

MEETING NIGHT

The Board of Officers are responsible for the meetings and fundraising projects for the months of August, September, November and April. As members of the Board of Officers, you will also be assigned to one of the four Service Chapter Committees.

At the above-mentioned meetings, you are in charge of and will preside over the program. You shall also give a resume of the accomplishments of the committee.

COMMITTEE MEETING WITH THE 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. Please plan to attend this very important meeting to learn your responsibilities as well as assist other Committee Chairmen.

COMMITTEE MEETING WITH THE BOARD OF OFFICERS

The President and Board of Officers shall meet with each of the Service Chapter Committee and Special Committee Chairmen at the beginning of the year to prepare a calendar of activities. Your presence at this meeting is of vital importance.

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

COMMITTEE MEETINGS

The success of any Service 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. The President shall preside at the monthly meetings of your committee, on the same evening each month. In the event she is unable to attend, the Vice-President shall preside in her 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.
- 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, fund raising projects and/or special dinners/activities.
- Meeting Night
Plan for an impressive meeting. Discuss refreshments, badges, program, decorations, and entertainment.

When making plans for the Chapter year, use ideas recommended by your committee. All committee plans shall be presented to the Board of Officers, and then presented to the Service Chapter for Chapter 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 Board of Officers may propose, for Chapter approval, to earmark additional funds as designated by the committee to other community services, 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.

PRESENTING CHECKS TO THE PRESIDENT

You will give the following speech when you present the checks to the President at the meeting. 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 Board of Officers are again extremely pleased to be able to donate funds toward making a difference in our residents' quality of life through the construction of the Katherine Smith Center at Moosehaven.

The design of the new Katherine Smith Center encourages residents to spend their days in stimulating activities designed to encourage memory and independence. Included in the design are secure outdoor spaces, an activities room, television room, dining area with views to the interior courtyard, and a kitchen that can be used for meals as well as food related activities.

This project is in essence two fold. While the main purpose is to provide a secure and stimulating environment for 16 residents who suffer from the debilitating effects of dementia and Alzheimer's, this beautiful facility it will open up 24 single rooms in Peeler One Assisted Living.

Each Chapter meeting their assigned donation request will be sent a Certificate of Appreciation as well as have their name engraved on the donor plaque to be placed in the front entryway of the Katherine Smith Center.

President, our committee is proud to present one check in the amount of \$_____ for the Katherine Smith Center at Moosehaven and one check in the amount of \$_____ for the Women of the Moose Scholarship and Maintenance Fund.

COMPLETING FORMS

You will be responsible for completing the Form 114 and the Form 166. Form 114 will be read at 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.

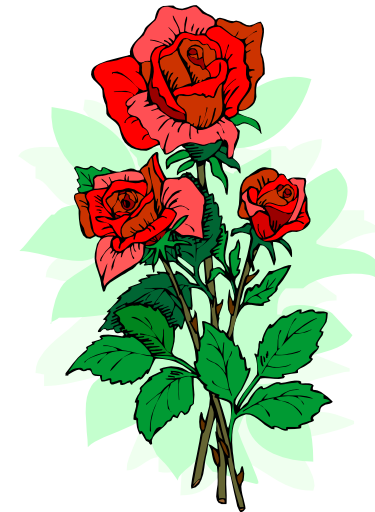
**HAVE A GREAT YEAR
SERVING YOUR CHAPTER AS THE
BOARD OF OFFICERS!**

WOMEN OF THE MOOSE

BOARD OF OFFICERS

SEPTEMBER 2012 CHAIRMAN PAMPHLET

2011-2012



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