

MOOSE LEGION

INSTRUCTOR GUIDE

For

Moose Legion Education Conference

Name: _____

Moose Legion: _____

Phone: _____



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How to Use This Instructor Guide Class Design

This class is designed to prepare New Directors and Lodge Moose Legion Committee members for their new leadership role within the Moose organization. This class is designed to keep the participants involved and thinking about the Moose Legion, how to do their jobs, and how to use their resources.

Leader Guide Design

Your Leader Guide is built to match the pages of the participants' workbooks.

- **Instructor** notes are on the left-hand pages; **participant** materials are on the right. This layout will enable you to see what the Participant has in his/her workbook while you teach.
- Instructor note *text is* in a different and larger font size.
- Icon prompts appear to the left of your Instructor note text to help guide you with the delivery of your course. The icons are described on the next page. Please follow these prompts to ensure that all Leadership courses are taught consistently.

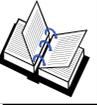
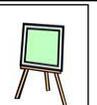
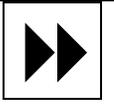
As the trainer, you can fill in your own notes to explain these points in your own way.

Classroom exercises – are provided throughout this training. Each exercise has a complete set of instructions for you as the leader. We also have included the purpose and the expected outcomes of each exercise. Read through these exercises and become familiar with how to run them, and what you are expecting the output from the class to be.

How to Use This Instructor Guide (cont)

ICONS

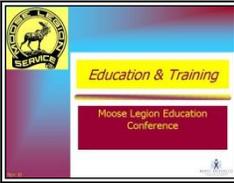
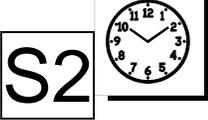
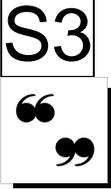
The following icons will appear throughout your Instructor Guide to help prompt you with the delivery of the content.

| ICON | CUES you to... | ICON | CUES you to... |
|---|--|--|---|
|  | SAY or QUOTE something specific |  | Overview & review instructions for a participant exercise |
|  | Make important or KEY POINT |  | Estimate the TIME ALLOWED to complete a section or exercise. |
|  | Note for the Instructor only! Do NOT read out loud! |  | Ask the class a question for open discussion. |
|  | REFER to a supplemental resource |  | Distribute or refer to a TOOL or HANDOUT |
|  | This is space for you as trainer to jot down some of your own notes to lead discussion |  | Debrief the exercise; this ties the exercise to the learning. |
|  | Refers to the PowerPoint Slide # |  | Refers to a Page in the Participant Guide |
|  | Flip chart or record and post answers from the class. |  | Transition – moving to a new lesson or topic |

PREPARING FOR & RUNNING YOUR CLASS

1. Become familiar with the class format, the PowerPoint and the reference materials used. Practice your presentation several times. Jot down your personal notes in your Instructor Guide.
2. Make sure you know the difference between Instructor's Notes and what you are supposed to tell the class.
3. **Read through the exercises** and make sure you understand the objectives and how to run the exercise **before** you get into the classroom.
4. Read through the 'Code of Rules' and 'A Guide to Success' booklets so you can answer questions from the participants.
5. During discussion times, try to keep the class focused on the topic at hand, and stick to the objectives listed!

Course Introduction

| | |
|---|---|
|     | <p>BEFORE YOU START</p> <p>Have the title slide up as people come into the room.</p> <p>As most people are seated, change to the "Mission" slide.</p> <p>WELCOME the participants (no more than 20 minutes).</p> |
|   | <p>INTRODUCTIONS</p> <ul style="list-style-type: none"> ○ Introduce yourself and cover class logistics: Breaks, smoking, bathrooms, general questions, etc. ○ ASK Participants to introduce themselves by providing: <p>Name, # Years Member, Their Moose Legion, Current Role</p> |
|    | <p>OVERVIEW the COURSE:</p> <p>STRESS the Note about the General Laws & COR</p> <p>READ the COURSE OBJECTIVES.</p> <p>IDENTIFY the 5 Lessons that you will cover in this course.</p> <p>COVER the COURSE AGENDA</p> |
|  | <p>TELL students:</p> <p>This is your book; feel free to write in it. In fact, we will use it for some of the classroom exercises. Keep it and use it as a reference guide</p> |

Course Introduction

TARGET AUDIENCE

This class is designed to prepare new Directors and Lodge Moose Legion Committee members for their new leadership role within the Moose organization. This class is designed to keep the participants involved and thinking about the Moose Legion, how to do their jobs, and how to use their resources.

This book is designed as a **Workbook** to the *Moose Legion Educational Conference*. If you take good notes, this book can also serve as a **Reference Guide** for any Director or Committeeman. However, keep in mind that The Moose Legion Code of Rules and the General Laws of the Order shall prevail in any case of conflict with this guidebook.

NOTE: While this manual can serve as a **handbook** and **reference guide** back in your Moose Legion and Lodge, please be aware that the "General Laws" and "Code of Rules" shall prevail in any case of conflict with this guidebook

COURSE OBJECTIVES

By attending the Educational Conference and reading this book, you will learn to:

- Describe how you can support the Mission of the Moose Legion
- Explain the duties of the Directors
- Understand the purpose and function of the Lodge Moose Legion Committee
- Identify and use Resources

LESSONS

This course contains the following five lessons:

Lesson 1: What is the Moose Legion?

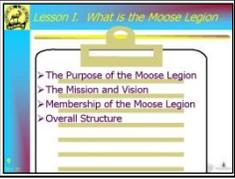
Lesson 2: Moose Legion Jurisdiction and Directors

Lesson 3: Lodge Moose Legion Committee

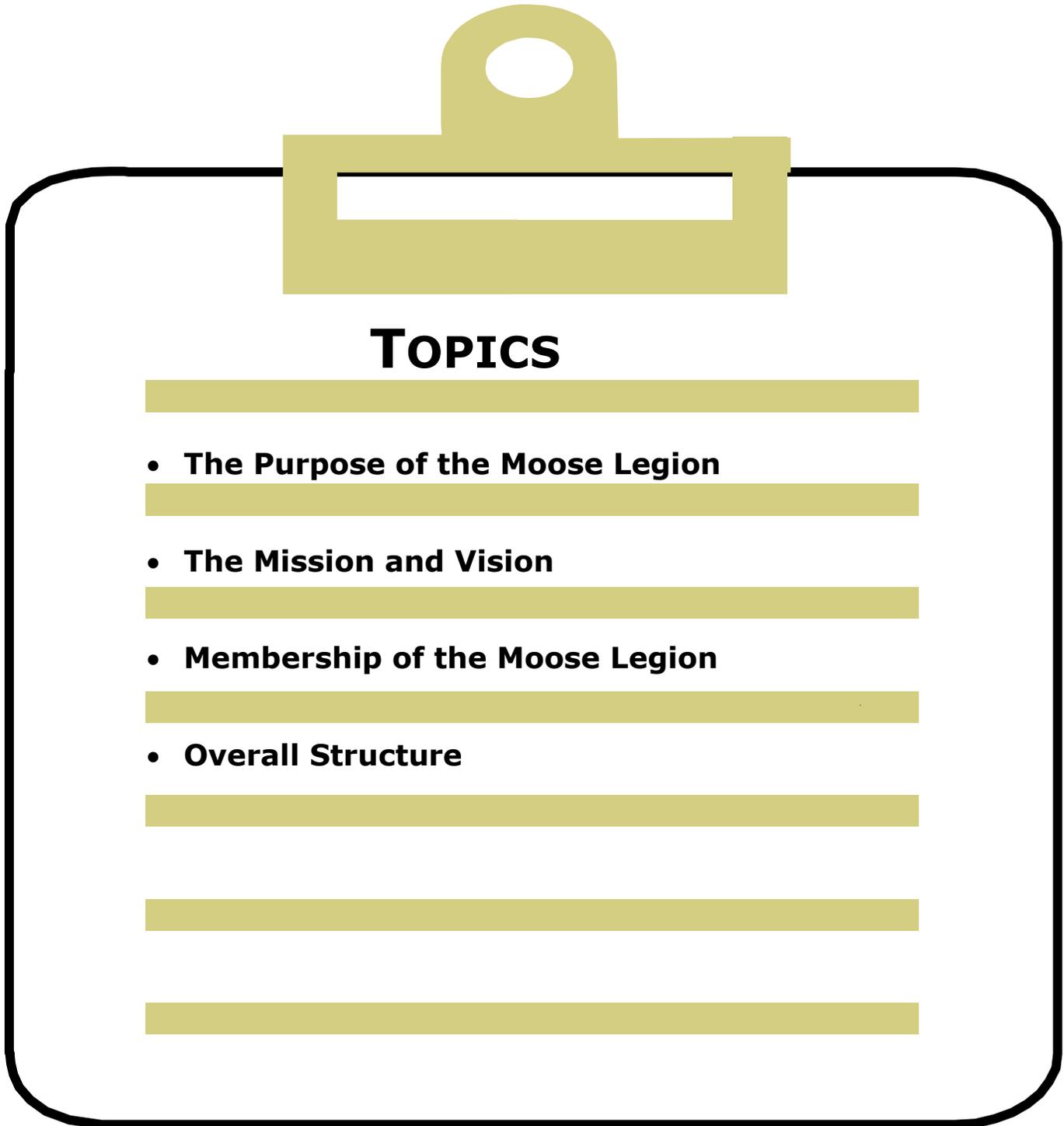
Lesson 4: General Duties

Lesson 5: Smart Goals

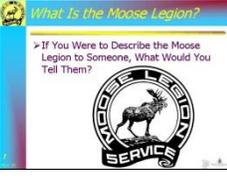
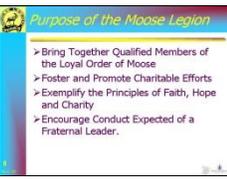
Wrap Up Exercise

| | |
|---|--|
|  | <p>Lesson I: What is the Moose Legion?</p> |
|   | |
|  | <p>To get started, we will be taking a look at the Moose Legion organization as a whole, and the purpose for the organization</p> |
|  | <p>Explain that our first lesson will be a brief intro to what the Moose Legion is all about.</p> <p>State the topics for the coming lesson as listed on page 5.</p> |

Lesson I. What is the Moose Legion?



What is the Moose Legion?

| | |
|---|--|
|   | <p>Ask the class “What is the Moose Legion?”</p> <p>Solicit answers about the higher degrees, a service organization, fun, etc.</p> |
|   | |
|  | <p>Discuss the “Purpose” of the Moose Legion as listed on page 6 (COR Objectives)</p> |
|   | |
|  | <p>Discuss that the Moose Legion’s Purpose also falls within the scope of the Moose International Mission Statement.</p> <ul style="list-style-type: none"> ○ Fraternity and Community Service ○ Children at Mooseheart ○ Seniors at Moosehaven ○ Membership |
|  | |

Lesson I. What is the Moose Legion?



PURPOSE

The Moose Legion Code of Rules lists some Objectives for the Degree of Service:

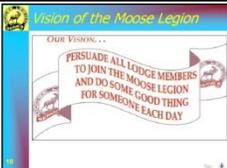
- Bring together qualified members of the Loyal Order of Moose who desire to make further contributions to the humanitarian objectives of our Order, thus forming a strong foundation for advancement to the Fellowship and Pilgrim degrees
- Foster and promote all the charitable efforts and fraternal programs of the Order, particularly those that benefit the children at Mooseheart and the seniors at Moosehaven.
- Exemplify the principles of Faith, Hope, Charity and Loyalty.
- Encourage members to conduct themselves in a manner as would be expected of a fraternal leader.



You cannot contribute anything to the ideal condition of mind and heart known as Brotherhood, however much you preach, posture, or agree, unless you live it.

~Faith Baldwin

Mission / Vision

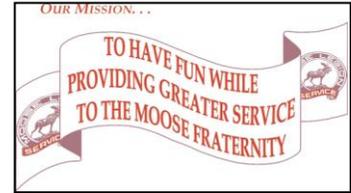
| | |
|---|---|
|    <p>6 Mins</p> | <p>Moose International has a Mission Statement, and so does the Moose Legion. Let's look at the Moose Legion Mission and Vision statements.</p> |
|    | <p>Mission Statement</p> <p>Read the Mission Statement</p> <p>Ask the class to contribute some ideas about what makes the Moose Legion "Fun".</p> |
|  <p>Jot down your own notes for this discussion</p> | <p>Fun Example:</p> |
|  | <p>Ask the class to contribute some ideas about what service the Moose Legion provides to the Moose Fraternity</p> |
|  | <p>Service and Fraternity Example:</p> |
|    | <p>Vision Statement</p> <p>Read the Vision Statement</p> <p>Ask the class to contribute some ideas about what "Good Things" the Moose Legion does.</p> |
|    | <p>Include Camp Ross – see pg 1 of "A Guide to Success" booklet.</p> |

MISSION / VISION

The Moose Legion has written Mission and Vision Statements as a preamble to the Code of Rules. We reprint them here as a reminder of the purpose for which we are all joined in service.

Mission Statement

"To have fun while providing greater service to the Moose Fraternity."

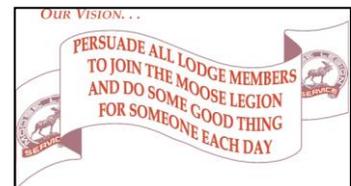


What is "Fun" about the Moose Legion?

What service does the Moose Legion provide to the Moose Fraternity?

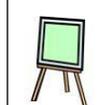
Vision Statement

"Persuade all qualified Lodge members to join the Moose Legion and do some good thing for someone each day."

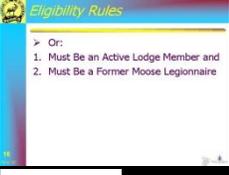


What good things does the Moose Legion do?

Mission / Vision exercise:

| | |
|--|---|
|    | <p>Start / Stop / Continue</p> <p>This exercise is designed to get people thinking about the Moose Legion, what they like, what they don't like, and what would make it more attractive to new members.</p> |
|   | <p>SAY: In keeping with the mission of Moose International and the Moose Legion, I want you to think about what the ideal Moose Legion would be like. I'm going to have you spend a few minutes working individually, then as table groups, and then report back to the whole class.</p> |
|  | <p>Split the class into at least 3 Table groups, if you have enough people. Assign either "START", "STOP", or "CONTINUE" to each group, so they all have a different topic. (Note: if you have too few people, assign one table both Start and Stop. If you have too many, assign one of the 3 topics to more than one table.</p> |
|  <p>3 mins</p>   | <p>Table One, individually write down at least three things you wish the Moose Legion would START doing.</p> <p>Table Two, individually write down the top three things you wish the Moose Legion would STOP doing.</p> <p>Table Three, individually write down the top three things you wish the Moose Legion would CONTINUE doing. (Even if it needs to be changed a little.)</p> |
|  <p>5 mins</p> | <p>Each table select the top three things that your table agrees we should Start, Stop or Continue.</p> |
|   <p>5 mins Debrief:</p> | <p>Ask each table to read their top three.</p> <p>Flip chart or otherwise post the top three in each category on the wall.</p> |

Membership

| | |
|--|--|
|  | |
|    | <p>Ask the class “Who are the members of the Moose Legion?”</p> <p>Lead a brief discussion and solicit responses from the class.</p> |
|       | <p>Ask the class, “How do we get more Members?”</p> <p>Ask: Do we just hang out a sign that says “We’re Open” and we get a line of people who just can’t wait to get in?</p> <p>Qualifications: COR 6.1</p> |
|  | <p>(This should be a brief discussion – we will get more detail as class goes along)</p> |
|  | <p>We’ve discussed a little about the Moose Legion organization, why we’re here and who the members are. Next, let’s take a look at some parts of the organization that support the programs of the Moose Legion.</p> |

MEMBERSHIP

Who are Members of the Moose Legion?

Who are our members?

The following eligibility requirements must be met before a Lodge member can be considered for membership in the Moose Legion:

1. Must be an active Lodge member and
2. Must have completed 6 months of Lodge membership; OR
3. Must be an active Lodge member who has sponsored 1 Lodge/Chapter application that has been accepted through LCL.net

OR

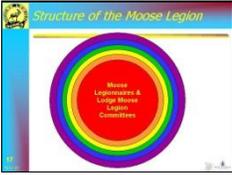
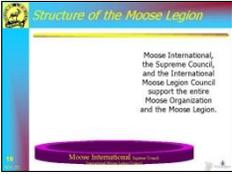
1. Must be an active Lodge member and
2. Must be a former Moose Legionnaire

FROM A NEW MEMBER:

I See You At The Meeting, But You Never Say "Hello";
You're Busy All The Time With People You Already Know.
I Sit Among The Members, Still, I'm A Lonely Guy;
The New Ones Sit There With Me, You Quickly Pass Us By.
But Gosh, You Asked Me To Join And You Talked Of Fellowship;
You Could Just Step Across The Room, But You've Never Made The Trip.

Why Can't You Nod And Say "Hello" Or Stop And Shake My Hand?
Then Go And Join Your Other Friends, Now That I Can Understand.
I'll Be At The Next Meeting, Too, On That You Can Depend;
So Won't You Introduce Yourself?
I Want To Be Your Friend!!

