

## 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.

### 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 four Chapter Development Committees.

### COMMITTEE MEETING WITH THE BOARD OF OFFICERS

Each Chairman of the Chapter Development, Higher Degrees 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. In the event of a vacancy, a Chapter Officer shall preside.

The Green Cap/Ways and Means Committee Activity Night meeting may be held anytime between November 1<sup>st</sup> and January 31<sup>st</sup>, 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**

When it comes to tricycles, most people believe that they're strictly for kids, but that's not true. Lots of adults have been using and enjoying the services of tricycles to gain mobility and improve on their level of fitness. They are also used for strength-building. Tricycles are the perfect choice for fun and workout activities at any given age, time or place.

Our Moosehaven residents use electric tricycles to move freely around the Moosehaven Campus from their residence to the Beauty or Barber Shop or perhaps to a doctor's appointment or Bingo.

And while our residents are zooming around Campus with the wind blowing through their hair, they are receiving many of the benefits of adult biking which revolves around the great coordination of the various muscles during the process of pedaling—the arms and legs coordinating to mount and dismount from the tricycle—the hand and eye coordination to steer

and direct—all in conjunction and in perfect unison with the mental faculties of the adult rider.

Adult tricycle riding can help refine and reduce certain mental conditions such as anxiety, depression, and stress common with some elderly riders. Adults can achieve these goals by regularly making use of their tricycles and enjoying the comfort and peace associated with biking adult tricycles.

Fortunately, our residents use their tricycles so much that they often wear out or are in desperate need of major repairs. The Women of the Moose have volunteered to take on this project so very near and dear to our residents.

Senior Regent, from the proceeds of our fundraising project, it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for Moosehaven Tricycles 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 Forms 114 and 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 fundraising 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 only and with any attire.

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

# **WOMEN OF THE MOOSE**

## **GREEN CAP/ WAYS AND MEANS CHAIRMAN PAMPHLET**

**2018-2019**



## **WAYS & MEANS**

**WOMEN OF THE MOOSE  
MOOSEHEART, IL 60539-1182  
November 2018 – January 2019**