



California Nevada Moose Association

Progress through Leadership

Association

Job Descriptions and Guidelines

October 2024

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 (BOO), and the Executive Committee (EC)
3. Shall appoint Association Committee Chairs
4. Shall call meetings of the EC and BOO at such times as the business of the Association may require. This can be accomplished using in person or ZOOM.
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 who will appoint additional appointed officers. 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. Goal is to visit at least 50% of CNMA lodges per year to receive maximum Association gift.
8. During the Annual Convention and the Mid-Year Conference will be responsible for the Official Visitor including but not limited to:
 - a. Airport pick up and drop off
 - b. After convention/conference lodge visits
 - c. Initial contact for scheduling of travel plans
 - d. Works with the Association Secretary for hotels, etc.
9. Shall report to the EC progress and concerns of the Association
10. Arranges visitations for the Moose International Chairman of the Board of Directors
 - a. Determines which lodges will be visited including at least two dinners
 - b. Ensure that the 9 o'clock ceremony is held, either during the visit or prior to the visit, and that the endowment fund is collected at each lodge
 - c. Determines if there will be any drop by visits
 - d. It is recommended that the resume of the Chairman be read or summarized when introducing the Chairman to an audience
11. Schedules two District President/Secretary/Chair meetings one in the northern portion of California and one in the southern portion of California with input from the EC
12. May grant exceptions to qualifications documented in the CNMA Policy Manual for District Presidents or other District Boards with input from the EC using the documented CNMA process
13. Is responsible for completing an inventory of all storage items owned by the CNMA at the beginning of their term. Note: a key is provided by the Junior Past President.
14. Is responsible for ensuring that all designated individuals maintain a complete inventory throughout the Association year. This ensures that the inventory accounts in the Association financial records are accurate.

15. Is responsible for obtaining the new campaign pins and shirts for all Association Officers preferably during the Mooseheart Graduation weekend
16. Shall use the president@ca-nvmoose.org email account. This email will auto forward to the President's personal email address.
17. Shall perform other such duties, as the BOO may consider necessary for the Association
18. Responsible for purchasing the gavel for the Incoming President
19. Maintains good morals, honesty and truthfulness and promotes a positive attitude
20. Maintains confidentiality of the EC

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
5. Shall be prepared to present at the Mandatory Organizational Meeting held in conjunction with the Annual Convention
6. Shall be prepared to assist in the planning and presenting at the two District President/Secretary/Chair meetings one in the northern portion of California and one in the southern portion of California with input from the EC
7. Shall oversee all reports of the District Presidents and be responsible for guiding their duties to meet the goals of the Association and The Moose
8. Shall make efforts to visit other areas to attend District Meetings throughout the Association
9. Shall work with the Five Star Chair to ensure accurate reporting of District Lodge Attendance
10. Shall review and approve all District Exception Request forms completed by Lodge Administrators and Lodge Presidents requesting to be excused from District Meetings and approve deny those requests electronically using Cognito
11. Shall use the vicepresident@ca-nvmoose.org email account to ensure the submitted District Exception Request forms are reviewed and approved using Cognito. This email will auto forward to the Vice President's personal email address.
12. Shall review the Board of Officers (BOO) & Social Meeting Attendance reports submitted through Cognito to ensure they are complete and being turned in as required
13. Shall review the Monthly Distribution of Funds (MDF) reports submitted through Cognito to ensure they are balanced, completed and being turned in as required
14. Shall also ensure the MDFs are completed in conjunction with what has been documented in the BOO & Social Meeting Attendance meeting minutes
15. Shall work with the Association Secretary when funds are not remitted as documented in the MDFs or when out of balances occur
16. Shall report to the EC the progress of the District Presidents
17. Shall perform other such duties, as the BOO may consider necessary for the Association
18. Maintains good morals, honesty and truthfulness and promotes a positive attitude
19. Maintains confidentiality of the EC

California Nevada Moose Association

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. Shall open and close all meetings of the Association with appropriate prayer
3. Shall when called upon create and deliver a special prayer
4. Shall conduct a Memorial Service at the Annual Convention including preparation of the Deceased PowerPoint presentation of all deceased Association members from September 1st to August 30th
5. Assist in promoting the purpose and goals of the Association and goals of The Moose
6. Is designated Point of Contact for assigned committees as outlined in the CNMA Policy Manual
7. Shall report to the Executive Committee (EC) the progress of assigned committees
8. Shall be responsible for ascertaining the number of committee tables needed for the Annual Convention and Mid-Year Conference and determine the appropriate layout. Works with the Association Treasurer in completing this assigned task.
9. Shall receive monthly reports from assigned Chairs including any progress, future plans, activities and fundraisers
10. Shall use the chaplain@ca-nvmoose.org email account. This email will auto forward to the Chaplain's personal email address.
11. Advise and ensure that assigned Chairs submit articles to the Gold Miner
12. Advise and ensure that assigned Chairs update their assigned section of the CNMA Website
13. Shall in a timely manner inform of any sickness and distress and aid the District Chaplains in their duty to do the same
14. Shall visit Districts whenever possible and/or at the request of the Association President or Vice President
15. Shall be in charge of ensuring reports of assigned Chairs are provided as documented in the Committee Guidance at the meetings of the Association
16. Shall request periodic reports from assigned Chairs and be responsible for guiding their duties to meet the goals of the Association and The Moose
17. Shall perform other such duties, as the BOO may consider necessary for the Association
18. Maintains good morals, honesty and truthfulness and promotes a positive attitude
19. Maintains confidentiality of the EC