Overall Structure

| | |
|---|---|
| <p>P10</p>  <p>S17 </p> | <p>This diagram shows that the LMLC is the Core of the Moose Legion Organization.</p> <p>Hit the highlights. Do not need a lot of detail on any of these.</p> |
|  <p>S18</p> | <p>Discuss the supporting structure of the organization, starting with Moose International</p> |
|  <p>S19 </p> | <p>Moose International</p> <p>Stress that Mooseheart is NOT Moose International. Point out that Moose International must exist because of the IRS Code defining Fraternal organizations that must have a parent organization and subsidiary organizations.</p> |
|  <p>S20</p>   | <p>Regional Managers</p> <p>Ask: Who is(are) the Regional Manager(s) for our area?</p> <p>(If you are doing a class with participants from more than one state...)</p> |
|  | <ul style="list-style-type: none"> • They are Moose International in their region. First point of contact before calling Moose International offices. |

OVERALL STRUCTURE

- Moose International
 - Supreme Council
 - International Moose Legion Council
- Regional Managers
- Moose Legion Area Managers
- International Moose Legion Ambassadors
- Moose Legion Jurisdiction and Directors
- Lodge Moose Legion Committees



Moose International

Moose International is comprised of full-time staff members and other

employees who work to develop programs, support the operations of Mooseheart and Moosehaven, and provide guidance to the whole organization

- The International Moose Legion Director is a member of Moose International management staff reporting to the Director General.
- He is responsible for the management of the International Moose Legion and its subordinate units through authority granted by the International Moose Legion Council and the Supreme Council.
- The International Moose Legion Council consists of a President, a Vice President and 5 Council Members, and a Jr. Past President.
- They are appointed by the Moose Legion Director and approved by the Supreme Council. (Except Jr. Past President)
- Moose International provides membership campaign materials as well a number of publications on its website and through catalog sales to help Moose Legionnaires with their duties.
- Moose International provides training classes and materials for Moose Legion Directors, as well as training the volunteer Moose Legion Trainers so they can present the classes locally.

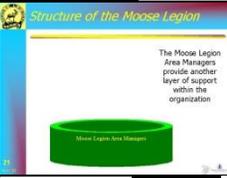
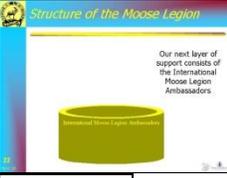


Regional Managers

- A Regional Manager is responsible for all Moose Operations in his assigned area.
- Regional Managers are (for the most part) paid employees of Moose International.
- They are Moose International in their region.



Overall Structure

| | |
|---|--|
| <p>P11</p>  <p>S21 </p> | <p>Moose Legion Area Managers COR 3.2</p> |
| | |
| <p>“ ”</p> | <p>Ask: Who is(are) the Area Manager(s) for our area?</p> |
| <p></p> | <p>International Moose Legion Ambassadors COR 3.3</p> |
|  <p>S22</p> <p>“ ”</p> | <p>Ask: Who is(are) the Ambassador(s) for our area?</p> |
| <p></p> | <p>The next two parts of the structure of the Moose Legion are the Jurisdictions and Board of Directors themselves, and the Lodge Moose Legion Committees, which we will discuss in the next two lessons of this class.</p> <p>(Page 12 is blank for formatting)</p> |

Moose Legion Area Managers

- The International Moose Legion Director appoints the Moose Legion Area Managers.
- They are members who have demonstrated outstanding fraternalism and leadership within the Moose Legion.
- He must successfully complete an authorized Moose Legion Educational Conference (MLEC) within one (1) year prior to assuming office and recertify every fiscal year during his term of office.
- A Moose Legion Area Manager supervises the operations of Moose Legion within their territory.



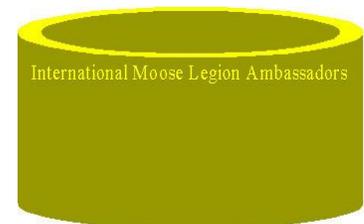
- They maintain communication with the International Moose Legion Director and the Regional Manager, and make recommendations to the Regional Manager.
- A Moose Legion Area Manager recommends qualified Moose Legionnaires for appointment as International Moose Legion Ambassadors.
- Can recommend removal of Ambassadors for unsatisfactory service.
- The Moose Legion Area Manager oversees the

International Moose Legion Ambassadors in his territory.

- A Moose Legion Area Manager receives and reviews visitation reports prepared and submitted by International Moose Legion Ambassadors within the assigned area.
- He makes recommendations and takes appropriate action based on the information contained in these reports.
- He forwards the documentation to the International Moose Legion in a timely manner, while maintaining a copy for his records.

International Moose Legion Ambassadors

- An Ambassador may be assigned one or more Moose Legions.
- The Ambassador is recommended by the Moose International area manager with input from Regional Manager to provide connecting links for two-way communication, guidance and idea sharing.
- He must have successfully completed an authorized Moose Legion Educational Conference (MLEC) within one (1) year prior to assuming office.
- His goal is to help make the Moose Legion system work and grow.
- He may work with the Association Training Coordinator to schedule Training in his areas as needed.
-

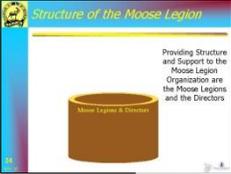


| | |
|--|--|
| P13 | Lesson II: Moose Legion Jurisdiction and Directors |
|  S23  | Explain that our next lesson will discuss the duties of the Moose Legion Directors and Committees. |
|  | We've talked about the support structure for you to use as resources. Next we'll take a look at the Moose Legion Directors and Committees. |
|  | List the topics for the coming lesson. |

Lesson II. Moose Legion Jurisdiction and Directors



Moose Legion Jurisdiction and Directors

| | |
|--|--|
| <p>P15</p>  <p>S24</p> <p>“ ”</p> | <p>Directors</p> <p>List the 7 Director offices.</p> |
|  <p>S25</p> | <p>COR 11 details the nomination and election of the Board of Directors for a Moose Legion jurisdiction.</p> |
| <p>“ ”</p>  <p>S26</p> | <p>11.1 - Elected Officers - The Board of Directors of the Moose Legion shall consist of a President, Vice-President, Secretary, Chaplain, Financial Director, Fraternal Director and Junior Past President. Candidates for office are nominated forty-five (45) days prior to the Annual Celebration and elected during the Annual Celebration.</p> <ul style="list-style-type: none"> ○ All annually elected officers, as well as the Junior Past President, shall serve for a term of one (1) year. ○ The Secretary is elected for a term of satisfactory service. ○ No annually elected officer is eligible to serve more than two (2) consecutive terms in any one office, unless authorized by the International Moose Legion. ○ Each officer shall serve until his successor is elected and installed. ○ Only two (2) annually elected members of the Board of Directors is allowed from each Lodge in the jurisdiction during the same term (providing the Moose Legion has that number of Lodges), unless authorized in writing by the International Moose Legion Director. Nominations from the floor or by petition are prohibited. |
| | |
| | |

Lesson II. Moose Legion Jurisdiction and Directors

DIRECTORS

- President
- Vice President
- Secretary
- Chaplain
- Financial Director
- Fraternal Director
- Jr. Past President.



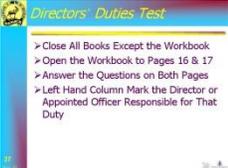
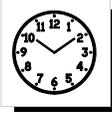
These 7 Directors are also the Corporate Board of Officers.

Moose Legions must incorporate under the laws of the state or province in which they are located, according to the Moose Legion Code of Rules. Like any Corporation, your Moose Legion has a Board of Directors

Election to the Board of Directors obligates those individuals to their fellow Moose Legionnaires, both fraternally and legally.

The annually elected officers are the President, Vice-President, Chaplain, Financial Director and Fraternal Director.

Directors Duties

| | | |
|--|--|--|
| <p>P16</p>  <p>S27</p> | <p>DIRECTORS DUTIES TEST:</p> <p>The purpose of this exercise is two-fold. It is designed to see how much the class knows about the duties of the directors, and to get them used to looking things up in the Code of Rules.</p> <p>Note the answers are in your book as trainer, but the participant books are blank in the left and right columns</p> | |
|    <p>8 min</p> | <p>Close all books except the workbook. In the table on pages 16 & 17, read the Duties and responsibilities in the middle column. In the left hand column, marked "Director", write the Director or Appointed Officer who most directly fits the duty or committee.</p> <p>Give them 8 minutes. They can work as a team to complete this.</p> | |
|  <p>Debrief</p>  | <p>When they are done, as a group have them go to the COR book and verify their answers by writing down the chapter and line number in the far right column on their table.</p> <p>Start with number 1 and go down the list. Have each team say the Director they chose for that duty, and as a group validate the chapter and line in the COR that shows it is correct.</p> <p>Discuss the ones they get right/wrong.</p> | |
|  | <p>Below is your key to the answers. The participant books have the left and right columns blank.</p> | |
| | <p>AS = Assistant Secretary AS@A = Assistant Sergeant at Arms C = Chaplain FI = Financial Director FR = Fraternal Director</p> | <p>JPP = Junior Past President P = President S = Secretary S@A = Sergeant at Arms VP = Vice President</p> |

Directors Duties Test:

| Director | Duties | COR |
|-----------------|---|---------------------------|
| C | 1. A member of the Auditing Committee. | 15.4 22.1 |
| P | 2. Appoint a Sergeant-at-Arms and Assistants as needed. | 12.4 19.1 19.2 |
| C | 3. Bi-annually review the membership records and monthly financial reports of the Moose Legion. | 22.2 |
| JPP | 4. Chairman of the Advisory Committee | 21.4 |
| FR | 5. Chairman of the Fraternal Operations Committee. | 17.2 |
| FI | 6. Chairman of the Fundraising Committee. | 16.5 |
| VP | 7. Chairman of the Membership Building Committee. | 14.2 |
| JPP | 8. Chairman of the Membership Retention Committee. | 18.3 |
| JPP | 9. Chairman of the Moose Legionnaire of the Year Selection Committee. | 18.4 |
| C | 10. Chairman of the Publicity and Member Relations Committee. | 15.2 |
| FI | 11. Collect and classify all funds, except dues and fees, received during a Celebration or meeting. | 16.6 |
| C | 12. Contact the sick, disabled and distressed. | 15.3 |
| P | 13. Decide all parliamentary questions. | 12.2 |
| C | 14. Deliver all prayers as required. | 15.1 |
| S@A | 15. Have charge of all the properties and paraphernalia of the Moose Legion not otherwise provided for. | 19.1 |
| S | 16. Keep accurate financial records of all funds or accounts of the Moose Legion. | 13.4 |

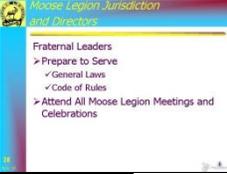
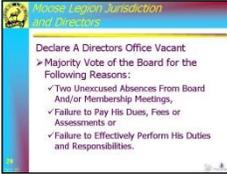
Directors Duties

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| P17 | Optional: You can award points for each one the table group gets correct. Track points all through class, even assign extra points for outstanding contributions to discussions. |
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| | |
|  | How did we do on the test? Now let's go into a little more detail on the duties of the Directors and committees. |

Directors Duties Test:

| Director | Duties | COR |
|-----------------|--|----------------------|
| AS | 17. Maintain the minutes of all Lodge Moose Legion Committee meetings. | 19.3b |
| S | 18. Overall responsibility for the planning and coordination of all Celebrations and meetings of the Moose Legion. | 13.13 |
| FR | 19. Performing the Legacy of the Moose or Golden Ball Ceremony on an annual basis. | 17.2 |
| AS@A | 20. Positioned at the entrance to the meeting room. | 19.2 |
| S | 21. Preserve and file all official applications for membership. | 13.5 |
| P | 22. Preside at all meetings of the Moose Legion. | 12.1 |
| VP | 23. Presides in the absence of the President. | 14.1 |
| AS | 24. Remit all Lodge Moose Legion Committee Endowment Fund collections to the Moose Legion Secretary. | 19.3 f |
| C | 25. Responsible for advertisement, publicity and communications with the membership on a quarterly basis. | 15.2 |
| FR | 26. Responsible for collecting the Endowment Fund at all meetings. | 17.2 |
| VP | 27. Responsible for membership promotion and quarterly membership campaigns. | 14.2 |
| FI | 28. Responsible for raising funds for Mooseheart, Moosehaven, Camp Ross and other various projects designated during his term. | 16.5 |
| S | 29. Serve for a term of satisfactory service as determined by the Board of Directors and the Moose Legion. | 13.1 |
| FI | 30. Shall receive a duplicate deposit slip from the Secretary showing all funds deposited and credited to the Moose Legion. | 16.2 |
| S | 31. Sign all checks approved by the Board of Directors. | 13.3 |
| JPP | 32. The installing officer of his Moose Legion. | 18.5 11.8 |

Directors Duties

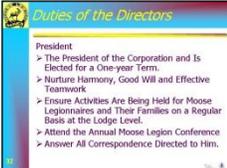
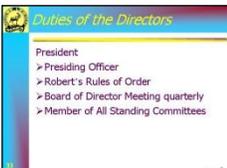
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|--|---|
| <p>P18</p> | <p>Fraternal Leaders - Common Duties</p> |
| <p>“ ”</p>  <p>S28</p> | <p>A Moose Legion must be incorporated, under the laws of the state they are in, and the Directors are listed as the Corporate Officers for that corporation. This paperwork needs to be updated annually to stay current and keep the information accurate.</p> |
| <p>“ ”</p> | <p>Directors are only allowed to serve 2 years in any given Director position.</p> |
|  <p>S29 </p> | <p>Declare an Office Vacant: Hit Highlights – not too much detail.</p> |
| <p>“ ”</p>  <p>S30</p> | <p>11.10 Appointments</p> <p>If a vacancy occurs in the office of President, the Vice-President shall assume the office as Acting President for the remainder of the term or until another Director is selected by the Board.</p> <p>Then you would appoint new VP. Not election, can take too long.</p> |
| <p>“ ”</p>  <p>S31</p> | <p>11.10 Appointments</p> <p>Immediately upon a vacancy in the office of Secretary, the Board of Directors may appoint an Acting Secretary to serve for a period of time not to exceed six (6) months or until the next annual election, whichever shall first occur. The Financial Director shall serve as Acting Secretary on an interim basis until an Acting Secretary is appointed, but in no case for a period of time exceeding six (6) months.</p> |

Fraternal Leaders

All of the Directors primary responsibilities lie in the area of Fraternal Leadership. Being a fraternal leader means supporting the mission of the Moose Legion as well as the mission of Moose International.

- Directors should prepare to serve by reading and understanding the General Laws and the Moose Legion’s Code of Rules.
 - Read publications, Moose Magazine and the Moose Leader.
 - You should also ask questions of those who have held the offices before to find out what the job is about.
- It is the duty of all Directors to attend all of the Moose Legion meetings and celebrations, as well as participating in the committees that they chair or serve on. Ritual Participation is an important part of the Moose Legion, and all Directors should be familiar with their parts of the Ritual openings and closings.
 - At Board meetings, Directors make regular reports on the specific duties assigned to them. There are reports from other directors, including reports on the financial activity and health of the Moose Legion.
 - They will also consider and vote on recommendations for activities and expenditures that will be placed before the membership at the next Celebration for approval.
 - The Board of Directors may excuse a Director from attendance by a majority vote of the Board.
- As Fraternal and Business leaders of the Moose Legion, it is their duty to set goals for the Moose Legion and each of their committees.
- A Director may have his office declared vacant by a majority vote of the Board for the following reasons:
 - Two unexcused absences from Board and/or membership meetings,
 - Failure to pay his dues, fees or assessments or
 - Fails to effectively perform his duties and responsibilities.

Directors Duties

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|---|--|
| <p>P19</p>  | <p>We have already covered some of the duties in the Test exercise. Highlight some of the ones on this page, and those in the participant book opposite.</p> <p>Say: Let's take a look at the Code of Rules for some of the other duties of the Directors.</p> |
|  <p>S32</p>  | <p>President (COR 12)</p> <p>Highlights</p> |
| <p>“ ”</p>  <p>S33</p> | <p>The first rule of Parliamentary Procedure that the presiding officer should learn is; do only one thing at a time. A group can do something only in the form of procedure known as a "motion." Making and disposing of a motion is a fixed procedure:</p> <ul style="list-style-type: none"> • A member rises, addresses the presiding officer (usually the President), and is recognized; • Only after such recognition may a member propose a motion; • The next step is the seconding of a motion. If, after a reasonable length of time, a motion remains un-seconded, the presiding officer declares the motion "dead", and proceeds with the meeting; • If there is a second to the motion, the presiding officer states the motion in full; • The members debate or discuss the motion, concluding by "calling for the question;" • The presiding officer "puts" the motion to a vote, and then announces the result of that vote. The President, or other officer presiding, does not ever make or second a motion while he is the presiding officer. |
| <p>“ ”</p> | <p>He has the responsibility for an active Moose Legion Committee in each Lodge within the jurisdiction and will personally visit each Lodge during his term of office. He will concentrate on those Lodges who do not currently have an active Moose Legion Committee by meeting with the Lodge Board of Officers.</p> <p>Submit a written visitation report following each Lodge visit to the Moose Legion Ambassador.</p> |

President

COR _____

- The primary objective of the President is to promote the fraternal operation of the Moose Legion.
 - The President is the president of the corporation and is elected for a one-year term.
 - He is responsible for nurturing harmony, good will and effective teamwork among the Directors, Secretary and appointed officers.
 - Through instruction and encouragement, he shall ensure activities are being held for Moose Legionnaires and their families on a regular basis at the Lodge level.
 - Ensure that himself or another Director attends a meeting of each Lodge Moose Legion committee in their jurisdiction at least once each year.
 - Attend the Annual Moose Legion Conference as one of two official representatives.
 - Answer all correspondence directed to him.
- The President is the presiding officer, it is his job to preside at the Moose Legion meetings, to know and enforce Robert’s Rules of Order. Decide all parliamentary questions.
 - Call a meeting of the Board of Directors at least once a quarter.
- Appoint Special Committee Chairmen, Sergeant-at-Arms and Assistant Sergeant-at-Arms, as necessary.
 - He is a member of all Standing Moose Legion Committees.
- Ensure that the Secretary promptly submits all required reports to Moose International.
 - Co-Sign all checks along with the Secretary, as approved for payment by the Board.
 - Ensure that all tax reports required by state, provincial, or federal authorities, including the annual I.R.S. Form 990 (U.S. Moose Legions only), are accurately and promptly filed with the respective agencies.

