

## CONGRATULATIONS!

Congratulations on being selected by the Senior Regent to be Chairman of this interesting and important committee. We are confident you will perform your duties as Chairman, to the best of your ability, and sincerely hope you will assist the Chapter in every way possible in its endeavors to earn the Award of Achievement.

This information has been prepared to assist you in your duties as a Standing Committee Chairman. **ALL INFORMATION IS FOR GUIDANCE ONLY.**

## COMMITTEE MEETING WITH SENIOR REGENT

Shortly after the Annual Installation, the Senior Regent shall schedule a meeting for all Committee Chairmen. At this meeting, she shall explain the duties of each Committee Chairman. The members of your committee are those co-workers who are members of the Academy of Friendship.

As Chairman, you will notify members on your committee of the date, time and place of all committee meetings.

In addition to your duties as Chairman of the Academy of Friendship Committee, you will also be assigned to one of the 9 Chapter Development Committees.

## COMMITTEE MEETING WITH THE BOARD OF OFFICERS

Each Chairman of the Chapter Development, Standing and Special Committees shall meet with the Senior Regent and Board of Officers at the beginning of the Chapter year to prepare a calendar of activities.

The calendar shall give date, time and place for each fund raising project, Committee Activity Night, and monthly committee meetings, as well as community service projects and activities planned in support of the local lodge.

## COMMITTEE MEETINGS

The success of any Chapter is greatly dependent

upon its committees' support and their activity in the Chapter. Make personal contact with all members of your committee, informing them of all committee meetings. You shall preside at the meeting(s) of your committee, preferably scheduled monthly. In the event you are unable to attend, appoint a member of your committee to preside in your absence.

Items to be discussed at your committee meetings:

- Fund Raising Project  
Discuss with the Senior Regent the project assigned to your committee in support of Mooseheart/Moosehaven.
- Community Service  
Discuss ways the committee can provide assistance to a community service project in the local community.
- Assistance to Lodge  
Discuss ways the committee can be of assistance to the local lodge and offer assistance to the lodge in promoting family activities, fund raising projects and/or special dinners/activities for the Council of Higher Degrees.
- Committee Activity Night Meeting  
Plan for an impressive meeting. Discuss refreshments, badges, program, decorations, and entertainment.
- Second meeting of the month  
The Senior Regent may call upon your committee for assistance with refreshments or entertainment at the second meeting of the month during the Chapter year. Be prepared and accept graciously.
- Build & Retain Membership  
Discuss ways the committee can promote campaigns to build and retain membership.

When making plans for the Chapter year, use ideas recommended by your committee. All committee plans shall be presented to the Board of Officers, by the Chairman, and then presented to the Chapter for approval before being put into operation.

Your committee may make donations in the

amounts they choose. In the event your project nets more profit than anticipated, the Chairman may propose to the Board of Officers, for Chapter approval, to earmark additional funds as designated by the committee to Mooseheart, Moosehaven, Chapter scholarships, other community services, or other Chapter projects.

## PREPARING AND PRESENTING PLANS

Prepare plans in detail, including expenses, proceeds, date and what the project or activity will entail. Ask the Senior Regent for copies of the forms which are found on our website. They will help you in organizing your plans. Plans should be presented at least 3 months prior to the activity.

## HANDLING FUNDS

- Get business receipts for all expenditures.
- Give Official Business Receipts to all co-workers turning money over to you. (See Recorder for Business Receipt Book.)
- **THERE ARE NO CASH PAY-OUTS.**
- Only members of your committee collect money at fund raising projects.

## COMMITTEE ACTIVITY NIGHT

The Academy of Friendship Committee Activity Night may be held anytime in August with Chapter approval. If the committee chooses to have their Committee Activity Night on a date other than the regular meeting night in August, they may do so without a dispensation. It will only be necessary for the Chapter to hold one other meeting in the month, which will be the Second meeting of the month. **The date of the Second meeting of the month shall not be changed.**

At the Academy of Friendship Committee Activity Night, you are in charge of and will preside over the program and Ring Ceremony. You shall also give a résumé of the accomplishments of your committee. The co-worker who served as Junior Graduate Regent last year will act as the Presentation Officer in the Ring Ceremony. See Meeting Procedures and Agendas, for detailed information.

Members of the Loyal Order of Moose, qualified guests and prospective members may be invited, providing the PRIVATE POLICY is followed at all times. **Qualified guests may enter the Social Quarters with a member, providing they are wearing a GUEST BADGE. However, they shall not be allowed to make purchases.**

Those taking part in the Academy of Friendship Committee Activity Night and Ring Ceremonies shall follow the dress code as given in the Women of the Moose General Laws.

#### **PRESENTING CHECKS TO THE SENIOR REGENT AT COMMITTEE ACTIVITY NIGHT**

You will give the following speech when you present the checks to the Senior Regent. Two checks will be presented; one for the Scholarship and Maintenance Fund and one check for the special project assigned to your committee.

#### **SPEECH**

The Academy of Friendship Committee has been requested to help our new Mooseheart residents get the right start.

Each year at Mooseheart we welcome approximately 50 new children to our community and our homes. For these new children getting off on the right foot is very important for their long-term success at our Child City. Children often arrive with a few changes of clothing and little else. Purchasing new clothing, coats, shoes, personal hygiene items, personal bedding and a few photo frames for pictures of their family help each child get a sense of belonging at Mooseheart and understand that we are going to provide for their needs, always concerned about their well-being and teach them to reach their full potential in a community built on hope, trust and love.

Senior Regent, our committee is proud to present a check in the amount of \$\_\_\_\_\_ for our new Mooseheart residents and a check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

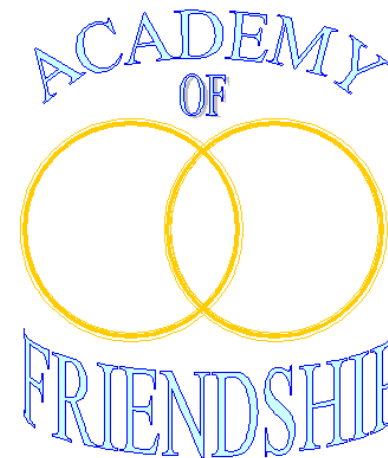
#### **COMPLETING FORMS**

As Chairman, you will be responsible for completing the Form 114 and the Form 166. Form 114 will be read at the first meeting after your Committee Activity Night. Form 166 will be read at the first meeting following the completion of your fund raising project. The forms will be given to you by the Senior Regent.

**HAVE A GREAT YEAR SERVING YOUR  
CHAPTER AS ACADEMY OF FRIENDSHIP  
CHAIRMAN!**

# **WOMEN OF THE MOOSE**

## **ACADEMY OF FRIENDSHIP CHAIRMAN PAMPHLET 2011-2012**



**WOMEN OF THE MOOSE  
MOOSEHEART, IL 60539-1182  
05-01-11**