

CONGRATULATIONS!

Congratulations on being selected by the President to be the Chairman of this interesting and important committee. We are confident you will perform your duties as a Chapter Chairman, to the best of your ability.

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

MEETING NIGHT

The Membership/Retention meeting night shall be the first meeting in May and again in March.

As Chairman, you will be seated at the front of the room and will remain until the close of the meeting. You will be asked to introduce the members of your committee and to give a short talk of the past, current and future accomplishments of your committee.

COMMITTEE MEETING WITH PRESIDENT

Shortly after the Annual Installation, the President shall schedule a meeting for all Committee Chairmen. At this meeting, she shall explain the duties of each Committee Chairman. Co-workers (one-fourth of all active Service Chapter members, including Officers) will be appointed to serve on each Chapter Development Committee.

The President is responsible for notifying each Co-worker who is assigned to your committee. You, as Chairman, shall assist her in notifying each committee member of the date, time and place of all committee meetings.

COMMITTEE MEETING WITH THE BOARD OF OFFICERS

Each Chairman of the Chapter Development and Special Committees shall meet with the President 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, meeting night, and monthly committee meetings, as well as community service.

COMMITTEE MEETINGS

The success of every Chapter is 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 monthly meetings of your committee, on the same evening each month. 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 President 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.
- Meeting Night
Plan for an impressive meeting. Discuss refreshments, badges, program, decorations, and entertainment.
- Assistance to Lodge (if applicable)
Discuss ways the committee can be of assistance to the local Lodge and offer support to the Lodge in promoting family activities, membership campaigns, fund raising projects and/or special dinners.

- 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 members 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 Chapter scholarships, Mooseheart, Moosehaven 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 President 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 Secretary/Treasurer for Business Receipt Book.)
- **THERE ARE NO CASH PAY-OUTS.**
- Only members of your committee collect money at fund raising projects.

**SPEECH
MAY 2011**

This year, the Membership/Retention Committee is extremely pleased to be able to donate funds toward the annual Moosehaven budget and once again, assist our Moosehaven Residents.

The annual pharmacy budget for our Moosehaven residents averages \$300,000 per year, over and above the amounts covered by Medicare and private insurance. The cost of prescription drugs and over the counter medications and supplies necessary to our residents good health continues to escalate at an alarming rate. The Women of the Moose have pledged to help offset this expense.

President, our committee is proud to present a check in the amount of \$_____ for Moosehaven Pharmacy assistance and one check in the amount of \$_____ for the Women of the Moose Scholarship and Maintenance Fund.

**SPEECH
MARCH 2012**

Co-workers, our committee is proud to provide the funds necessary to capture the childhood of our Mooseheart children on film.

Pictures, pictures, pictures and more pictures! Most of our youngsters never met a camera they didn't like yet; others struggle with being in the spotlight even for a moment. From school pictures in September, Homecoming photos in October, pictures with the Easter Bunny in March and athletic team and individual pictures, our children are saying, "cheese" more often than you think. Through our assistance, Mooseheart staff will be able to get photos to our kids, to their families and to our Chapters and Lodges as well as capture the current history of Mooseheart. We are blessed to have a beautiful campus and beautiful children residing there.

President, from the proceeds of our fund raising project(s), it is my pleasure to present one check in the amount of \$_____ earmarked for Mooseheart Photography and one check in the amount of \$_____ for the Women of the Moose Scholarship and Maintenance Fund.

COMPLETING FORMS

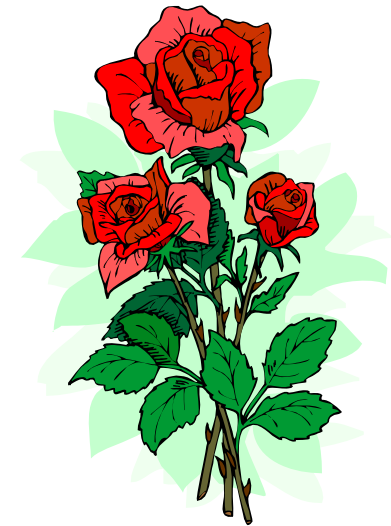
As Chairman, you will be responsible for completing Form 114 and Form 166. Form 114 will be read at the next meeting after your meeting night. Form 166 will be read at the first meeting following the completion of your fund raising project. The forms will be given to you by the President.

**HAVE A GREAT YEAR
SERVING YOUR CHAPTER AS THE
MEMBERSHIP/RETENTION CHAIRMAN!**

WOMEN OF THE MOOSE

**MEMBERSHIP/
RETENTION**

**MAY 2011
MARCH 2012
CHAIRMAN PAMPHLET**



SERVICE CHAPTER

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