Directors Duties

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| <p>P20</p>  | <p>We have already covered some of the duties in the Test exercise. Highlight some of the ones on this page, and those in the participant book opposite.</p> |
|   <p>S34</p> | <p>Vice President (COR 14)</p> <p>If a vacancy occurs in the office of President, he assumes the office in an acting capacity, with full authority to perform the duties and the responsibilities of the President. Then appoint new VP. Do not wait for an election. It can take too long. With only 4 meetings term could be over before election process can take place</p> |
|   <p>S35</p>  <p>S36</p> | <p>Secretary (COR 13)</p> <p>Prepare and forward a copy of the minutes of each scheduled Board meeting to the Assistant Secretary of each Lodge within 15 days following the meeting. (Provides 2-way communication between the Lodge and Moose Legion.) (He can include Ambassador in the distribution list also.)</p> |

Vice President

COR _____

Needs to be ready to step in and replace the President in case of vacancy

- The Vice-President is the vice-president of the corporation and is elected for a one-year term.
- Is the presiding officer for meetings of the Moose Legion in the absence of the President.

In addition to the general responsibilities previously listed, these specific duties are assigned to the Vice-President:

- Chairs the Membership Building Committee and selects the members of the committee.
- Must attend an MLEC at least every three years

Secretary

COR _____

In addition to the general responsibilities previously listed, these specific duties are assigned to the Secretary:

- Prepare a meeting agenda in advance and attend all Board meetings.
 - Plan and coordinate all Celebrations and meetings of the Moose Legion.
 - Negotiate ahead of time with Lodges for hosting Celebrations and meetings and establish the programs of the Celebrations and meetings.
- Maintain custody of the seal of the Moose Legion and sign all documents requiring the signature of the Secretary.
- Appoint, and/or replace for just cause, an Assistant Secretary in each Lodge within the Moose Legion jurisdiction.
- Along with the President or Financial Director, sign all checks approved for payment.
- Maintain accurate membership and financial records of all affairs of his Moose Legion and submit all required reports. Prepare and submit a comprehensive report of the membership totals, receipts and expenditures and account balances to the Board at their meetings.
- Along with the President, represent the Moose Legion at the annual International Moose Legion Conference.
- Must attend an SEC and MLEC at least every three years.

Directors Duties

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|  <p>P21</p> | <p>We have already covered some of the duties in the Test exercise. Highlight some of the ones on this page, and those in the participant book opposite.</p> |
|  | <p>Financial Director (COR 16)</p> |
|  <p>S37</p>  | <p>Receives a duplicate bank deposit slip from the Secretary and initials the duplicate deposit slip retained by the Secretary.</p> <p>Along with the Fraternal Director, examines bills and reports recommendation for payment to the Board.</p> <p>Acts as Secretary in case of vacancy.</p> |
|  <p>S38</p>  | <p>Fraternal Director (COR 17)</p> <p>Along with the Financial Director, examines all bills and report recommendation for payment to the Board.</p> |

Financial Director

COR _____

The Financial Director is an officer of the corporation and is elected for a one-year term. In addition to the general responsibilities previously listed, these specific duties are assigned to the Financial Director:

- Chairs the Fund Raising Committee and selects the members of the committee. Along with the President and Secretary, he is responsible for the safekeeping of all securities and valuable papers.
- Ensures that two (2) signatures are required on each check; one signature is that of the Secretary and the other signature is that of the President or Financial Director.
- Collects and classifies all funds, except dues and fees, received during a Celebration or meeting. Delivers the funds to the Secretary at the conclusion of the meeting and obtain a receipt for them.
- Must attend an MLEC at least every three years

Fraternal Director

COR _____

The Fraternal Director is an officer of the corporation and is elected for a one-year term. In addition to the general responsibilities previously listed, these specific duties are assigned to the Fraternal Director:

- Chairs the Fraternal Operations committee and selects the members of the committee.
- Ensures that the principles, goals and ideals of the Degree of Service are exemplified in rituals as prepared and approved by the International Moose Legion Council.
- He, along with the ritual team, raises funds for International Competition.
- Presides at meetings in the absence of the President and Vice-President.
- Must attend an MLEC at least every three years

Directors Duties

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|   | <p>We have already covered some of the duties in the Test exercise. Highlight some of the ones on this page, and those in the participant book opposite.</p> |
|   | <p>Chaplain (COR 15)</p> <p>Delivers all prayers as required by the Code of Rules. Serves as a member of the Audit Committee, but not as chairman.</p> |
|    | <p>Jr. Past President (COR 18)</p> <p>Past President is not an office, it is a condition and remains with the member so long as he continues his active membership in the Order and Moose Legion</p> <p>Chairs the Advisory Committee</p> |
|      | <p>Appointed Officers (COR 19)</p> <p>S43</p> |
|  | <p>We will cover the Assistant Secretary in more detail later in the class.</p> |
|  | <p>We've covered the directors, now let's look at the committees they chair or are members of.</p> |

Chaplain

COR _____

The Chaplain is an officer of the corporation and is elected for a one-year term. In addition to the general responsibilities previously listed, these specific duties are assigned to the Chaplain:

- Chairs the Publicity and Member Relations Committee and selects the members of the committee.
- Contacts the sick, disabled and distressed and makes a full report to the Moose Legion at each meeting.
 - Responsible for contacting the sick, disabled and distressed members, though he does not have to be the ONLY person who does so.
- Must attend an MLEC at least every three years

Jr. Past President

COR _____

The retiring President serves as the Junior Past President, provided he completed the term for which he was elected or appointed as President, and the term commenced prior to November 1 of the preceding year.

If the retiring President is unavailable to serve or is not qualified to serve, the next Past President in order of juniority by service shall serve.

Must attend an MLEC at least every three years

Appointed Officers

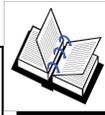
COR _____

Sergeant at Arms

Assistant Sergeant at Arms

Assistant Secretary

Committees

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| <p>P23</p>  <p>S44 </p> | <p>We have already covered some of the duties in the Test exercise. Highlight some of the ones on this page, and those in the participant book opposite.</p> |
|  <p>S45 </p> | <p>Committees (COR 21) There are 6 Standing Committees of the Moose Legion:</p> |
|  <p>S46 </p> | <p>Membership Building (COR 14.2)</p> <p>Responsible for membership promotion.</p> <ul style="list-style-type: none"> • Show Pride in Membership in Moose Legion – wear the vest • Use quarterly campaigns |
|  <p>S47 </p> | <p>Membership Retention (COR 18.3)</p> <p>Focus is to bring back expired and dropped members “Closing the Back Door” Power of One</p> |
|  <p>S48 </p> | <p>Publicity and Member Relations (COR 15.2)</p> <p>Planning and implementation of activities and entertainment at Celebrations. The Fun & Frolic Committee</p> |

COMMITTEES

Committee Chairmen have very important jobs. The Board of Directors sets goals and manages much of the Moose Legion business, but committees do most of the work of the Moose Legion. As a chairman, making your particular committee function effectively contributes to the total success of the Moose Legion.

Breaking the whole job into smaller parts makes it easier to get more things done. Committees also provide more opportunities for people to get involved, and to enjoy the satisfaction that comes with participation.

There are 6 Standing Committees of the Moose Legion: COR _____

- **Membership Building**
- **Membership Retention**
- **Publicity and Member Relations**
- **Fund Raising**
- **Fraternal Operations**
- **Auditing**

Membership Building (*Vice President*) COR _____

- The Goal of this committee is to increase members on the rolls
 - Orientation Program
 - Fun Activities
-
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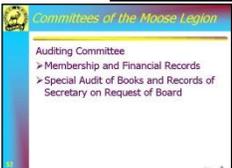
Membership Retention (*Jr. Past President*) COR _____

- This committee is responsible for increasing the active members on the Moose Legion rolls.
 - Goal of this committee is to increase active members on the rolls
-
-
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Publicity and Member Relations (*Chaplain*) COR _____

- This committee is responsible for planning and implementing celebration activities and entertainment.
 - Encouraging active participation of all Moose Legionnaires and their families
 - Responsible for creating, publishing and distributing a newsletter to all Moose Legion Members
-
-
-

Committees

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|  | <p>We have already covered some of the duties in the Test exercise. Highlight some of the ones on this page, and those in the participant book opposite.</p> |
| <p>Fund Raising (COR 16.5)</p> | |
|   | <p>Needs to work with the Lodge Moose Legion Committees</p> |
| <p>Fraternal Operations (COR 17.2)</p> | |
|   | <p>This committee collects the Endowment Fund at Celebrations and meetings</p> |
| <p>Auditing Committee (COR 22)</p> | |
|      | <p>The Auditing Committee shall twice a year review the membership records and monthly financial reports of the Moose Legion as prepared by the Secretary.</p> |
|  | <p>Handout the Moose Legion Audit Prep Checklist. Explain: This is a tool that can help in preparing for an audit.</p> |

Fund Raising

(Financial Director)

COR _____

- This committee is responsible for raising funds for Mooseheart, Moosehaven, Camp Ross and other designated projects
- The committee’s goal is to increase the assets of the Moose Legion

Fraternal Operations *(Fraternal Director)*

COR _____

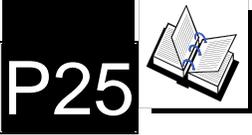
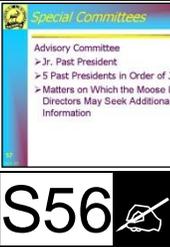
- Is responsible for the Legacy of the Moose or Golden Ball ceremony annually

Auditing Committee

COR _____

- At the first regular meeting after being installed, the President appoints two (2) active members, one of whom shall be chairman, to serve on the Auditing Committee.
- The Chaplain is the third member of the committee.
- No other member of the Board of Directors may serve on this Committee.
- The Board of Directors and each Committee Chairman of the Moose Legion provides to the President, all stocks, bonds, notes, accounts and records of the Moose Legion required by the Auditing Committee to make a full and correct report.
- The Auditing Committee reviews the membership and financial records of the Moose Legion and other authorized funds or accounts, as indicated on all Monthly Reports prepared by the Secretary, and submitted to Moose International via LCL.net
- The committee makes a special audit of the books and records of the Secretary if requested by the Board of Directors.
- The Secretary delivers to the Auditing Committee all necessary records to prepare the special audit.
- If the Secretary refuses to comply with the demands of the Board of Directors, the President shall suspend the Secretary from office and the Financial Director shall serve as Acting Secretary until an investigation is completed.
- Upon suspension of the Secretary, the President immediately contacts the International Moose Legion Office.

Committees

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|  | <p>We have already covered some of the duties in the Test exercise. Highlight some of the ones on this page, and those in the participant book opposite.</p> |
|  | <p>Special Committees (COR 21.2)</p> <p>The President appoints special committees. The Board of Directors approves these committees.</p> <p>What are some reasons for special committees?</p> |
|  | <p>Nominating Committee (COR 11.3)</p> |
|  | <p>Election Committee (COR 11.5)</p> |
|  | <p>Advisory Committee (COR 21.3)</p> <p>Ask: What types of function do they perform? What type of advice do they give?</p> |
|  | <p>Other</p> <p>Ask: "What are some reasons we might want subcommittees?"</p> |
|  | <p>Say: All Directors are also members of a Lodge Moose Legion Committee in their home lodge.</p> |

Special Committees**COR _____**

- Special committees usually have a specific task that is limited to the time they are impaneled to perform it.
 - Some special committees may have a term that coincides with the President's term of office.
 - Special committees automatically dissolve at the conclusion of their specific assignment or at the conclusion of the President's term.
-
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Nominating Committee**COR _____**

The Nominating Committee consists of the Board of Directors and the duly appointed Assistant Secretaries representing the Lodges within the jurisdiction. The Nominating Committee shall meet at the call of the President, at least forty-five (45) days prior to the Annual Celebration scheduled between March 15 - April 30 of each year, to select candidates for the Board of Directors.

Election Committee**COR _____**

The President shall appoint an Election Committee of three (3) active Moose Legionnaires who are **not** members of the Board of Directors or candidates for elected office. The committee shall conduct the election, pass on all questions concerning the election, count the ballots and report the results of the election to the Moose Legion.

Advisory Committee**COR _____**

This committee consists of the 5 Past Presidents in order of juniority.

- Chairman is the Jr. Past President
 - Advises the Moose Legion Directors on matters when they seek additional information
-
-

Other

Committees can be formed as the need is presented

- Sub-committees can be formed to break up duties of standing committees.
-
-

Directors Duties

This page NOT in Participant Book

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|---|---|
|  | <p>Do Your Duty Relay Race</p> <p>This exercise is designed to reinforce the previous material on the duties of the directors, and to get the participants up out of their seats and active.</p> |
|   <p>S58</p> | <p>Do Your Duty Relay Race</p> <p>Participants will compete as teams in this exercise.</p> <p>Split participants into two teams. (Can do more if group size is larger.)</p> <p>Have the 7 Director Cards sitting on a table in front of each team. Also, on the table have the 36 Duties Cards, stacked face down.</p> <p>One at a time, a participant from each team will come up to the table.</p> <p>The first person draws a card from the stack, and determines which Director is responsible for that particular duty, and places the card, face up in front of that Director. Then, that participant goes to the back of the line, and the next teammate comes up.</p> <p>Team members can either draw a card from the stack, or move a card on the table that has been placed incorrectly.</p> <p>First team to place all the cards sits down.</p> <p>Not ALL of the cards belong to a director, so some will be set aside in front of the "OTHER" tent card.</p> <p>There are duplicates of cards that can be placed in front of more than one director, such as sign checks. Each Director should only have One Card for each duty.</p> |
|  | <p>Optional: If you wish you can award treats/prizes to the table with the winning score.</p> |
| | <p>Materials: Tents, Duty Cards</p> |
|  | <p>Debrief by going through each groups responses for each director, one at a time, counting how many they got wrong. Award a point for each wrong answer. Team with lowest score wins.</p> |
|  | <p>We've covered the Directors and the committees, let's look at one of the major things the directors are responsible for, the Celebrations.</p> |

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"Do Your Duty Relay" Solution Sheet

President

- Preside at Meetings
- Sign Checks
- Read Moose Magazine
- Representative to Annual Moose Legion Conference
- Appoint Special Committee Chairmen, Sergeant-at-Arms and Assistant Sergeant-at-Arms, as necessary.

Vice President

- Preside at Meetings
- Read Moose Magazine
- If a vacancy occurs in the office of President, he will assume the office.
- Chairs the Membership Building Committee.

Secretary

- Prepare Agenda for Meetings
- Sign Checks
- Read Moose Magazine
- Representative to Annual Moose Legion Conference
- Negotiate with Lodges for hosting Celebrations and meetings.

Chaplain

- Plan and implement the programs of the Celebrations and meetings.
- Member of the Audit Committee
- Read Moose Magazine
- Contact the sick, disabled and distressed.

Fraternal Director

- Chairs the Fraternal Operations committee.
- Review Bills
- Read Moose Magazine
- Collect Endowment at Celebrations
- Ensure that the principles, goals and ideals of the Degree of Service are exemplified in rituals.
- Preside at Meetings

Financial Director

- Review Bills
- Sign Checks
- Read Moose Magazine
- Chairs the Fundraising committee.

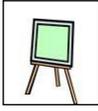
Jr. Past President

- Read Moose Magazine
- Chair the Membership Retention Committee
- Preside at Meetings
- Serve as the installing officer for his Moose Legion.

Other –

- He shall have charge of all the properties and paraphernalia of the Moose Legion not otherwise provided for.
(Sergeant at Arms)
- Is positioned at the entrance to the meeting room.
(Assistant Sergeant at Arms)
- Remit all Lodge Moose Legion Committee Endowment Fund collections to the Moose Legion Secretary.
(Assistant Secretary)

Events & Celebrations

| | | |
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|   | <p>S59</p> | <p>Who has responsibility for planning the Celebrations?</p> <p>What are some principles to keep in mind when planning a celebration?</p> |
|  | | <p>Just because the COR assigns the planning to the Secretary and the Publicity committee, does not mean the rest of the Directors cannot get involved.</p> <p>This is your Moose Legion's big event once a quarter, and it's up to all of you to make it the best you can.</p> |
|  | | <p>Drive some discussion using the following questions and flipchart the answers</p> |
|   | | <p>What are some things we want to include in our celebrations?</p> |
|   | | <p>Is there a difference between the Annual Celebration and the other three?</p> |
|   | | <p>What do we want to include in a Mini-Celebration?</p> |
|  | | <p>On the following pages is a tool that can be used to help plan a Celebration.</p> |
| | | |

EVENTS & CELEBRATIONS

The Code Of Rules says that the Secretary is to plan and coordinate all Celebrations and meetings of the Moose Legion.