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 assigned receipt books by receipt number
4. Signs all authorized checks at Association meetings as directed by the Executive Committee (EC)
5. As provided in documented procedures shall assist the Association Secretary with bank deposits at the Association convention and conferences
6. Is designated Point of Contact for assigned committees as outlined in the CNMA Policy Manual
7. Shall be in charge of ensuring reports of assigned Chairs are provided as documented in the Committee Guidance at the meetings of the Association
8. Shall receive monthly reports from assigned Chairs including any progress, future plans, activities and fundraisers
9. Shall request periodic reports from assigned Chairs and be responsible for guiding their duties to meet the goals of the Association and The Moose
10. Advise and ensure that assigned Chairs submit articles to the Gold Miner
11. Advise and ensure that assigned Chairs update their assigned section of the CNMA Website
12. Shall report to the EC the progress of their assigned committees
13. Works with the Association Chaplain in ascertaining the number of committee tables needed for the Annual Convention and Mid-Year Conference and in determining the appropriate layout
14. Maintains records of all Association purchased equipment (Computers, laptops, radios, pilgrim paraphernalia, computer software, etc.) and report to the EC at the Annual Convention the status of all Association owned equipment and the need for replacement
15. Gives the budget report at the Annual Convention as provided by the Association Secretary
16. 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
17. Assists in the collection of outstanding invoices owed the Association (i.e., dues billings, NSF Checks, etc.) with oversight of the Association Secretary
20. Shall use the treasurer@ca-nvmoose.org email account. This email will auto forward to the Treasurer's personal email address.
18. Shall perform other such duties, as the EC may consider necessary for the Association
19. Maintains good morals, honesty and truthfulness and promotes a positive attitude
20. Maintains confidentiality of the EC

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 Association Secretary shall keep a true and accurate record of all proceedings of the Association, the Board of Officers (BOO), and the Executive Committee (EC)
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 requested information when the need arises
 - c. Compiles the Association Officers Roster
 - d. Compiles the Committee Chair and member lists based on submissions of assigned members
 - e. Assists Vice President with district information
 - f. Assists with purchasing of Association merchandise, membership incentives, awards and gifts
 - g. Assists Association Committees where required
 - h. Maintains Association records and files
 - i. Maintains District records and disperses District funds as documented by District Secretaries in their submitted reports
 - j. Maintains up to date databases of Association information
 - k. Ensures completion of required IRS Form 990 and CA FTB Form 199
 - l. Prepares reports and agendas for EC meetings
 - m. Prepares special information reports for Moose International as requested
 - n. Purchases office and other supplies as needed and/or requested
 - o. Secures room reservations for meetings of the EC
 - p. Maintains financial records
 - q. Deposits Association funds
 - r. Invests Association funds as approved by the Association membership
 - s. Pays Association bills. Checks shall be countersigned by the Treasurer and/or President
 - t. Prepares the annual budget and financial reports required at the Annual Convention
 - u. Maintains required committee financial records and disperses funds as documented in submitted expense reports
 - v. If requested, forwards financial reports to the Association Treasurer on a quarterly basis
 - w. Assists EC by advising financial status of the Association
 - x. Purchases and distributes approved gifts for the Youth Awareness Committee as required
 - y. Issues Association billings for dues including accounting for any applicable credits due in accordance with the CNMA Bylaws
5. Shall secure adequate security bonds in an amount to be fixed by the BOO, the premium of which shall be paid from the funds of the Association
6. Upon request shall submit a 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 identify those units determined to be in "good standing"
12. Shall send written notice to units "not in good standing" with copies to designated parties as per Section 51.5 of The Moose General Laws and CNMA Policy Manual sections 10.0 and 11.0
13. Locate proper meeting sites for Association business
14. Signs all contracts where needed for the Association with approval of the Executive Committee
15. 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
16. Has oversight of the Convention Services Team
17. Has oversight of the Financial Review Committee who reviews all District records a minimum of twice per year at the Annual Convention and Mid-Year Conference or upon request
18. Schedule help as needed
19. Assists EC and Duly Authorized Representative of Moose International where needed and keeps them informed of Association business
20. Shall receive such compensation for services as may be determined by the BOO
21. Shall use the secretary@ca-nvmoose.org email account. This email will auto forward to the Treasurer's personal email address.
22. Shall perform other such duties, as the BOO may consider necessary for the Association
23. Maintains good morals, honesty and truthfulness and promotes a positive attitude
24. Maintain confidentiality of the EC

