

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 Star Recorder. In order to be an active member of this committee, a Star Recorder shall be a member in good standing in the Chapter.

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 Star Recorder Committee, you will also be assigned to one of the 9 Chapter Development Committees and serve on the Academy of Friendship 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
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 Star Recorder Committee Activity Night may be held anytime in September with Chapter approval. If the committee chooses to have their Committee Activity Night on a date other than the regular Committee Activity Night in September, 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 Star Recorder Committee Activity Night,

you are in charge of and will preside over the program. You shall also give a résumé of the accomplishments of your committee. 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 Star Recorder Committee Activity Night 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 Star Recorder Committee is 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.

Senior Regent, 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

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 STAR RECORDER CHAIRMAN!**

WOMEN OF THE MOOSE

STAR RECORDER CHAIRMAN PAMPHLET 2011-2012



**WOMEN OF THE MOOSE
MOOSEHEART, IL 60539-1182
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