The Code Of Rules also says that Publicity and Member Relations committee is responsible for the planning and implementation of activities and entertainment at Celebrations and encouraging active participation of all Moose Legionnaires and their families.

Keeping in mind our Mission and Vision and the Purpose of the organization:

What are some things we want to include in our celebrations?

Is there a difference between the Annual Celebration and the other three?

What do we want to include in a Mini-Celebration?

Events & Celebrations

| | |
|---|---|
| <p>P27</p>   <p>S60</p> | <p>Look at the checklist on the next three pages.</p> <p>This is a tool that can help you remember all of the tasks that have to be done to get ready for a Celebration.</p> |
| <p>“ ”</p> | <p>It can help you stay on track while planning, and keep in writing the changes you make along the way.</p> <p>In the SEC Class, we spend time working with Secretaries on how to use the tool.</p> <p>Not everyone is going to use everything on this form. We just tried to make it as comprehensive as we could. If some things don't apply to your situation, it's okay. Don't use it.</p> |
| | <p>This form is available</p> |

Celebration Checklist

Celebration Type: Annual Summer Fall Winter All-State/Provincial Mini Other

Celebration Date(s): _____ through _____

Celebration Goal(s):

- Improve Member Satisfaction Increase Community Involvement
 Increase Membership #s Increase Moose Legion Operations (through Training)
 Increase Charitable Donations Other: _____

Moose Legion Name: _____ #: _____ State: _____

Host Lodge Name: _____ #: _____ City: _____

Active LMLC?

Yes. Asst. Sec. Name: _____ Phone: _____ Email: _____; or
 LMLC Chairman Name: _____ Phone: _____ Email: _____

No. Governor Name: _____ Phone: _____ Email: _____; or
 Administrator Name: _____ Phone: _____ Email: _____

| Step | Accountability | Tool / Resource(s) |
|---|---|--|
| 1. Create preliminary celebration plan. <input type="checkbox"/> Schedule planning meeting. <input type="checkbox"/> Identify celebration goal(s). <input type="checkbox"/> Create preliminary agenda. <input type="checkbox"/> Estimate celebration costs. <input type="checkbox"/> Identify critical task timeline. | ALL: President, Committee Chairmen, Secretary, Asst. Sect'y <ul style="list-style-type: none"> • Secretary • All • All • All • All | <ul style="list-style-type: none"> • Email Meeting Notification • This Checklist (Top Section) • Draft .xls Agenda (ideas on Page 3) • Previous QB Income & Expenses • Planning Meeting Minutes |
| 2. Obtain plan approval signatures from: <input type="checkbox"/> President <input type="checkbox"/> LMLC Chairman <input type="checkbox"/> Governor / Administrator | ML Secretary | Email with following attachments: <ul style="list-style-type: none"> • Celebration Checklist (top row) • Preliminary Agenda • Planning Meeting Minutes |
| 3. Schedule future meetings. <input type="checkbox"/> Negotiate/Set meeting dates, locations, and times. <input type="checkbox"/> Prepare/submit meeting agendas. <input type="checkbox"/> Attend meetings as scheduled. <input type="checkbox"/> Record/Forward minutes. | ML Secretary <ul style="list-style-type: none"> • Host Lodge Input • Attendee Input (optional) • All Attendees • For communication at Lodge | <ul style="list-style-type: none"> • Email or Phone • Emailed Meeting Agenda • Confirmed Meeting Room. • Emailed Minutes (15 days after each meeting) |

Events & Celebrations

| | |
|---|--|
| <p>P28</p>  | |
|  <p>S61</p> | |
| | |

Celebration Checklist (cont)

| Step | Accountability | Resource(s) |
|---|--|---|
| 4. Send final celebration agenda to: <input type="checkbox"/> President <input type="checkbox"/> Assistant Secretary <input type="checkbox"/> ML Committee Chairmen <input type="checkbox"/> Governor / Administrator | ML Secretary | Email with following attachments: <ul style="list-style-type: none"> • This Checklist • Updated/Final .xls Celebration Agenda |
| 5. Promote the celebration (quarterly, at minimum). | ALL: Moose Legionnaires in jurisdiction. <ul style="list-style-type: none"> • Chaplain (Moose Legion posts) • Asst. Sec (Lodge posts) | <ul style="list-style-type: none"> • ML and Lodge Newsletters • ML and Lodge Web Sites • Lodge Bulletin Boards • Official Email |
| 6. Confirm celebration resources. Contact: <input type="checkbox"/> Host Lodge Resources <input type="checkbox"/> Hotel representative <input type="checkbox"/> Entertainment personnel. <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Food/Beverage Vendor (opt) | ML Secretary <ul style="list-style-type: none"> • LMLC assistance • Moose Legion Committee(s) or Sub-Committee(s) assistance | Previous Planning Meeting Minutes (from following timeframes at min): <ul style="list-style-type: none"> • 6 months prior to celebration • 3 months prior to celebration • 1 month prior to celebration • Contingency Plan (if necessary) |
| 7. Attend the celebration. <input type="checkbox"/> Set up celebration. <input type="checkbox"/> Register attendees and guests. <input type="checkbox"/> Issue receipts for funds collected. <input type="checkbox"/> Provide membership and financial updates (if needed) <input type="checkbox"/> Survey attendees. | ML Secretary <ul style="list-style-type: none"> • Host Lodge assistance • LMLC assistance • Financial Director assistance | <ul style="list-style-type: none"> • Furniture, equipment, etc. • Registration Member/Guest list • Receipts & Receipt Logbook • Membership Reports, Balance Sheet, or P&L Statement • Printed Surveys; Word of Mouth |
| 8. Evaluate the celebration. <input type="checkbox"/> Schedule debrief meeting (final meeting at celebration). <input type="checkbox"/> Attend meeting; provide feedback. <input type="checkbox"/> Record/store feedback. <input type="checkbox"/> Settle outstanding celebration funds. <input type="checkbox"/> Post celebration results comments from attendees. | ALL: President, Secretary, Asst. Sect'y, Chairmen, Governor, Administrator <ul style="list-style-type: none"> • Secretary • ALL • Secretary • Secretary and Administrator • Asst Sect'y and Chaplain | <ul style="list-style-type: none"> • Emailed Agenda • Original Celebration Checklist Agenda, and Personal Notes • Meeting Minutes • Lodge Reimbursements; QuickBooks Entries • Newsletters, Websites, Bulletin Boards, etc. |

President Signature _____

Governor Signature _____

Ambassador Signature _____

(Required for All State/Provincial Celebrations only)

Date: _____

Date: _____

Date: _____

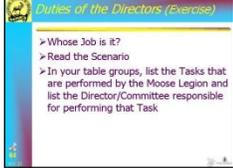
Events & Celebrations

| | |
|--|---|
|   | |
|   | |
|  | <p>We've covered some tools for planning a Celebration.</p> <p>Next we'll look at a Celebration that took place, and determine who was responsible for which parts.</p> |

Celebration Daily Agenda Suggestions:

| <i>Agenda Items (in no specific sequential order)</i> | <i>Target Audience(s): (be aware of the audience; subject to change)</i> | <i>Resources (at minimum)</i> |
|---|--|---|
| <input type="checkbox"/> Registration | Moose Legionnaires, Directors, OVs, Ladies | Lodge/Hotel rooms; equipment |
| <input type="checkbox"/> Opening Reception | Moose Legionnaires, Directors, OVs | Lodge/Hotel rooms/; equipment |
| <input type="checkbox"/> Meals <input type="checkbox"/> Breakfast on Day(s) _____ <input type="checkbox"/> Lunch on Day(s) _____ <input type="checkbox"/> Dinner on Day(s) _____ | Moose Legionnaires, Directors, OVs, Candidates, Ladies | <i>No correlation to meal type:</i> <ul style="list-style-type: none"> ▪ LMLC Asst. Sect'y ▪ SQ Mgr, Wait Staff, Volunteers ▪ Lodge Activities Chairman ▪ Vendors |
| <input type="checkbox"/> Moose Legion Business Meeting(s): <input type="checkbox"/> Board of Directors Meeting <input type="checkbox"/> General Membership Meeting <input type="checkbox"/> Standing Committee Meeting <input type="checkbox"/> Special Audit Meeting <input type="checkbox"/> Nomination Committee Meeting <input type="checkbox"/> Election Committee Meeting <input type="checkbox"/> Other Meeting _____ | <i>Per Meeting Type:</i> <ul style="list-style-type: none"> ▪ Directors ▪ Directors, LMLC Asst. Sect'y, Members ▪ Committee / Sub-Committee Members ▪ Audit Committee Members ▪ Committee Members ▪ Committee Members ▪ _____ | <i>Agenda, Minutes, Endow \$ for all:</i> <ul style="list-style-type: none"> ▪ Membership/\$ Reports, Bills ▪ Membership/\$ Reports, Bills ▪ Committee/Sub-committee status ▪ Balance Sheet, P&L; QB access ▪ Potential Nominee List ▪ Nominee List; written ballots ▪ Sub-Committee Members |
| <input type="checkbox"/> Moose Legion Training Session(s): <input type="checkbox"/> MLEC <input type="checkbox"/> SEC <input type="checkbox"/> Other _____ | <i>Per Session Type:</i> <ul style="list-style-type: none"> ▪ Directors, Chairmen, LMLC Asst. Sect'y ▪ ML Secretary's; LMLC Asst. Secretaries ▪ _____ | <i>For any ML Training:</i> <ul style="list-style-type: none"> ▪ Trainer (Find a Trainer link) ▪ Training Materials ▪ Training Fee; ML Receipts/Log |
| <input type="checkbox"/> Moose Legion Ceremony(ies): <input type="checkbox"/> Conferral <input type="checkbox"/> Orientation <input type="checkbox"/> Golden Ball/Legacy of the Moose | <i>Per Ceremony Type:</i> <ul style="list-style-type: none"> ▪ Candidates, Pres., Sec, Members, Officers ▪ Candidates, Pres., Sec, Members, Officers ▪ Candidates, Pres., Sec, Members, Officers | <i>Pending Ceremony Type:</i> <ul style="list-style-type: none"> ▪ Guide to Success ▪ Paraphernalia ▪ DVDs |
| <input type="checkbox"/> Moose Legion Award Presentations: <input type="checkbox"/> MLoY Award <input type="checkbox"/> Fraternal Service Award <input type="checkbox"/> Other _____ | <i>Per Award Type:</i> Recipient, Regional & Int'l Moose Legion Representatives, Directors, Members, OVs | Awards |
| <input type="checkbox"/> ML Ritual Competition | Teams, Reg./Int'l ML Judges, Dir, Members | Team Rosters, Rules, and Results |
| <input type="checkbox"/> Guest Speaker: | Moose Legionnaires, Directors, OVs | |
| <input type="checkbox"/> ML Fun Events: <input type="checkbox"/> Moose Legionnaire closed event <input type="checkbox"/> Moose Legionnaire family event <input type="checkbox"/> Public event | <i>Per Event Type:</i> <ul style="list-style-type: none"> ▪ Moose Legionnaires, Ladies ▪ " and Families ▪ " and Public | <i>As-needed per event type:</i> <ul style="list-style-type: none"> ▪ Equipment; waivers; ▪ Supplies; prizes; resale merch ▪ Permits, special dispensation |
| <input type="checkbox"/> Closing Reception | Moose Legionnaires, Directors, OVs, Ladies | Surveys |

Directors Duties / Celebrations

| | |
|--|---|
|   | <p>The purpose of this exercise is to realize that the Secretary is not the only person involved in planning and preparing for a Celebration. It also gives an opportunity for the class to discuss celebrations and share their ideas with some less experienced members.</p> |
|    20 min | <p>Whose Job is it</p> <p>Participants are provided a scenario based around planning a Moose Legion Celebration.</p> <p>ASK the participants to review the scenario carefully individually.</p> <p>ASK the participants to work as a table group to list on paper the tasks needing to be performed in the scenario as well as who is responsible for performing those tasks.</p> <p>Give them the examples included on the form on page 31</p> <p>Optional: If you wish you can make this competitive and award treats/prizes to the table with the highest number.</p> <p>Debrief: Ask how many tasks were identified to find which table group had the highest number of tasks assigned. Ask them to read the tasks and who is responsible. Ask the rest of the group if they had identified any tasks not on the list that was read.</p> <p>Materials: Scenario, Scratch Paper, Writing Utensils</p> |

DIRECTORS DUTIES / CELEBRATIONS

Whose Job is it?

Details about this Celebration had been sent to all members ahead of time in the newsletter.

The Jefferson Lodge held a Friday night spaghetti dinner, and the Moose Legion was invited to attend. After Friday night dinner Committee Meetings were held.

The Jefferson Moose Legion 999 presold 186 tickets for the Saturday Moose Legion Breakfast and Moose Legion Lunch. We sold 26 more tickets on Friday and another 15 on Saturday morning.

Board of Directors meeting was called to order after breakfast at 10AM. The rest of the members and guests stayed in the hall and organized food donations for the local pantry.

One of the Committee Chairmen says they sold \$375 worth of shirts and hats. One committee reported they had contacted 45 members whose dues had expired and had gotten 13 of them to bring their dues current. One committee reported they wanted to hold a Golden Ball on Saturday evening at next quarter's celebration. One committee reported they had reviewed the financial and membership records and everything checked out okay.

General membership meeting was called to order after lunch, about 1:30. While the meeting was being held, the member's guests and the new conferrals were busy playing Moose Trivial Pursuit, run by the President's wife, with prizes donated to the Moose Legion.

After the business meeting was adjourned we held a Conferral, which added 18 new members.

Guest speaker(s) Regional Manager and the International Moose Legion Area Manager both attended as well as our Moose Legion Ambassador. And the State Police sent a representative to thank us for our donations of Tommy Moose. During lunch, the President got a phone call, and had to leave for a family emergency.

Whose Job is it?

| | |
|---|---|
| <p>P31</p>  | <p>Have the tables say how many tasks they came up with. Starting with the one that has the fewest, ask them to list the task, and who was responsible for doing it. Let each table have a turn.</p> |
|  | <p>Answers should include:</p> <ul style="list-style-type: none">○ Negotiate use of lodge facilities○ Publicizing locations, dates, and times○ Take over for President○ Collect endowment○ Collect fees for celebration○ Checking Membership cards since only Moose Legion members are allowed into the Business Meeting.○ Write a check to the Lodge and sign it○ Introduce guest speaker○ Selling breakfast & lunch tickets○ Approve bill from Lodge for lunch food |
| | <p>Plus others that the table groups come up with.</p> |
|  | <p>We've discussed the Purpose of the Moose Legion, the support structure from Moose International, and the Jurisdictions, Directors and Committees of the Moose Legion.</p> <p>Next we'll take a look at the most important part of the organization, the Lodge Moose Legion Committees.</p> |

| Before Tasks: | Whose Job Was It? |
|--|--------------------------|
| 1. Contact lodge to reserve dates | Secretary |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |
| During Tasks: | |
| 14. Call the General Membership Mtg to order | President |
| 15. | |
| 16. | |
| 17. | |
| 18. | |
| 19. | |
| 20. | |
| 21. | |
| 22. | |
| 23. | |
| 24. | |
| 25. | |
| 26. | |
| After Tasks: | |
| 27. Enter Funds in QuickBooks | Secretary |
| 28. | |
| 29. | |
| 30. | |
| 31. | |
| 32. | |
| 33. | |
| 34. | |
| 35. | |
| 36. | |
| 37. | |
| 38. | |
| 39. | |

P33

Lesson III: Lodge Moose Legion Committees

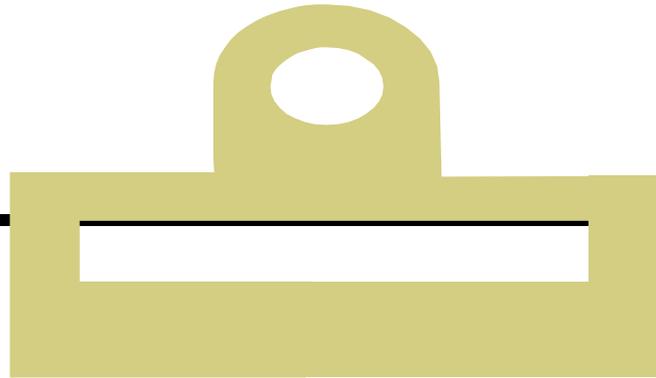


S64

Explain that our next lesson will discuss the duties of the officers and functions of the Lodge Moose Legion Committee.

List the topics for the coming lesson.

