

WOTM State/Provincial Chairman's Duties

WOTM State/Provincial Chairmen shall be:

- Knowledgeable of the Women of the Moose
- Dedicated to the programs of the Women of the Moose and Moose International
- Enthusiastic, optimistic, friendly and helpful
- Responsible for a 5-7 minute address at the Midyear and Annual Conferences
- Willing to work harmoniously with the Deputy Grand Regent and Moose International Staff for the benefit of the respective program
- Willing to coordinate efforts with the LOOM Association Chairmen for a joint approach to the success of the program

Conferral Coordinator

**Barbara McPherson, Grand Chancellor
630-966-2246**

- ✓ Oversees the Midyear Academy of Friendship Conferral Ceremony and Annual Conference Convocation
 - Organizes rehearsals
- ✓ Encourages, coordinates and assumes responsibility for a successful Ritual Competition (effective in 2011)
- ✓ Maintains a complete understanding of the WOTM Meeting Procedures and Agendas and Conferral Ceremonies

Community Service Chairman

**Barbara McPherson, Grand Chancellor
630-966-2243**

- ✓ Promotes participation in Moose International and local Community Service projects
- ✓ Works closely with the Moose Charities Chairman to develop Mooseheart/Moosehaven fundraising opportunities
- ✓ Encourages timely and proper reporting of community service events to WOTM Headquarters
- ✓ Publicizes the importance of the Moose Fraternity to the local community
- ✓ Educates herself of local community service projects and activities

Moose Charities Chairman

**Jan Fregulia, Executive Director of Moose Charities
630-966-2256**

- ✓ Believes every child and every senior has the right to live in a secure and nourishing environment
- ✓ Believes it is our responsibility to provide the funding for the continued operations of Mooseheart and Moosehaven
- ✓ Encourages fundraising efforts by Chapters and giving by individual members
- ✓ Organizes fundraising efforts on the state/provincial level
- ✓ Familiarizes herself with all Moose Charities giving opportunities and recognition programs
- ✓ Works closely with Gimme 5, Fraternal Fundraising, Endowment, etc. co-chairmen

WOTM State/Provincial Chairman's Duties

Government Relations Chairman (US Only)

Refer to *Moose Government Relations Chairman's Guide*

Stacy Herrmann, Senior Paralegal

630-859-2000 ext. 6637

- ✓ Educates herself of local issues that impact the Moose Fraternity
- ✓ Reports on litigation and legislative issues impacting the Moose Fraternity
- ✓ Fosters favorable relationships with local legislators and officials
- ✓ Works closely with the Community Service Chairman
- ✓ Files reports as required

Membership Chairman

Director of Membership, Kurt Wiebe

630-966-2228

- ✓ Promotes Moose International and local membership campaigns
- ✓ Develops short-term membership campaigns
- ✓ Actively recruits new members and encourages former members to re-enroll
- ✓ Enhances member retention programs
- ✓ Recognizes new Chapter members and sponsors

Moosehaven Admissions Representative

(approved by Moosehaven Board)

John Capes, Executive Director of Moosehaven

904-278-1210

- ✓ Familiarizes herself with the Moosehaven campus, lifestyle and residents
 - Is knowledgeable of Moosehaven's history, future plans and goals, including Brandon Place
 - Keeps informed of changes and happenings at Moosehaven
- ✓ Knows all eligibility requirements to Moosehaven
- ✓ Communicates with local Chapters and assists with the Moosehaven application process
 - Meets with candidate(s) in person or by phone
 - Reviews and signs all applications

Mooseheart Marketing Representative

(approved by Mooseheart Board via Kyle Rife)

Gary Urwiler, Executive Director of Mooseheart

Mooseheart Child City and School

- ✓ Proactively contacts schools, service professionals, media outfits and social groups about the availability of a stable home for children in need and career opportunities at Mooseheart Child City and School
 - Provides current materials and literature to all interested parties
- ✓ Educates members about Mooseheart Child City and School
- ✓ Works with the Mooseheart Admissions Department, local Chapters and families to complete the admission process
- ✓ Submits semi-annual report to Moose International

WOTM State/Provincial Chairman's Duties

Sports Chairman

**Director of Activities, Shawn Baile
630-966-2214**

- ✓ Communicates information and encourages participation relating to Moose International and local sports tournaments
- ✓ Develops and promotes sporting events at the Chapter/District/State/Provincial level
- ✓ Is familiar with the rules and regulations of a wide variety of sports

Youth Awareness Chairman

**Director of Activities, Shawn Baile
630-966-2214**

Refer to *Youth Awareness Chairman's Guidebook*

- ✓ Organizes State/Provincial Student Congresses
- ✓ Maintains open communication with Chapter and Regional Coordinators
- ✓ Adheres to all guidelines emanating from Moose International Membership Department
- ✓ Reviews "Moose Kids Talks" report forms
 - Arranges for judging and selects attendees to the International Student Congress
- ✓ Arranges transportation to/from the International Student Congress
 - Assists with fundraising efforts for housing and personal expenses for the attendee(s)

Appointments/Vacancies:

- WOTM State/Provincial Chairmen are appointed, not installed.
- In the event of a vacancy, interested co-workers should submit a resume and/or letter of interest to the Deputy Grand Regent and/or Regional Manager or send directly to WOTM Headquarters. The DGR/Regional Manager may make a recommendation to the Grand Chancellor for her approval.
- WOTM State/Provincial Chairmen may serve consecutive terms until such time as: the Chairman voluntarily resigns, the position is eliminated or the Grand Chancellor/Moose International Director removes the chairman from her duties.
- For additional information, please contact:

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