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 Chair of the CNMA Achievement Award program and give reports as requested
4. Shall promote the CNMA Achievement Award Program and encourage all lodges to submit a nominee electronically using the Association online form within established deadline
5. Provides oversight of the CNMA 5 Star Award Program
6. Continue to promote the Association purposes and goals
7. Visit Association units as guest speaker and promote membership and fraternalism
8. Shall use the jrpastpresident@ca-nvmoose.org email account. This email will auto forward to the Junior Past President's personal email address.
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. 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 (SAA) 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
3. When required, presents the flag and leads the members present in the pledge of allegiance (i.e., Annual Convention, Mid-Year Conference, meetings, meal events, etc.)
4. Encourages and assists in the development and efficiency of all Assistant Sergeant-at-Arms (ASAAs)
5. Is responsible for the setup and teardown of Association paraphernalia at Association meetings
6. Shall assist the Association President with annual inventory of all Association assets in storage
7. Shall maintain a list of all ASAAs including their name, phone number and emails
8. Shall maintain contact with all ASAAs throughout the year
9. Shall ensure that all ASAAs complete the required CNMA form each year they wish to continue as an ASAA
10. Shall rent, load, and unload rental trucks obtained for the Annual Convention and Mid-Year Conference
11. Responsible for ensuring that all needed Association paraphernalia needed for the Annual Convention and Mid-Year Conference is there by loading and driving the rental truck or assigning an ASAA to accomplish this task. This includes ensuring that the proper items needed for each convention or conference are removed from storage and loaded on the truck in preparation for transport to the assigned convention or conference.
12. Is responsible for either repairing or replacing items pertaining to the storage and transport of all Association paraphernalia. This includes such items as carts, hand trucks, containers, flags, poles, bases, banners, easels, etc.
13. When requested may attend Executive Committee (EC) or Board of Officer (BOO) meetings to stay abreast of preparations for the Annual Convention or Mid-Year Conference
14. When requested may attend meetings with the convention or conference venues as it is important for these venues to know who the SAA is and why he must be provided assistance during these scheduled events
15. Is responsible for ensuring proper handling of election ballots
16. Assist with capturing motions and seconds of reports during the Annual Convention which includes them being legible and properly earmarked as First or Second and with the name of the Report and then providing them to the Association Secretary
17. Reports to the Association President/EC concerns and progress of the Association
18. Performs other such duties, as the EC may consider necessary to the Association
19. Responsible for tracking the inventory of all Association paraphernalia

20. Responsible for notifying the EC of any new or replacement requirements for Association paraphernalia
21. Maintains good morals, honesty and truthfulness and promotes a positive attitude
22. Maintains confidentiality of the EC and BOO

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Job Description

Association Assistant Sergeant-at-Arms

This job description outlines the specific position of the Association Assistant Sergeant-at-Arms (ASAA) 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 Sergeant-at-Arms or President during the sessions of the Association.
3. Shall complete the required CNMA Appointed Officers Application each year they wish to continue as an ASAA
4. Assists in the loading, unloading, setup and teardown of Association paraphernalia for/at the Annual Convention or Mid-Year Conference
5. Assist at assigned doors to greet, scan and/or check tickets ensuring only qualified attendees enter the room during the entire event
6. Is responsible for collecting endowment at the conclusion of assigned events ensuring funds are received by the Association Treasurer or Secretary and properly earmarked
7. Assist with capturing motions and seconds of reports during the Annual Convention which includes them being legible and properly earmarked as First or Second and with the name of the Report and that they are provided to the Association Secretary
8. Reports to the Association Sergeant-at-Arms and President concerns and progress of the Association
9. Performs other such duties, as the Association Sergeant-at-Arms or Executive Committee may consider necessary to the Association
10. Maintains good morals, honesty and truthfulness and promotes a positive attitude
11. Maintains confidentiality of the EC and BOO

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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. Shall request assistance from the Sergeant-at-Arms when additional help is needed
4. Shall report to the Association President/Executive Committee concerns and progress of the Association
5. Shall perform other such duties, as the Executive Committee may consider necessary to the Association
6. Maintains good morals, honesty and truthfulness and promotes a positive attitude
7. Maintain confidentiality of the Association Executive Committee and Board of Officers