Lesson III. Lodge Moose Legion Committee



TOPICS

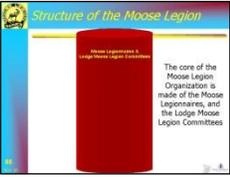
- **Lodge Moose Legion Committee Officers**

- **Meetings**

- **Events and Activities**

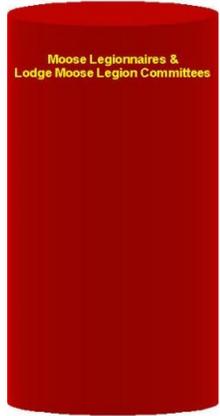
- **Lodge Involvement/Interest**

Lodge Moose Legion Committee

| | |
|---|---|
| <p>P34</p>   <p>S65</p> | <p>Hit the highlights of the facing page. Don't go into a lot of detail here, detail will be provided in the exercise on the next page.</p> |
|  <p>S66</p> | |
|  <p>S67</p> | <p>List the Officers of the Committee</p> |
|  <p>S68</p> | |
|  | <p>THIS MEANS ENCOURAGING LODGE MEMBERS TO SPONSOR NEW LOOM MEMBERS, WHICH STRENGTHENS THE LODGE.</p> |

Lesson III. Lodge Moose Legion Committee

Perhaps the most important part of the Moose Legion organization is our core, made up of the members and families who join together to form our Lodge Moose Legion Committees.



The Lodge Moose Legion Committee is just one of the pillars that make up the core of the International Moose Legion.

- The Lodge Moose Legion Committee is made up of Moose Legionnaires, but exists at a Lodge level instead of a Moose Legion level.
- The Lodge Moose Legion Committee is a standing committee *of the Lodge* and is responsible to the Lodge and its officers.

The officers are:

- The Chairman who is appointed by the Lodge Governor
- An Assistant Secretary who is appointed by the Moose Legion Secretary to serve the committee as Secretary
- A Vice Chairman who is elected annually in April by the committee members.
- Junior Past Chairman
- Marshal
- Guard

It is comprised of all active Moose Legionnaires in the Lodge.

The operation of this committee is described in detail in the Code of Rules. This committee is a standing committee of the Lodge with a threefold purpose:

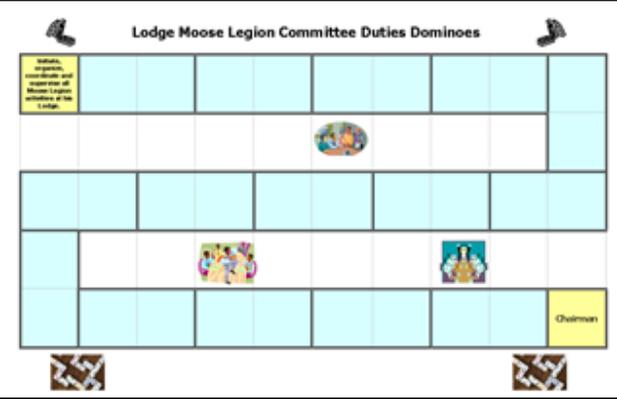
- Provide service and leadership for the Lodge, its officers and members and promote harmony therein.
- Promote a program of wholesome social activities and fellowship for Moose Legionnaires and their families within the Lodge between Moose Legion Celebrations.
- Stimulate membership growth in both the Lodge and Moose Legion.

Conferral of new Moose Legionnaires may be done at quarterly Moose Legion Celebrations, at Mini-Celebrations within the Lodge, or as otherwise provided in the Code of Rules or by Moose International.

The Committee's goal is to have every Moose Lodge member qualify for elevation to the Degree of Service.

**THIS MEANS ENCOURAGING LODGE MEMBERS TO SPONSOR NEW LOOM MEMBERS,
WHICH STRENGTHENS THE LODGE.**

Lodge Moose Legion Committee Duties This page NOT in Participant Book

| | |
|---|---|
|  | <p>The purpose of this exercise is to get the class to use their Guide to Success as a reference, and to understand a little more of how the LMLC should operate, who is responsible for what.</p> |
|  | <p>Lodge Moose Legion Committee Duties Dominoes</p> <p>Divide the class into table groups. Have one Domino Board and one set of dominoes for each group.</p> <p>Each domino will have an officer of the LMLC on one end and a duty of one officer on the other end. Each table group will work together to place all of their dominoes on the track on the board. They need to match the end with a duty to another domino with the officer responsible for performing that duty.</p> <p>Note: There is more than one possible solution. Match Duties to officer</p> |
|  <p>S69</p> |  <p>At one end of the board is a square filled in with a duty. They must determine the officer responsible for that duty and place a domino with that officer next to the duty space.</p> <p>At the other end of the board is a space with "Chairman" filled in. They need to find a domino with one of the Chairman's duties to place next to that space.</p> <p>They continue matching Duties with Officers until the path on the board is completed, and all fifteen dominoes have been placed.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="987 1203 1078 1388"> <p>Chairman</p> <p>To preside at the regular committee meetings in the absence of the Chairman and Vice Chairman.</p> </div> <div data-bbox="1162 1203 1253 1388"> <p>Assistant Secretary</p> <p>Report the Chairman conduct to the Moose Legion Organization at least once quarterly, and write as requested.</p> </div> <div data-bbox="1338 1203 1429 1388"> <p>Junior Past Chairman</p> <p>Membership Chairman for the committee.</p> </div> </div> |
| | <p>Check at each table to make sure they understand what to do.</p> |
|  | <p>This is open book, and the teams can use their "Guide to Success" to look for the answers while they are completing the board.</p> |
|  | <p>Debrief: Note: There is more than one possible solution. Match Duties to officer.</p> <p>Check each teams answers to make sure they got them correct. Have a discussion of the ones that are wrong, and give the correct answers. Give them a point for each one they get correct. Team with most points wins. Ask class if there were any duties they found surprising?</p> |

| LMLC Duties Dominoes Answers | Officer |
|---|-----------------------------|
| Initiate, organize, coordinate and supervise all Moose Legion activities at his Lodge. | Chairman |
| To preside at the regular committee meetings in the absence of the Chairman and Vice Chairman. | Junior Past Chairman |
| Preside in the absence of the Chairman at regular committee meetings and carry out assignments from the Chairman. | Vice Chairman |
| Maintain accurate minutes of meetings of the Lodge Moose Legion Committee, forwarding copies of each to your Moose Legion. | Assistant Secretary |
| Delegate assignments and duties to Moose Legionnaires in the committee in order to widen the leadership base at your Lodge. | Chairman |
| Organize the meeting room prior to each meeting of the committee. | Marshal |
| Collect all funds of the committee and give proper receipts | Assistant Secretary |
| Ensure the Chairman conducts the Moose Legion Orientation at least once quarterly, and assist as requested. | Junior Past Chairman |
| Examine and check all Lodge and Moose Legion membership cards, verifying the Moose Legionnaire is active | Guard |
| Has overall responsibility for fund raising for the committee. | Vice Chairman |
| Submit regular reports of Moose Legion activities to the Lodge Governor, and to the Lodge at regular Lodge meetings | Chairman |
| A member of the Moose Legion Nominating Committee, representing his Lodge. | Assistant Secretary |
| Overall responsibility for the Endowment Fund and see that a collection is made at each regular meeting and special function/activity of the committee. | Junior Past Chairman |
| Membership Chairman for the committee. | Vice Chairman |
| Assist the Moose Legion Secretary and Administrator in maintaining accurate, up-to-date information on Moose Legionnaires of the Lodge. | Assistant Secretary |
| Schedule and preside over a minimum of 1 monthly meeting of the Moose Legion Committee. | Chairman |

Lodge Moose Legion Committee

| | |
|----------------------|---|
| P35 “ ” | The chart on the opposite page is a brief, one page description of the duties and responsibilities of the Lodge Moose Legion Committee. |
| | |
| | |
| | |
| | |

Lodge Moose Legion Committee

Committee Members

Must be a Moose Legionnaire to be on the committee:

1. Chairman = Governor-appointed
2. Vice-Chairman (Membership Chairman; elected by Moose Legionnaires)
3. Assistant Secretary (appointed by Moose Legion Secretary)

Additional Members:

4. Junior Past Chairman
5. Other Appointed Officers: Marshal, Guards
6. ALL Active Moose Legion Members in the Lodge



Responsibilities:

- Provide Lodge, Officer, and Member service and leadership.
- Promote program of wholesome social activities and fellowship for Moose Legionnaires and their Lodge families between Moose Legion celebrations.
- Stimulate membership growth in both the Lodge and the Moose Legion; maintain goal to have every Lodge member join the Degree of Service.
- Plan all Lodge-approved Moose Legion events.
- Remit activity monies to Administrator for handling – deposit to the Lodge General Fund; credit to committee.
- Ensure endowment fund is collected.
- Hold quarterly Moose Legion Orientation Program.

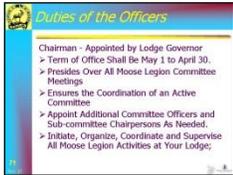
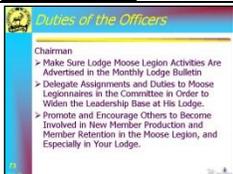
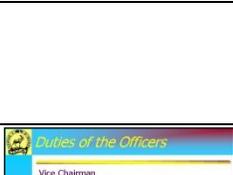
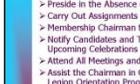
Meetings & Reports:

- Regular committee reports at general membership meetings and Lodge Board of Officer meetings.
- (1) official meeting per month (usually with a social activity following).

Resources & Tools:

- A Guide to Success – For the Lodge Moose Legion Committee
- Moose Legion Invitation to Qualified Candidates (Degree of Service member qualification & application for membership)
- Moose-a-Thon Higher Degrees Retention
- Premier Lodge Award Criteria Checklist (see where your Lodge stands)

Lodge Moose Legion Committee Officers

| | |
|---|---|
|   | <p>We have already covered some of the duties in the Dominoes exercise. Highlight some of the ones on this page, and those in the participant book opposite.</p> |
|     | <p>Chairman Appointed by Lodge Governor Schedule and preside over at least on committee meeting / month Schedule and conduct, at least quarterly, a Moose Legion Orientation Program Submit regular reports of Moose Legion activities to the Lodge Governor</p> |
|   | <p>Vice Chairman Elected by LMLC Committee members.</p> |
|    | <p>Membership chairman for the committee, but can work with the Lodge Membership Committee and the Moose Legion Membership Building Committee.</p> |

LODGE MOOSE LEGION COMMITTEE OFFICERS

Let's take a look at Pages 5-7 in the Lodge Moose Legion Committee – A Guide to Success. These pages detail the duties of the Chairman, the Vice Chairman and the Secretary, and also offer insight into other positions that can be filled to increase the effectiveness and involvement in the Lodge Committee.

Chairman

Presides over one of the most important Lodge committees. Term of office shall be May 1 to April 30.

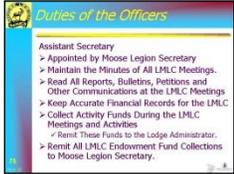
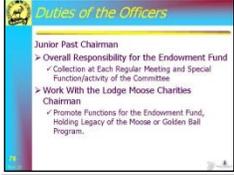
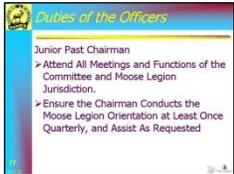
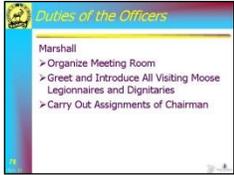
Presides over all Moose Legion Committee meetings and ensures the coordination of an active committee comprised of all Moose Legionnaires active in the Lodge. Other responsibilities are:

- Appoint additional committee officers and sub-committee chairpersons as needed.
- Initiate, organize, coordinate and supervise all Moose Legion activities at your Lodge;
- Attend ALL functions and Celebrations of your Moose Legion jurisdiction and proudly represent your Lodge at such events, while encouraging other Moose Legionnaires to attend.
- Ensure all Moose Legionnaires of his Lodge remain knowledgeable about purpose, function and goals of the Moose Legion.
- Provide and pursue a program of social activities and fellowship for the Moose Legionnaires and their entire family within the Lodge between Celebrations dates.
- Make sure Lodge Moose Legion activities are advertised in the monthly Lodge bulletin
- Delegate assignments and duties to Moose Legionnaires in the committee in order to widen the leadership base at his Lodge.
- Promote and encourage others to become involved in new member production and member retention in the Moose Legion, and especially in your Lodge.

Vice Chairman

- Preside in the absence of the Chairman at regular committee meetings and carry out assignments given you by the Chairman.
- Membership Chairman for the committee and responsible for conducting approved local membership campaigns, ensuring the local and national membership campaigns are posted and promoted to the fullest; notify candidates and their sponsors of upcoming Celebrations and other special conferrals within the Moose Legion jurisdiction, as well as conferral dates scheduled for the local Lodge.
- Attend all meetings and functions of the committee and the Moose Legion jurisdiction.
- Assist the Chairman in conducting the Moose Legion Orientation Program at least once a quarter in the Lodge.
- Have overall responsibility for fund raising for the committee. Coordinate the projects and assist in their success so sufficient funds are raised to assist the Lodge and Moose Legion when required.

Lodge Moose Legion Committee Officers

| | |
|---|---|
|   | <p>We have already covered some of the duties in the Dominoes exercise. Highlight some of the ones on this page, and those in the participant book opposite.</p> |
|  <p>S74</p>  | <p>Assistant Secretary Appointed by Moose Legion Secretary</p> <p>Promote all the programs of the International Moose Legion and his Moose Legion jurisdiction.</p> <p>Collect dues, new member, former member and reinstatement applications and deliver them to the Moose Legion Secretary.</p> <p>Advise the Secretary when Moose Legionnaires are dropped from the Lodge rolls.</p> <p>Submit periodic reports of the activities of his Lodge Moose Legion Committee to the Secretary.</p> |
|  <p>S75 S76</p>  | <p>Junior Past Chairman</p> <p>To preside at the regular committee meetings in the absence of the Chairman and Vice Chairman.</p> <p>He should work closely with the committee and its Chairman in carrying on the plans laid out in the year past and with advice on future projects and plans.</p> |
|  <p>S77 S78</p>  | <p>Appointed Officers</p> <p>Appointed officers of the Moose Legion Committee may be as varied and widespread as deemed necessary by the Chairman. These may include, but are not limited to, Marshal, Guard, etc.</p> |

Assistant Secretary

The Moose Legion Secretary shall appoint a qualified Moose Legionnaire in each Moose Lodge in the jurisdiction to serve as Assistant Secretary for a term of satisfactory service. The Assistant Secretary is responsible to the Moose Legion Secretary and is the Secretary of the Lodge Moose Legion Committee during the term of his appointment. He shall not receive any compensation for services rendered or reimbursement for travel or other expenses incurred.

These specific duties are assigned to an Assistant Secretary:

- Accurately maintain the minutes of all Lodge Moose Legion Committee meetings.
- Read all reports, bulletins, petitions and other communications at the committee meetings.
- Keep accurate financial records for the committee.
- Collect activity funds during the Lodge Moose Legion Committee meetings and activities and remit these funds to the Lodge Administrator.
- Remit all Lodge Moose Legion Committee Endowment Fund collections to the Moose Legion Secretary.

Jr. Past Chairman

He holds this title [not an office] by virtue of service to the Moose Legion Committee. This honor precedes his name because he successfully dealt with administrative as well as operational aspects of the committee as its Chairman in the preceding year. Moose Legionnaires will naturally turn to him for advice, counsel and assistance.

Specific duties are:

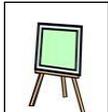
- Has overall responsibility for the Mooseheart/Moosehaven Endowment Fund and should make sure that a collection is made at each regular meeting and special function/activity of the committee
- Should work closely with the Lodge Endowment Fund Chairman in promoting Lodge functions for the Endowment Fund, and especially in holding an annual Legacy of the Moose or Golden Ball program.
- Attend all meetings and functions of the committee and Moose Legion jurisdiction.
- Ensure the Chairman conducts the Moose Legion Orientation at least once quarterly, and assist as requested.

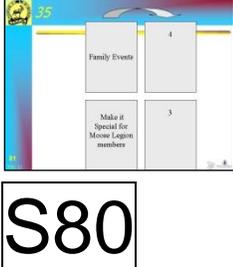
Appointed Officers

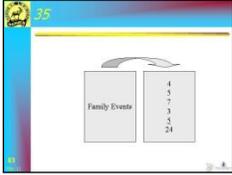
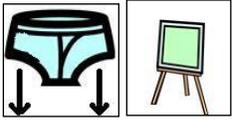
Marshal: - Organize the meeting room prior to each meeting of the committee; greet and introduce all visiting Moose Legionnaires and dignitaries; carry out all assignments of the Chairman.

Guard: - Guard the doors of the meeting and/or social room; examine and check all Lodge and Moose Legion membership cards, verifying the Moose Legionnaire is active; admit only invited and qualified guests, which include family members residing in the household of the Moose Legionnaire not otherwise qualified for membership in the Moose Legion.

