convention and Mid-Year Conference. Only a Past District President can represent a current District President as an alternate.
4. Shall attend Association Board of Officer meetings
5. Shall attend the Annual Convention Awards Breakfast to collect any awards not collected by one of their assigned lodges. If they cannot attend they must assign someone in their place
6. Visits district units as often as possible for the purpose of encouraging and promoting progress in the development of fraternal programs
7. Encourages each district unit to be active in the Association and cooperate with the Association Secretary in the collection of dues
8. Cooperates with the Association Board of Officers in the collection of funds for programs sponsored by the Association
9. Encourages membership promotion as provided by the Moose International Membership Department and any Duly Authorized Representative of Moose International
10. Cooperates with the Association Chairmen in all authorized activities in the district
11. Prepares a written report to be given at the meetings of the Association covering all phases of activities within the assigned district
12. 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.
13. 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.
14. 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.
15. Maintains good morals, honesty and truthfulness and promotes a positive attitude
16. 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 Chaplain**

This job description is outlined below for the specific position of District Chaplain. 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 Chaplain.
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 Chaplain 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](#) 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. Responsible for remitting all Endowment funds collected to Moose Charities within 15 days of each district meeting
10. 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
11. Performs other such duties, as the Board of Officers may consider necessary
12. Maintains good morals, honesty and truthfulness and promote a positive attitude
13. 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 Chaplain, 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