



## Secretary Education Conference (SEC) Course Description

### Overview

This 1.5-day course teaches Moose Legion Secretaries and Assistant Secretaries how to work together to accomplish the jurisdictional goals of the Moose Legion. This instructor-led class consists of a combination of lecture, guided practice, individual, and small group exercises.

The SEC training begins with a very brief recall on the concepts covered in the pre-requisite *Moose Legion Education Conference (MLEC)*. Five additional lessons are included to cover the Moose Legion Secretary's detailed responsibilities in the following areas: Moose Legion membership, Moose Legion meetings and communications, Moose Legion financial records, miscellaneous reports/filings, and interaction/collaboration with Assistant Secretaries.

Pre- and post-course comprehension checks are included in this course to enable participants an opportunity to measure their personal learning. A single-page job aid is distributed at the end of class to help participants quickly recall time-specific task accountabilities.

### Audience

This class has been designed primarily for Moose Legion Secretaries and Assistant Secretaries. Other Moose Legionnaires (e.g., Directors, Audit Committee Members, Lodge Moose Legion Committee Members, etc.) who wish to learn more about the role of the Moose Legion Secretary and Assistant Secretary are welcome to attend.

### Objectives

At the end of this course, participants should be able to:

- Recall the responsibilities of the Moose Legion and its members;
- Identify specific accountabilities of the Moose Legion Secretary and Assistant Secretary in the various end-to-end application-processing procedures;
- Work with example Moose Legion membership reports to recognize how the report data can add value at business, membership, and committee meetings;
- Identify how the Moose Legion Secretary prepares for all jurisdictional meetings and communicates results; become familiar with reusable meeting templates, tools, and checklists;
- Recognize how, and where, Moose Legion financial transactions are properly recorded in QuickBooks; interpret monthly report data;
- Identify annual reporting and remittance deadlines; and
- Compare and contrast the Assistant Secretary's responsibilities with those of the Moose Legion Secretary.

NOTE: Please be aware that LCL and QuickBooks procedures are recalled in this course; they are not re-taught!



## Secretary Education Conference (SEC) Course Description, cont.

### Pre-Reqs

Participants must complete the following courses prior to attending an SEC training session.

- 1-Day Moose Legion Educational Conference (MLEC); and
- 2-Day Hands-on Technical Training (2-HOTT)

### Class Availability

Scheduled SEC courses are posted on the Moose International Education and Training website in the Moose Legion Curriculum area. SEC courses are offered:

- In July, at the Annual International Convention location; or
- On an as-needed basis at a regional training location

NOTE: Moose Legion Secretaries must complete an SEC training session every two years unless otherwise instructed by Moose International.

### Registration

Participants must register for an SEC training session by contacting the SEC Trainer **prior to the registration cutoff date**. Scheduled classes, registration cutoff date, and Trainer contact information can be found on the Education and Training website in Moose Legion Curriculum area.

### Fee

Your session Trainer will confirm the exact fee and the hosting Moose Legion at the time of registration. Checks should be made out to the Host Moose Legion.

NOTE: If overnight lodging is necessary, you will be responsible for arranging your own accommodations. Moose International and the Education & Training Department are NOT responsible for covering any of these expenses.