Meetings

| | |
|---|--|
| <p>P38</p> | |
|  <p>S79</p> | <p>The Committee is supposed to hold an official meeting each month, and should hold a social activity along with the business meeting. Activities and events can be an effective way to improve involvement and attendance.</p> |
|  | <p>Purpose to get people reading the Guide to Success for information, and to get them thinking about events and activities that will draw more interest to the Moose Legion.</p> <p>It also sets things up for the next exercise.</p> |
| | <p>Have individuals read about events and activities in pages 14-19 of the Guide to Success. They should look for ideas that will create interest in the Moose Legion, among the lodge members.</p> |
| | <p>They should highlight in the GTS or write down in their workbook some of the ideas they feel would be effective in generating new interest.</p> <p>They should also write down any of their own ideas that might not be in the GTS.</p> |
| | <p>The focus here should be on activities and events rather than on the meetings, which we'll cover later.</p> |
|  | <p>Get some of their ideas and write them on a flip chart</p> |

| | |
|---|---|
| | <p>Purpose of this exercise is to get the class thinking about new ways to get involvement at the lodge level, using the Guide to Success, and also gets them up and moving to wake them up and re-energize.</p> |
|  | <p>Lodge Involvement / Interest Exercise</p> <p>Explain this whole exercise before you let people start. Make sure they understand what they will be doing.</p> <p>Give each student an index card.</p> <p>Ask them to think about what they read in the Guide to Success pages 14-19, and to think about all that we have talked about today.</p> <p>On one side of their index card they should write in just a few words, a concept that they think would build more interest and involvement in the Lodge Moose Legion activities and events.</p> |
|  | <p>Note: If you have an odd number of participants, you should complete a card also, and join in. (Or, if you have someone helping you who is not participating, ask them to participate in this exercise to make even groups of two.)</p> |
|  | <p>Let them know we will do the following procedure 5 times.</p> <p>Once everyone has a concept on a card, have everyone stand up. They are to walk around the room and trade cards with as many people as possible in 40 seconds. They should not stop to read the card, just keep trading with different people.</p> |

| | |
|---|--|
| | <p>Stop them at 40 seconds. Have them pair up with one partner. They should read the concept on both cards, and decide which is more important/valuable. They have 7 points to split between the two concepts, (7-0, 6-1, 5-2, 4-3). On the backside of the card they should write their score. Scores between the two cards MUST total 7.</p> |
|  <p>S81</p> | <p>When everyone has scored, have them repeat the above process, trading cards for 40 seconds. Then find a new partner and compare the cards, scoring them again, giving a total of 7 points between the two.</p> |
|  <p>S82</p> | <p>This process should be repeated until everyone has scored 5 pairs of cards.</p> <p>Then have them go back to their seats, and total the number of points on their cards.</p> <p>Ask if anyone has a card with 35 points (7 points times 5 rounds is the maximum any card can have.) If someone has 35, ask them to read the concept.</p> <p>If no 35's, ask 34, 33, 32, etc. Get the top 3 or 4 concepts read out loud and share.</p> |
|  | <p>Debrief</p> <p>Discuss what effect these ideas would have on improving involvement in the LMLC.</p> <p>Flip chart their answers and post them where everyone can see.</p> |
| | |

P39

Lesson IV: General Duties



Explain that our next lesson will discuss the general duties of the Directors and the officers of the Lodge Moose Legion Committee.

S83

List the topics for the coming lesson.



We'll be talking about how to read the business reports, setting agendas and taking minutes for meetings and some ways to increase our membership.

Lesson IV. General Duties



TOPICS

- **Finance**

- **Meetings**

- **Minutes**

- **Membership**

General Duties

| | |
|---|---|
| <p>P41</p> | <p>Finance</p> <p>The purpose of this finance section is to give the class an introduction in how to read the financial reports, and how to make sense of the dollar amounts and accounts.</p> <p>Learn Assets, Liabilities, income and expenses, and where they fall on the reports.</p> <p>On this page do not discuss account numbers, or mention Assets, Liabilities, Income or Expense</p> |
|  <p>S84</p> <p>“ ”</p> | <p>Take a look at the “Chart of Accounts” diagram on Page 41 The chart is broken into 5 general Areas:</p> <ul style="list-style-type: none"> • Things you own • Things you owe to others • Your Net Value |
|  <p>S85</p> | <ul style="list-style-type: none"> • Money you collect • Money you spend |
| | |

Lesson IV. General Duties

FINANCE

Reading Reports

Learn Assets, Liabilities, income and expenses, and where they fall on the reports.

Chart of Accounts



Things you Own
Cash, Computer,
Resale Merchandise

1000 account #'s

Assets



Things you Owe
Endowment, bills,
dues/fees to MI,
Sales Tax, Payroll tax

2000 account #'s

Liabilities

Net Value of Unit
What's left after
paying bills

3000 account #'s
Equity



**Money you collect
that belongs to you**
Sales, Dues, donations
to the unit

4000 account #'s

Income



**Money you spend to
operate your unit**
COGS, expenses, supplies,
postage, printing

5000 account #'s

Expense

Reading Reports

| | |
|---|---|
| <p>P43</p>  <p>S86</p> | <p>Let's talk about some of the things that you have and that take place in your Moose Legion. You have a computer and equipment. In most cases these are things you OWN. What are some other things you own?</p> <p>Answers should include: Cash – in checking, savings, CD's, petty cash. Inventory – Resale Merchandise.</p> |
| <p>“ ”</p> | <p>All of these things you own are called Assets, and we use Account numbers in the 1000 range for these items. They show up in the reports in the first half of the Balance Sheet Report.</p> |
| <p>Next, let's look at things we owe to someone else.</p>  <p>S87</p> | <p>If you make a purchase through Catalog Sales Moose International will bill you for that money. If you collect Endowment, you hold that money for Moose Charities. What are some other things you owe?</p> <p>Answers should include:</p> <ul style="list-style-type: none"> • Per Capita and Applications fees, on new applications the money is paid to the Moose Legion, but Moose International bills for the fees and Per Capita portion. |
| <p>“ ”</p> | <p>What you owe to others is called your Liabilities, and we use Account numbers in the 2000 range for these items. They show up in the reports in the bottom half of the Balance Sheet Report.</p> |
|  <p>S88</p> | <p>3000 – Opening Bal Equity is the value of your Moose Legion when QuickBooks was first started. It is just what it says, Opening Balance Equity. This number should never change after you get the original entries into QuickBooks.</p> <p>3900 – Retained Earnings shows how much money your Moose Legion has gained or lost since first starting the QuickBooks entries, how much your equity has changed since the Opening Balance.</p> <p>Net Profit is the total of your P&L Net Profit Year-to-Date, and is rolled into the Retained Earnings after Year End.</p> |

Reading Reports

Balance Sheet - Assets

Let's talk about some of the things that you have and that take place in your Moose Legion. You have a computer, and printer. In most cases these are things you **OWN**. What are some other things you own?

All of these things you own are called Assets, and we use Account numbers in the _____ range. They show up in the reports in the first half of the _____ Report.

Balance Sheet - Liabilities

Next, let's look at things we **OWE** to someone else. If you make a purchase through Catalog Sales Moose International will bill you for that money. If you collect Endowment, you hold that money for Moose Charities. What are some other things you owe?

What you owe to others is called your Liabilities: we use Account numbers in the _____ range. They show up in the reports in the bottom half of the _____ Report.

Balance Sheet - Equity

Equity is the VALUE of your Moose Legion when you subtract your Liabilities from your Assets.

| | |
|---|---|
| <p>P44</p> | <p align="center">Assets</p> |
|  <p>S89</p> | <p>Take a look at the Assets on the Balance sheet. By looking at the report, how much Cash does the Moose Legion have in their Savings Account? (\$27,431.12) (Acct 1010.00)</p> <p>How much Resale Inventory do they have at the end of the month? (\$306.93) (Acct 1305.00)</p> |
|  | <p>What is included in Account 1805.00 – Furniture, Fixtures & Equipment?</p> <p>Computer, Printer, File Cabinet, paraphernalia, other office equipment you may have.</p> |
|  | <p>What is the account 1335.00 Training Materials Inventory for?</p> <p>When a Moose Legion Education Conference is held, the host Moose Legion buys the materials for the class, the packets with your Workbooks, Code of Rules and Guide to Success. What does not get used at the class is held in inventory for the next time a class is scheduled.</p> |
|  | <p>What are the total assets of the Moose Legion? (\$155,768.20) Bottom of the Page</p> |
| | |
| | |
| | |
| | |
| | |

Balance Sheet

Jefferson Moose Legion #999

Balance Sheet

As of July 31, 2010

Accrual Basis

ASSETS

Current Assets

Checking/Savings

| | |
|---------------------------|------------|
| 1000.00 · Cash | |
| 1005.00 · Checking - Cash | 12,251.42 |
| 1010.00 · Savings - Cash | 27,431.12 |
| 1011.00 · CD | 110,000.00 |
| 1025.00 · Petty Cash | 0.00 |
| Total 1000.00 · Cash | 149,682.54 |
| Total Checking/Savings | 149,682.54 |

Accounts Receivable

| | |
|-----------------------------|------|
| 1100.00 · Receivables | |
| 1105.00 · NSF CHECK REC | 0.00 |
| Total 1100.00 · Receivables | 0.00 |

Total Accounts Receivable

0.00

Other Current Assets

| | |
|--|--------|
| 1199.00 · Undeposited Funds | 0.00 |
| 1300.00 · Inventory | |
| 1305.00 · Resale Merchandise - Frat Unit | 306.93 |
| 1320.00 · Bingo Inventory | 0.00 |
| 1335.00 · Training Materials Inventory | 60.00 |
| Total 1300.00 · Inventory | 366.93 |
| 1500.00 · Due From Other Fraternal Units | 0.00 |

Total Other Current Assets

366.93

Total Current Assets

150,049.47

Fixed Assets

| | |
|---|----------|
| 1700.00 · Buildings and Property | 0.00 |
| 1800.00 · Furniture and Equipment | |
| 1805.00 · Furniture, Fixtures & Equipment | 5,718.73 |
| Total 1800.00 · Furniture and Equipment | 5,718.73 |

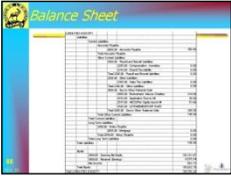
Total Fixed Assets

5,718.73

Total ASSETS

155,768.20

**Things
you
OWN**

| | |
|---|--|
| <p>P45</p> | <p align="center">Liabilities</p> |
|  <p>S90</p>  | <p>Take a look at the Liabilities on the Balance Sheet;</p> <p>How much does the Moose Legion owe to Moose International? (\$81.00 to MI - \$51 Per Capita & \$30 Application Fees -- And \$314.50 to Moose Charities) \$51 = \$8.50 for 6 applications and the \$30 = \$5 for 6 fees. The per capita for annual dues is \$8.50 and is distributed as follows: \$2.25 for Moosehaven operations, \$2.50 for Moosehaven Seniors' Medical Fund, \$.50 for operations of Mooseheart's Camp Ross and \$3.25 for International Moose Legion operations. (COR 7.3)</p> |
| | <p>What are the Moose Legion's total liabilities? (\$745.00)</p> |
| | <p align="center">Equity</p> |
| | <p>The difference between what you own and what you owe is the net worth of your Moose Legion, or the Equity you have. If you subtract your liabilities from your assets it tells us what your Moose Legion is worth after all bills are paid.</p> |
|  | <p>What is the total equity of the Moose Legion in the Balance sheet? (\$155,022.70)</p> |
|  | <p>Assets = Liabilities + Equity Look at the total Assets (\$155,768.20). Look at the total Liabilities & Equity (\$155,768.20)</p> |
| | <p>This Unit has \$155,768.20 in assets. Pretty good right? Look at the Retained Earnings. This Moose Legion has lost \$6406.91 since the opening balance was created. Look at the Net income. We've lost another \$752.36 so far this year. Our opening balance equity was \$162,181.97 and now is only \$155,022.70. This should raise some concerns among the Directors and members.</p> |
| | <p>Keep in mind that the Balance sheet is a snapshot in time. It gives the financial picture of your Moose Legion on the day it was run. It does not tell you what happened before the report was run.</p> |

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000.00 · Accounts Payable 350.00

Total Accounts Payable

Other Current Liabilities

2200.00 · Payroll and Benefit Liabilities

2205.00 · Compensation - Secretary 0.00

2210.00 · Payroll Tax Liability 0.00

Total 2200.00 · Payroll and Benefit Liabilities 0.00

2300.00 · Other Liabilities

2305.00 · Sales Tax Liabilities 0.00

Total 2300.00 · Other Liabilities 0.00

2500.00 · Due to Other Fraternal Units

2505.00 · Endowment - Moose Charities 314.50

2510.00 · Application Fees to MI 30.00

2515.00 · ABCD/Per Capita due to MI 51.00

2520.00 · LIFE MEMBERSHIP DUES

Total 2500.00 · Due to Other Fraternal Units 395.50

Total Other Current Liabilities 745.50

Total Current Liabilities

Long Term Liabilities

2050.00 · Notes Payable

2055.00 · Mortgage 0.00

Total 2050.00 · Notes Payable 0.00

Total Long Term Liabilities 0.00

Total Liabilities 745.50

Equity

3000.00 · Opening Bal Equity 162,181.9

3900.00 · Retained Earnings -6,406.91

Net Income -752.36

Total Equity 155,022.7

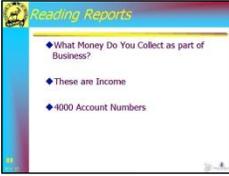
0

Total LIABILITIES & EQUITY 155,768.2

0

**Net
VALUE**

Reading Reports

| | |
|---|--|
| <p>P47</p>  <p>S91</p> | <p>So, we've talked about things we own and things we owe. Now, let's talk about money we collect as part of doing business. When we sell inventory items, such as shirts and hats, we collect money, which is called income.</p> <p>We also collect income from dues that are paid through the lockbox to Moose International. The Moose Legion Portion gets Direct Deposited back into the Moose Legion bank account and is income for the Moose Legion.</p> |
| <p>“ ”</p> | <p>When new applications are approved, and the dues are paid, the Moose Legion portion of that becomes income for the Moose Legion.</p> |
| | <p>Some other sources of income include any interest you earn on savings accounts or CD's or other bank accounts. Also included in income are any donations that are made to the Moose Legion itself.</p> |
| | <p>To designate Income we use Account numbers in the 4000 range. All income shows in the first half of the Profit & Loss Statement.</p> |
|  <p>S92</p> | <p>Money you spend to do business is called Expense. One type of expense is the Cost of Goods Sold. This is what you pay for your inventory such as resale merchandise.</p> <p>What are some of the other things you spend money on in order to keep the Moose Legion running?</p> |
| | <p>Answers should include: Postage, printing, supplies Payroll (if any) Licenses & permits (bingo, raffles) To show expenses on the reports we use Account numbers in the 5000 range. If you'll notice, the Cost of Goods Sold accounts are all 5000 numbers.</p> |

Reading Reports

Profit And Loss Statement - Income

Let's talk about money we collect as part of doing business. When we sell inventory items, such as resale merchandise, we collect money, which is called INCOME.

To designate Income we use Account numbers in the _____ range.
All income shows in the first half of the _____ Statement.

Profit And Loss Statement - Expenses

Money you spend to do business is called EXPENSE. One type of expense is the Cost of Goods Sold, the money you spend to buy the resale merchandise.

To show expenses on the reports we use Account numbers in the _____ range.

If you'll notice, the Cost of Goods Sold accounts are all _____ numbers.

The expenses all show on the bottom of the _____ Statement.

| | |
|---|--|
| <p>P48</p> | <p align="center">Income</p> |
|  <p>S93</p> | <p>Look at the Income section of the P&L report, and see how much Income the Moose Legion had from shirt sales for the month. (\$165.00)</p> <hr/> <p>How much income did the Moose Legion have from their portion of the Membership Dues? (\$279.50) The Moose Legion portion of the dues is \$6.50, so how many members' dues does this represent? (\$279.50 divided by \$6.50 = 43 members)</p> <hr/> <p>The top half of the Profit & Loss Statement also shows how much profit we make when we sell items. It includes the money we spend to purchase our inventory. This shows up as Cost of Goods Sold accounts, which are expenses directly related to the sales income.</p> |
|  | <p>Take look at the P&L and see how much money our Shirts cost us to buy. (\$87.50)</p> |
|  | <p>We made \$165.00 in income on shirt sales, and it cost us \$87.50 to buy the shirts we sold, so we made a Gross Profit of \$77.50 on the shirts.</p> |
| | <p>Our Gross Profit is calculated by subtracting the Cost of Goods Sold from the Total Income. Looking at the report, what is our Gross Profit for the month? (\$4246.32 minus \$747.50 equals \$3498.82 Gross Profit)</p> |

