

Leadership Curriculum Description

Overview

The *Lodge Leadership* training curriculum has been designed to meet both the general needs of Lodge Leaders as well as the more specific needs of the individual Lodge Officers and Committee Chairmen.

The Lodge Leadership curriculum consists of six different instructor-led training sessions (see tables below). Each of these sessions contains interactive learning exercises that help reinforce concepts covered in class. The target audience and approximate duration for each of these training sessions is listed in the tables below.

About the 6 Leadership Courses

It is highly recommended that participants attend the *Lodge Leadership* and *House Committee Operations* courses before completing any of the recommended training workshops. The *Lodge Leadership* and *House Committee Operations* courses are covered in one day and will help participants understand how Lodge Officers and Committee Chairmen work together to meet the overall needs of the Lodge. From there, participants can choose to attend any one of the recommended two-hour workshops.

Required Training (for Elected Officers)

Course Name	Target Audience	Approximate Duration
Lodge Leadership	All Lodge Officers, Lodge Committee Chairmen, House Committee & Social Quarters Manager	~ 4 hours
House Committee Operations	All Lodge Officers, Lodge Committee Chairmen, House Committee & Social Quarters Manager	~ 4 hours

Recommended Workshops

Course Name	Target Audience	Approximate Duration
Governor's Workshop	Governor's and Jr. Governors	~ 2 hours
Committees Workshop	Committee Chairmen & Committee Members	~ 2 hours
Treasurer & Audit Committee Workshop	Treasurers and Audit Committee Members	~ 2 hours
Trustees	Trustees	~ 2 hours

(continued on the next page)

Leadership Curriculum Description (cont)

Course Objectives

The primary objective for each Leadership training session is shown below:

- *Lodge Leadership*: Recognize how organizational resources (Lodges, Regional Managers, Moose International, Associations, and Districts) work together to support lodge operations and fulfill the Moose International mission.
- *House Committee*: Compare and contrast the operational and financial responsibilities of the House Committee to those of the Lodge Board of Officers (e.g., keeping the Social Quarters community friendly; reasons for following the General Laws, and interpreting business reports).
- *Governors Workshop*: Identify the Governor's specific role and responsibilities in presiding over all Lodge meetings (e.g, Board of Officers, General Membership, House Committee, and Joint Meetings with Chapters) and in appointing Committee Chairman and Appointed Officers.
- *Committees Workshop*: Review attributes of successful committee Chairmen and then use classroom resources and tools to run an effective committee meeting and conduct successful committee events.
- *Treasurer & Audit Committee Workshop*: Understand how the Treasurer and Audit Committee members work together to audit financial operations of the Lodge (e.g., track financial transactions and interpret business reports).
- *Trustees Workshop*: Understand the Trustees' role in examining and approving Lodge bills, and use classroom tools to conduct annual and monthly inventory.

Registration Procedure

Follow the steps below to enroll in a Leadership training session.

1. View a list of currently-scheduled training sessions at:
 - www.mooseintl.org
 - Members Area
 - Education + Training
 - Lodge Curriculum
 - [Lodge Leadership/House Committee Schedule](#), or [Workshop Schedule](#)
2. Contact your session Trainer, **by the registration cutoff date**, to confirm enrollment.

If you do not see a class in your area, please contact your State Training Coordinator for assistance. Locate your State Training Coordinator at:

- www.mooseintl.org
- Members Area
- Education + Training
- Click on your state

Course Materials & Fee

Course materials are provided by the Trainer. Contact your session Trainer to confirm the course fee. To confirm your Trainer's name and contact information, view the [Lodge Leadership/House Committee Schedule](#) or the [Workshop Schedule](#) in the Lodge Curriculum area of the Moose International Education & Training website.