

## 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 College of Regents.

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 College of Regents Committee, you will also be assigned to one of the 9 Chapter Development Committees and serve on the Academy of Friendship Committee, and if qualified, also on the Star Recorder Committee.

### 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 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. These forms are not mandatory, but it 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 College of Regents Committee Activity Night may be held anytime in November with Chapter approval. If the committee chooses to have their Committee Activity Night on a date other than the regular meeting Night in November, 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 College of Regents Committee Activity Night, you are in charge of and will preside over the program and Red Tassel Ceremony. You shall also give a résumé of the accomplishments of your committee. If a member of the College of Regents is to receive her Red Stole, the Red Stole Ceremony shall be exemplified. See Meeting Procedures and Agendas for detailed instructions.

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 College of Regents Committee Activity Night and wearing Regalia 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 College of Regents Committee is extremely pleased to be able to continue to donate funds toward the Feed a Home in December program on the Mooseheart Campus.

After 40 years of daily food preparation and cooking at a central facility, Mooseheart Administration decided it was time for a change of direction and closed down the Central Kitchen. Family Teachers and children will now be heading out on a weekly basis to local grocery stores to purchase food items aligned with Mooseheart's 6-week cycle menu, which was developed by Family Teachers with the assistance of a licensed dietician. Children and teens will now be able to assist with the homes' food budget, meal preparation and cooking. These are all great independent living skills that our kids will need once they graduate and move on from Mooseheart. Our gifts will feed a home of 10 girls or 10 boys for a month and support our Mooseheart community in this new adventure!

Senior Regent, our committee is proud to present a check in the amount of \$\_\_\_\_\_ to Feed a Home in December 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 Form 114 and Form 166. Form 114 will be read at the first meeting after your Committee Activity Night. Form 166 will be read at the 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 COLLEGE OF REGENTS  
CHAIRMAN!**

# **WOMEN OF THE MOOSE**

## **COLLEGE OF REGENTS CHAIRMAN PAMPHLET 2011-2012**



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