JEFFERSON MOOSE LEGION 999

Profit & Loss

| | | |
|---------------|---|-------------------------------------|
| Accrual Basis | | July 1 through July 31, 2010 |
| Income | | |
| | 4000.00 · Dues and Fees Income | |
| | 4005.00 · Membership Dues | 279.50 |
| | 4010.00 · Application Fee | 10.00 |
| | 4015.00 · Life Membership | 0.00 |
| | 4020.00 · Acceptance Fee | 0.00 |
| | 4025.00 · Transfer Fees | 0.00 |
| | Total 4000.00 · Dues and Fees Income | 289.50 |
| | 4200.00 · Sales Income | |
| | 4205.00 · Resale Merchandise | 165.00 |
| | Total 4200.00 · Sales Income | 165.00 |
| | 4250.00 · Kitchen Sales | |
| | 4255.00 · Food Sales | 0.00 |
| | 4260.00 · Celebration Meals | 660.00 |
| | Total 4250.00 · Kitchen Sales | 660.00 |
| | 4300.00 · Donations Received | |
| | 4305.00 · 50/50 INCOME | 285.00 |
| | 4306.00 · RAFFLES | 0.00 |
| | 4310.00 · DONATIONS RECEIVED-PROJECTS | 361.00 |
| | Total 4300.00 · Donations Received | 646.00 |
| | 4400.00 · Interest Investment Income | 665.32 |
| | 4500.00 · Bingo Income | |
| | 4505.00 · Admission and Card Sales | 0.00 |
| | 4510.00 · Bingo Merchandise Sales | 0.00 |
| | 4515.00 · Bingo Concession Receipts/Sales | 0.00 |
| | Total 4500.00 · Bingo Income | 0.00 |
| | 4600.00 · Other Income | |
| | 4635.00 · Celebration Enrollment | 525.00 |
| | Total 4600.00 · Other Income | 525.00 |
| | 4700.00 · Special Proj & Committee Income | |
| | 4705.00 · RITUAL COMM. INCOME | 396.00 |
| | 4720.00 · GOLF COMMITTEE INCOME | 127.50 |
| | 4725.00 · Moose Legion Ritual Team | 352.00 |
| | 4730.00 · Bell Tower Collection | 0.00 |
| | 4735.00 · Training Materials | 420.00 |
| | Total 4700.00 · Special Proj & Committee Income | 1295.50 |
| | Total Income | 4246.32 |
| | Cost of Goods Sold | |
| | 5000.00 · Cost of Goods Sold | |
| | 5010.00 · Cost of Goods Sold Resale | 87.50 |
| | Total 5000.00 · Cost of Goods Sold | 87.50 |
| | 5050.00 · Kitchen Cost of Goods Sold | |
| | 5055.00 · Cost of Goods Sold Celebration Food | 660.00 |
| | Total 5050.00 · Kitchen Cost of Goods Sold | 660.00 |
| | Total Cost of Goods Sold | 747.50 |
| | Gross Profit | 3498.82 |

**Money
You
Collect**

| P49 | Expenses |
|---|--|
|  | <p>Take a look at the Expenses on the P&L Report. How much did the Moose Legion spend on Licenses & Permits for the month? (\$50.00)</p> |
| <p>S94</p> | <p>What did we spend on bands for the Moose Legion Celebration? (400.00)</p> <p>Printing? \$87.35 Postage? \$185.00</p> |
|  | <p>The difference between what you take in as income and what you spend on expenses is called your net income. The report is separated into two sections, Income minus COGS, and Expenses. The first half shows you the Gross Profit, Income minus COGS. The second half shows your other expenses, which when subtracted from the Gross Profit, give you the Net Profit, or how much money you actually made.</p> |
|  | <p>What was our Gross Profit? (\$3498.82)</p> |
| | <p>What is our Total Expense? (\$4082.55)</p> |
| | <p>So our Net Income is how much? (-\$583.73)</p> |
|  | <p>What would cause us to operate at a loss for this time period?</p> <ul style="list-style-type: none"> • Income earned in previous months and spent in this one. • Poor financial management • Higher than expected costs • Not enough fundraising |

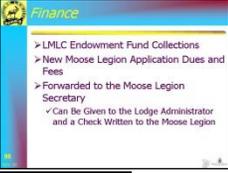
Expenses

Page

| Expense | | |
|---|--|---------|
| 5100.00 · Payroll & Benefit Expenses | | |
| | 5105.00 · Admin, Rec & Sec Compensation | 0.00 |
| | 5115.00 · Payroll Tax Expense | 0.00 |
| Total 5100.00 · Payroll & Benefit Expenses | | 0.00 |
| 5200.00 · Supplies & Misc Expense Moose Legion Misc Exp | | |
| | 5205.00 · Celebration Expense | 414.00 |
| | 5206.00 · CELEBRATION BANDS | 400.00 |
| | 5215.00 · MEMBERSHIP PROMOTION | 0.00 |
| | 5218.00 · MEMBERSHIP SUPPLIES | 0.00 |
| Total 5200.00 · Supplies & Misc Expense | | 814.00 |
| 5300.00 · Donation Expense | | 350.00 |
| 5400.00 · General Administration Exp | | |
| | 5405.00 · Bank Charges | 0.00 |
| | 5410.00 · Printing | 87.35 |
| | 5415.00 · Licenses and Permits | 50.00 |
| | 5420.00 · COMPUTER PROJECT EXPENSES | 10.00 |
| | 5425.00 · RISK POOL INSURANCE | 108.32 |
| | 5430.00 · FIDELITY BOND INSURANCE | 155.04 |
| | 5435.00 · POSTAGE EXPENSE | 185.00 |
| | 5440.00 · SUPPLIES OFFICE | 0.00 |
| | 5445.00 · ADVERTISING EXPENSE | 87.35 |
| Total 5400.00 · General Administration Exp | | 683.06 |
| 5500.00 · Bingo Expense | | 0.00 |
| 5700.00 · Special Project & Committee Exp | | |
| | 5705.00 · RITUAL COMM. EXPENSE | 150.00 |
| | 5720.00 · GOLF COMMITTEE EXPENSE | 0.00 |
| | 5725.00 · Moose Legion Ritual Team EXPENSE | 0.00 |
| | 5730.00 · Bell Tower Collection EXPENSE | 0.00 |
| | 5735.00 · Training Materials | 375.00 |
| | 5740.00 · Trainer Expense | 65.00 |
| Total 5700.00 · Special Project & Committee Exp | | 590.00 |
| 5800.00 · Travel and Rep Expense | | |
| | 5815.00 · President Expenses | 802.50 |
| | 5820.00 · Secretary Travel Expenses | 842.99 |
| Total 5800.00 · Travel and Rep Expense | | 1645.49 |
| Total Expense | | 4082.55 |
| Net Income | | -583.73 |



Handling Cash, Checks, Receipts

| | |
|---|---|
| <p>P50</p>  <p>S95</p>  <p>S96</p>  <p>S97</p>  | <p>Both for the Secretary, Financial Director, and the Asst Secretaries Getting new fees/Dues to the Secretary to pay to MI Collecting Endowment</p> <p>Money that is raised by the Lodge Moose Legion Committee is just like any other Lodge Committee. It belongs to the general funds of the Lodge. It does not belong to the Committee itself, nor does it belong to the Moose Legion.</p> <p>The two exceptions</p> <ul style="list-style-type: none"> • Money collected for the Endowment. Endowment collected at a Lodge Moose Legion Committee meeting or activity should be passed to the Moose Legion Secretary to be forwarded to Moose Charities. • Fees and Dues with applications for new Moose Legion Membership |
| <p>S98</p>  | <p>Fraternal Dir collect endowment at celebrations</p> <p>17.2 - Fraternal Operations Committee Chairman - He is Chairman of the Fraternal Operations Committee and selects the members of this committee. The committee is responsible for collecting the Mooseheart/Moosehaven Endowment Fund at all meetings</p> <p>Fin Dir –</p> <p>16.6 - Collect Funds - The Financial Director shall collect and classify all funds, except dues and fees, received during a Celebration or meeting, deliver all funds to the Secretary at the conclusion of the meeting and obtain a receipt for all funds collected. A receipt shall be retained with his records.</p> |
|  | <p>The Host Moose Legion for a training session collects the checks from participants, and gets billed from Moose International for the materials. Trainers' expenses should be paid out of that income.</p> |

Handling Cash, Checks, Receipts

Checks must have 2 signatures, Secretary plus either President or Financial Director. Directors should never sign a blank check.

- At the very least, the "Pay To" and the Date should be filled in before signing

Money that is raised by the Lodge Moose Legion Committee is just like any other Lodge Committee. It belongs to the general funds of the Lodge. It does not belong to the Committee itself, nor does it belong to the Moose Legion. The sole exception is money collected for the Endowment. Endowment collected at a Lodge Moose Legion Committee meeting or activity should be passed to the Moose Legion Secretary to be forwarded to Moose Charities.

- Activity funds are deposited into the Lodge General Fund and credited to this committee.
- Committee funds, if authorized by the General Governor, may be deposited in a savings account as authorized by the General Laws of the Order.
- Moose Legion Committee Endowment fund collections, and new Moose Legion membership fees and dues (with application) that are turned over to the Moose Legion Secretary and deposited in the Moose Legion account.
 - These funds can be given to the Lodge Administrator and deposited into the Lodge general funds using a Liability Account, and a lodge check written to the Moose Legion from that liability account.

Endowment Fund collections at all Moose Legion meetings and Celebrations should be collected by the Fraternal Director and his Fraternal Operations Committee, and then handed over to the Financial Director to count and deliver to the Secretary at the conclusion of the event, at which time the Secretary should issue a receipt to the Financial Director.

At MLEC or SEC training sessions, the Host Moose Legion should collect checks from the participants for their materials and any additional fees the Moose Legion is charging for the session, to cover trainer expenses, lunches, etc.

The Host Moose Legion will be billed for the materials shipped by Moose International.

Let's Review:

| | |
|---|--|
|  | <p>Have the class answer the questions on Page 51 They can collaborate at their tables or do it individually. Give them about 2 minutes</p> |
| | <p>Read each question aloud, one at a time and solicit a response from the class before giving the correct answer and moving to the next question.</p> |
| | |
|  | <p>Next, let's take a look at some of the meetings for both the Moose Legion and the LMLC. Turn to page 53.</p> <p>(Page 52 is blank for formatting)</p> |

Let's Review:

1. Things you own are called:

Assets

2. And what report do they show on?

Balance Sheet

3. Things you owe to others are called:

Liabilities

4. And what report do they show on?

Balance Sheet

5. Money you collect as part of doing business is called what?

Income

6. And what report does it show on?

P & L

7. Money you spend to do business is called what?

Expense

8. What report does it show on?

P & L

Meetings

| | |
|---|---|
| <p>P53</p>  <p>S99</p> | <p>How many meetings of each type is required? For the Moose Legion Board of Directors at least 4 are required, one quarterly. They are often held as part of the Celebration for that quarter. The same applies to the Moose Legion General Membership meetings. The Lodge Moose Legion Committees is supposed to hold a monthly meeting according to the General Laws and the Code of Rules.</p> |
|  | <p>24.1 The Board of Directors is to meet at least once a quarter 24.3 A quorum of four (4) directors is required for a Board meeting. A quorum of seven (7) is required for general membership meetings. You also need a presiding officer, President, Vice President, Fraternal Director, Junior Past President or Past President in that order.</p> |
| | <p>24.7 - Admission to Meetings, Celebrations or Activities – With the exception of qualified Moose members who have submitted an application for membership and are appearing for conferral during that Celebration, Moose members who are not active Moose Legionnaires shall not attend business sessions or social functions of the Moose Legion. A woman accompanying an active Moose Legionnaire may attend Moose Legion Celebrations and Lodge Moose Legion Committee social functions. They may be present during the Conferral Ceremony, but may not attend any Moose Legion business sessions.</p> |
| | <p>24.9 - Smoking and consumption of alcoholic beverages are absolutely prohibited at any Moose Legion meeting. 24.11 - Electronic recording devices shall not be used at any meeting, hearing or other fraternal gathering unless allowed by local law and approved in writing by the General Governor</p> |
|  | <p>What is the purpose of a Board of Directors meeting? To plan the Celebrations and to make recommendations to the general membership / examine financials / committee reports</p> |
|  | <p>What is the purpose of a General Membership meeting? To approve the recommendations of the Board of Dir. And collect endowment</p> |
|  | <p>What is the purpose of a LMLC meeting? To plan events and activities, to increase the involvement of Moose Legion members at the Lodge level, and to make recommendations to the Board of Officers and lodge membership</p> |

MEETINGS

How many meetings must be held?



| | Number of Meetings | # Needed for Quorum | COR |
|---------------------------------|---------------------------|--|------------|
| Moose Legion Board of Directors | 4 / year | 4 + Presiding Officer | 24.3 |
| Moose Legion General Membership | 4 / year | 7 + Presiding Officer | 24.3 |
| Lodge Moose Legion Committee | 12 / year | Not binding, Lodge must approve | 25.3 |
| Committee Meetings | 4 / year or as needed. | Not binding, Bd of Dir and Members approve | 21.1 |
| | | | |
| | | | |



Agendas

| | |
|---|---|
| <p>P54</p>  <p>S100</p> | <p>Agendas</p> <p>What are some reasons to use Agendas?</p> <ul style="list-style-type: none"> ○ Keep meetings on track, ○ Keep them effective. ○ Not forget things |
|   | <p>On the following pages are sample outlines for the order of business during a scheduled meeting of the Moose Legion Board and the Lodge Moose Legion Committee. Refer to the General Laws of the Order, Moose Legion Code of Rules, and Guide to Success for specifics</p> |
|  <p>S101</p> | <p>Look at the sample Moose Legion Meeting Agenda. A Moose Legion Meeting Agenda can be found on the Moose International website under Forms & Documents/Moose Legion/Meeting Agenda</p> |
| | <p>Notice the right hand column can be used to take minutes for the meeting.</p> |
| | |

| | |
|---|--|
| P55 | |
|  | |
| S102 | |
| | |

| Agenda | Action |
|--|--------|
| Membership Report <input type="checkbox"/> Sickness & Distress <input type="checkbox"/> Active/Inactive Rolls <input type="checkbox"/> Arrearage Reports <input type="checkbox"/> Campaign Updates <input type="checkbox"/> Application Status <input type="checkbox"/> Conferral Status (#; Names) <input type="checkbox"/> LMLC Updates; Site Visits <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A | |
| Financial Report <input type="checkbox"/> Monthly Income \$ - Endowment Fund, Donations, etc <input type="checkbox"/> Monthly Expenses \$ - Bills (new, paid, pending) - MI Liabilities <input type="checkbox"/> Budget Issues/Concerns <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A | |
| Committee Reports <input type="checkbox"/> Membership Building <input type="checkbox"/> Membership Retention <input type="checkbox"/> Publicity & Member Relations <input type="checkbox"/> Audit Committee <input type="checkbox"/> Fraternal Operations <input type="checkbox"/> Fundraising <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A | |
| Other _____ | |
| Endowment Fund Collection | |
| Other New Business | |
| Good of the Moose Legion | |

Approval Signatures:

President (or Presiding Officer) Signature: _____ Date _____

Secretary _____ Date _____

NOTE: If you are reusing this template to electronically record meeting minutes: a) print the completed minutes, b) obtain the required approval signatures, c) tape the printed copy into a bound notebook, or insert the printed copy into 3-ring binder, and then, d) store your electronically-saved meeting minutes on your computer in a 'Meeting Minutes' folder. Don't forget to forward meeting minutes to the Assistant Secretary within 15 days!

P56



S103

Look at the **sample** LMLC meeting agenda.

What are some things you notice?

What are some things you would include?

What are some things you would omit?

Lodge Moose Legion Committee Meeting Agenda

Moose Lodge # _____ Date ___/___/___

Location _____

Starting Time _____ Ending Time _____



| Activity | Action |
|--|--------|
| Roll call of committee officers. | |
| Reading and approval of minutes of previous meeting. | |
| Reading of communications and notices. | |
| Report of Moose Legion Committee finances. | |
| Reading of Petitions for Membership and/or re-conferrals of former Moose Legionnaires. | |
| Unfinished business. | |
| New business. | |
| Conferral of new Moose Legionnaires [See Code of Rules, Chapter 7.6, 26.5] | |
| Good of the Moose Legion (Endowment Fund) | |
| Special features, entertainment, etc. | |

As the actions of a Lodge Moose Legion Committee are subject to the approval of a Lodge Board of Officers and Lodge membership, votes which may be taken are not binding; therefore, family members may be invited to the committee meeting at the discretion of the Lodge Moose Legion Committee.

Meetings

| | |
|---|--|
|  | <p>Minutes</p> <p>Secretary duties (COR 13.11) Assistant Secretary Duties (COR 19.3 a & b)</p> |
| | <p>Notice that on the sample agendas, the right hand column is available to take the minutes of the meetings.</p> |
|  | |
| <p>S104</p> | |
|  | |
| <p>S105</p> | |
|  | <p>For the Moose Legion, the minutes are Corporate records, and are required by law.</p> <p>In the past few years, the IRS has been fining Moose Units for poor and incomplete minutes when they perform an audit.</p> |
|  | <p>Minutes should include date, signature of presiding officer, does not need to be word for word of discussion, should include motions and seconds and who made them. General discussion and voting outcomes.</p> |
|  | <p>Our next topic for this section is membership, and how we can increase our rolls of active members.</p> |

MINUTES

Secretary - General Duties –

COR _____

He shall accurately record and maintain the minutes of all Moose Legion meetings, Board of Directors meetings, Celebrations and other required meetings. A copy of all meeting minutes shall be forwarded to the Assistant Secretary in each lodge within fifteen (15) days following a scheduled meeting.

Assistant Secretary

COR _____

- a. He shall be the Secretary of the Lodge Moose Legion Activities Committee during the term of his appointment.
 - b. He shall accurately maintain the minutes of all Lodge Moose Legion Committee meetings. He shall read all reports, bulletins, petitions and other communications at the committee meetings. He shall also keep accurate financial records for the committee.
-
-
-

Corporate records

Your Moose Legion is required to incorporate, and by law, corporations are required to keep accurate minutes of their meetings.

Note that board meeting minutes are very important. Minutes are considered legal documents by the auditors, IRS and courts, and they represent the actions of the board. Many assert that if it's not in the minutes, it didn't happen.

There is no standardized level of content and format for board minutes. In courts, as important as what you did is that you were reasonable when you did it. Therefore, sufficient information should be included to describe how board members came to reasonable decisions.

Include the name of the organization, date and time of meeting, who called it to order, who attended and if there was a quorum, all motions made, any conflicts of interest or abstainments from voting, when the meeting ended and who developed the minutes.

