

## CONGRATULATIONS!

Congratulations! As Junior Graduate Regent, you are automatically the Chairman of the Ways and Means 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 the Ways and Means 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 the Appointed Officers. 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 Ways and Means Committee and as an Officer of the Chapter, 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, Business and monthly committee meetings, family activities, social events, 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.
- 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

In the event the Junior Graduate Regent does not earn the Green Cap, or the office is vacant, the Ways and Means Committee shall uphold the responsibilities of the committee by conducting a Ways and Means Committee Activity Night. As Chairman, you shall give a résumé of the accomplishments of your committee.

The qualified Junior Graduate Regent shall preside over the meeting.

The Green Cap Committee Activity Night meeting may be held anytime between February 1 and April 30, with the approval of the Chapter. 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 Green Cap/Ways and Means Committee Activity Night program 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 Green Cap/Ways and Means Committee is extremely pleased to join with the Star Recorder Committee to donate funds toward making a difference in our residents' quality of life through construction of the Katherine Smith Center at Moosehaven. .

Moosehaven offers the opportunity for a quality life to our Senior Citizens. Knowing that age can introduce many health related issues, we are proud to know that we are providing our seniors with necessary care.

Unfortunately, age related dementia is a significant factor in the lives of our seniors and too often, it can progress into Alzheimer's. While there is no cure for Alzheimer's disease, proper design of residential accommodations can significantly improve mental stability that will provide higher functionality and a greatly improved quality of life to those suffering from it.

In just a few short months we will be celebrating the opening of a beautiful facility specifically designed to provide the necessary programs and services to those fraternal brothers and co-workers who struggle with this terrible illness.

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 Form 114 and Form 166. Form 114 will be read at the 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.

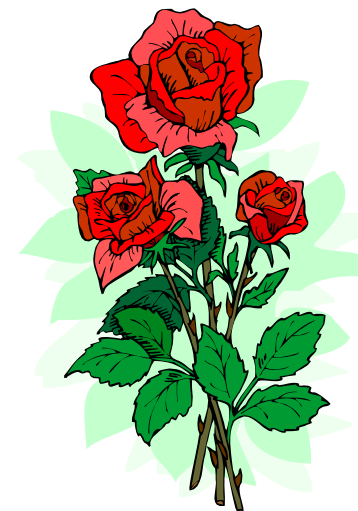
#### **WEARING THE GREEN CAP**

The Green Cap necklace may be worn anytime during your term as Junior Graduate Regent and with any attire.

**HAVE A GREAT YEAR SERVING YOUR CHAPTER AS WAYS AND MEANS CHAIRMAN!**

# **WOMEN OF THE MOOSE**

## **GREEN CAP/ WAYS AND MEANS CHAIRMAN PAMPHLET 2011-2012**



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