Signatures / Dates

Membership

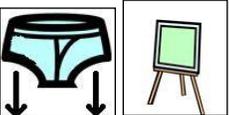
| | |
|---|--|
| <p>P58</p>  <p>S106</p> | <p>We have three Committees that are responsible for increasing membership.</p> |
|  | <p>Membership Building This committee should run the Moose International campaigns and also run their own local campaign for increasing membership. Encourage LOOM members to sponsor to the Lodge.</p> |
|  | <p>Membership Retention Get list of "Expired ML Members" from Secretary Can call those members who have let their membership expire, and invite them back. Have a campaign, and incentive to rejoin.</p> |
|  | <p>LMLC Membership Committee Vice Chairman in charge Should work toward boosting membership in the Moose Legion by getting Lodge members to sponsor new members to LOOM.</p> |
|  | <p>Remember, the Board of Directors must approve all applications before conferral can take place. Must have fees and 1st year dues, also.</p> |
| | |

MEMBERSHIP
Membership Building Committees

Membership Retention Committees

LMLC Membership Committee

Membership

| | |
|--|--|
| <p>P59</p> | <p>Remember the Vision Statement? “Persuade all qualified Lodge members to join the Moose Legion”</p> <p>This means not only sponsoring new members into the Moose Legion, but also encouraging lodge members to sponsor new LOOM members, which strengthens the Lodge.</p> |
|  | <p>How do we get more people to join?</p> <p>Let’s look at the Application form. It has some reasons that the prospective Moose should become a member of the Moose Legion.</p> <p>Are there other reasons?</p> |
|  | |
|  <p>S107</p> | <p>Have table groups Brainstorm on excuses / reasons that people don’t join the Moose Legion and write them down in their workbooks.</p> |
|   <p>S108</p> | <p>Discuss how to overcome those objections.</p> <p>Have a table read one of their reasons for not joining. Lead a discussion on “How to overcome that objection.”</p> <p>Have each table give one of their “Reasons” and discuss how to overcome it.</p> |

Membership

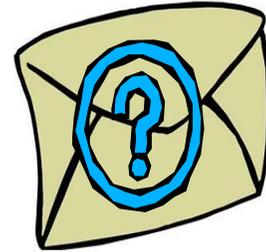
This page NOT in Participant Book



Membership Envelope Exercise

Have 4 envelopes with one of the following questions written on it.

- What would you do to encourage a Strong LMLC in your Lodge?
- What would you do to get more participation in the LMLC in your Lodge?
- What do your members expect at a LMLC meeting?
- What should be done to enhance the Assistant Secretary position? What kind of recognition should they get?



Explain the exercise before handing out envelopes.

They will brainstorm answers for their question, select the top 5 and put them on an index card, put the index card into the envelope. **DO NOT seal the envelopes!!!**

S109



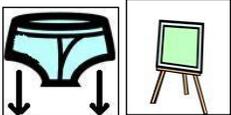
Each table will start with an envelope, and in their group will brainstorm answers for their question. (3 minutes)



Give them 2 minutes to write down their top 5 answers on an index card. They put their cards into their table's envelope and pass them to the next table.

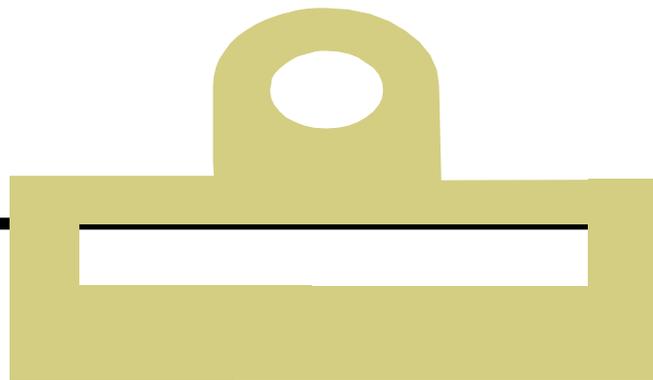
They receive a new envelope from one of the other tables.

Repeat the above process with answers for the new question.

| | |
|---|--|
| | <p>After they have answered three questions they will have a new envelope which three tables have written answers to. They need to rank the answers and come up with the top 3 responses from ALL of the cards in their final envelope.</p> |
|  | <p>Tables take turns giving their results, reading the question out loud and then giving their top ranked answers.</p> |
| | <p>Discuss how these ideas might help build interest in and strengthen the Moose Legion and the Lodges.</p> |
| | <p>Possible variations if not enough people for 4 tables If you can make three tables, use only three of the envelopes.</p> |
| | <p>Possible variations if too many people for 4 tables (You have enough envelopes for 8 tables) Use an extra envelope with one or two of the questions so that some teams will have the same question at any given time. Rotate them so the one group does not get the same question twice, except at the end, to sort.</p> |

| | |
|---|---|
| P61 | Lesson V: Smart Goals |
|  S110 | <p>Explain that our next lesson will be to create SMART Goals for the Moose Legion and the Lodge Moose Legion Committees.</p> |
|  | <p>We've come up with a lot of great ideas during class today.</p> <p>Let's take those ideas and put them into goals to make them happen.</p> |
| | |

Lesson V. Smart Goals



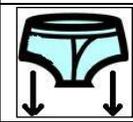
TOPICS



- **Smart Goals for Moose Legion and**
- **Lodge Moose Legion Committees**



Smart Goals

| | |
|---|---|
|  | |
|  <p>S111</p> | <p>The SMART acronym itself has several different variations depending on whom you ask. However, I think it is useful to look at all of them because it provides a well-rounded goal statement.</p> |
| <p>S112</p> | <p>S = Specific and Significant: Specific so you know what you're aiming at, and significant so it is worth achieving.</p> |
| <p>S113</p> | <p>M = Measurable, Motivational and Meaningful: Measurable so you know when you've achieved it. Motivational so it is something you want to do, and Meaningful so it will have impact on you and the organization.</p> |
| <p>S114</p> | <p>A = Action-Oriented and Achievable: Should focus on actions that are in your control. Achievable, not simple, but something you can complete if you work at it.</p> |
| <p>S115</p> | <p>R = Realistic and Relevant: Realistic means something not so far out of your control that you can't do it. Relevant means it should be something that follows the Mission and Vision.</p> |
| <p>S116</p> | <p>T = Time-Bound and Trackable: Should have a deadline to finish by, so you know it's complete, and trackable so you know what kind of progress you are making.</p> |
| | <p>To tie all of our discussions and exercises from today's class together, I want you in your table groups to come up with two SMART Goals, one for the Moose Legion and one for your LMLC.</p> |
|  <p>S117</p> | <p>Based on the Mission and Vision, our Start, Stop, Continue exercise, our discussions of Celebrations, Activities, and how to attract more members, write some SMART Goals that would help you to achieve that vision, one to take back to your Moose Legion Board of Directors and one for your Lodge Moose Legion Committees.</p> |
|  | <p>Have each table group read their goal for the Moose Legion. Then have each table read their goal for the LMLC.</p> |

Lesson VI. Wrap Up Exercise



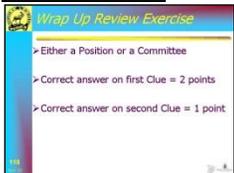
Lesson VII. Moose Legion TABOO

MATERIALS

- PowerPoint

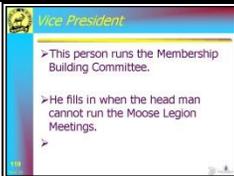


S118



S119

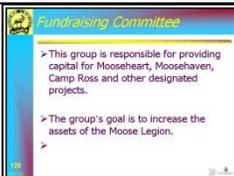
- Separate class into tables of roughly 5-8, keep teams even.
- Show one PowerPoint slide and have a team try to guess the correct answer.
- There are two clues on each slide.
 - If the table gets the correct answer after the first clue, award them 2 points
 - If they get the correct answer after the second clue award them 1 point.
 - If they give the wrong answer, they get zero points
 - Reveal the correct answer and move to the next table.
- Accept only one answer from each table. Have them assign a spokesperson for the round, and only accept an answer from that person.
- Team with most points at end wins.



S120

- This person runs the Membership Building Committee.
- He fills in when the head man cannot run the Moose Legion Meetings.

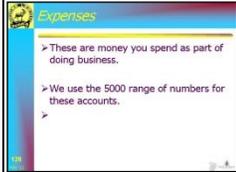
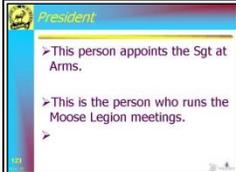
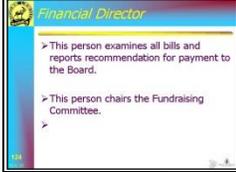
Vice President

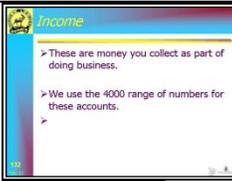
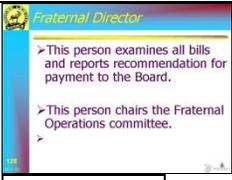
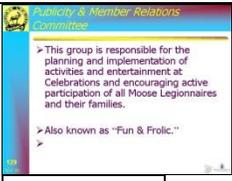
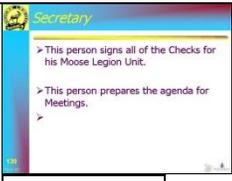
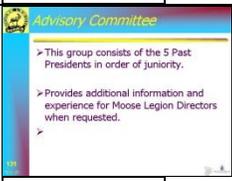


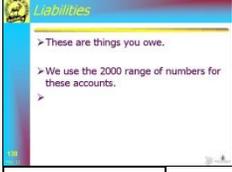
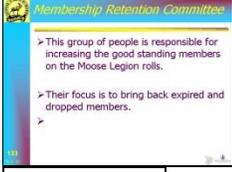
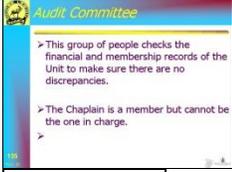
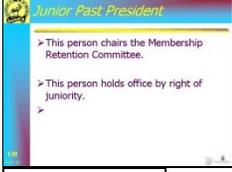
S121

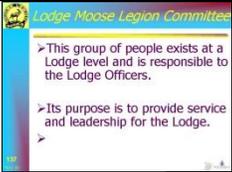
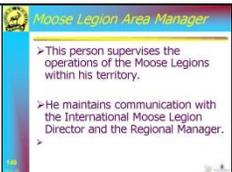
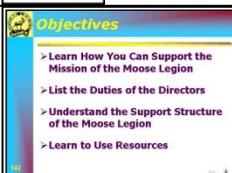
- This group is responsible for providing capital for Mooseheart, Moosehaven, Camp Ross and other designated projects.
- The group's goal is to increase the assets of the Moose Legion.

Fundraising Committee

| | |
|--|--|
|  <p>S122</p> | <ul style="list-style-type: none"> • This person plans and implements the programs of the Celebrations. • This person is a member of the Audit Committee. <p>Chaplain</p> |
|  <p>S123</p> | <ul style="list-style-type: none"> • This group collects the Endowment Fund at Celebrations and meetings, • And is responsible for the Legacy of the Moose or Golden Ball Ceremony annually <p>Fraternal Operations Committee</p> |
|  <p>S124</p> | <ul style="list-style-type: none"> • These are money you spend as part of doing business. • We use the 5000 range of numbers for these accounts. <p>Expenses</p> |
|  <p>S125</p> | <ul style="list-style-type: none"> • This person appoints the Sgt at Arms. • This is the person who runs the Moose Legion meetings. <p>President</p> |
|  <p>S126</p> | <ul style="list-style-type: none"> • This person examines all bills and reports recommendation for payment to the Board. • This person chairs the Fundraising Committee. <p>Financial Director</p> |
|  <p>S127</p> | <ul style="list-style-type: none"> • These are things you own. • We use the 1000 range of numbers for these accounts. <p>Assets</p> |

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|  | <ul style="list-style-type: none"> • This person is in charge of all the properties and paraphernalia of the Moose Legion. • This person is appointed by the Moose Legion President. <p>Sergeant at Arms</p> |
|  | <ul style="list-style-type: none"> • This is money you collect as part of doing business. • We use the 4000 range of numbers for these accounts. <p>Income</p> |
|  | <ul style="list-style-type: none"> • With the Financial Director, this person examines all bills and reports recommendation for payment to the Board. • This person chairs the Fraternal Operations committee. <p>Fraternal Director</p> |
|  | <ul style="list-style-type: none"> • This group is responsible for the planning and implementation of activities and entertainment at Celebrations and encouraging active participation of all Moose Legionnaires and their families. • Also known as "Fun & Frolic." <p>Publicity & Member Relations Committee</p> |
|  | <ul style="list-style-type: none"> • This person signs all of the Checks for his Moose Legion Unit. • This person prepares the agenda for Meetings. <p>Secretary</p> |
|  | <ul style="list-style-type: none"> • This group consists of the 5 Past Presidents in order of juniority. • Provides additional information and experience for Moose Legion Directors when requested. <p>Advisory Committee</p> |

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|  <p>Assistant Sergeant at Arms</p> <ul style="list-style-type: none"> ➤ This person is positioned at the entrance to the Moose Legion meeting room. ➤ This person is appointed by the Moose Legion President . <p>S134</p> | <ul style="list-style-type: none"> • This person is positioned at the entrance to the Moose Legion meeting room. • This person is appointed by the Moose Legion President. <p>Assistant Sergeant at Arms</p> |
|  <p>Liabilities</p> <ul style="list-style-type: none"> ➤ These are things you owe. ➤ We use the 2000 range of numbers for these accounts. <p>S135</p> | <ul style="list-style-type: none"> • These are things you owe. • We use the 2000 range of numbers for these accounts. <p>Liabilities</p> |
|  <p>Membership Retention Committee</p> <ul style="list-style-type: none"> ➤ This group of people is responsible for increasing the good standing members on the Moose Legion rolls. ➤ Their focus is to bring back expired and dropped members. <p>S136</p> | <ul style="list-style-type: none"> • This group of people is responsible for maintaining the active members on the Moose Legion rolls. • Their focus is to bring back expired and dropped members. <p>Membership Retention Committee</p> |
|  <p>Ambassador</p> <ul style="list-style-type: none"> ➤ This person is appointed by the Moose International Area Manager ➤ To provide connecting links for two-way communication, guidance and idea sharing. <p>S137</p> | <ul style="list-style-type: none"> • This person is appointed by the Moose International Area Manager • To provide connecting links for two-way communication, guidance and idea sharing. <p>Ambassador</p> |
|  <p>Audit Committee</p> <ul style="list-style-type: none"> ➤ This group of people checks the financial and membership records of the Unit to make sure there are no discrepancies. ➤ The Chaplain is a member but cannot be the one in charge. <p>S138</p> | <ul style="list-style-type: none"> • This group of people checks the financial and membership records of the Unit to make sure there are no discrepancies. • The Chaplain is a member but cannot be the one in charge. <p>Audit Committee</p> |
|  <p>Junior Past President</p> <ul style="list-style-type: none"> ➤ This person chairs the Membership Retention Committee. ➤ This person holds office by right of juniority. <p>S139</p> | <ul style="list-style-type: none"> • This person chairs the Membership Retention Committee. • This person holds office by right of juniority. <p>Junior Past President</p> |

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|  <p>➤ This group of people exists at a Lodge level and is responsible to the Lodge Officers.</p> <p>➤ Its purpose is to provide service and leadership for the Lodge.</p> <p>S140</p> | <ul style="list-style-type: none"> • This group of people exists at a Lodge level and is responsible to the Lodge Officers. • Its purpose is to provide service and leadership for the Lodge. <p>Lodge Moose Legion Committee</p> |
|  <p>➤ This person takes the minutes of all Lodge Moose Legion Committee meetings.</p> <p>➤ This person is appointed by one of the Moose Legion Directors.</p> <p>S141</p> | <ul style="list-style-type: none"> • This person takes the minutes of all Lodge Moose Legion Committee meetings. • This person is appointed by one of the Moose Legion Directors. <p>Assistant Secretary</p> |
|  <p>➤ The goal of this group is to increase members on the rolls.</p> <p>➤ They are responsible for membership promotion and providing an Orientation program.</p> <p>S142</p> | <ul style="list-style-type: none"> • The goal of this group is to increase active members on the rolls. • They are responsible for membership promotion and providing an Orientation program. <p>Membership Building Committee</p> |
|  <p>➤ This person supervises the operations of the Moose Legions within his territory.</p> <p>➤ He maintains communication with the International Moose Legion Director and the Regional Manager.</p> <p>S143</p> | <ul style="list-style-type: none"> • This person supervises the operations of the Moose Legions within his territory. • He maintains communication with the International Moose Legion Director and the Regional Manager. <p>Moose Legion Area Manager</p> |
|  <p>S144</p> | <p>Director of Higher Degrees</p> |
|  | <p>Total up the points and announce the winning table!</p> |
|  <p>➤ Learn How You Can Support the Mission of the Moose Legion</p> <p>➤ List the Duties of the Directors</p> <p>➤ Understand the Support Structure of the Moose Legion</p> <p>➤ Learn to Use Resources</p> <p>S145</p> | <p>Go back over the Objectives for today's lessons, and make sure you have covered them with the class.</p> <p>Thank everyone for attending and hand out their certificate cards for completion.</p> |