

## CONGRATULATIONS!

Congratulations on being selected by the Senior Regent to be Chairman of this special committee. We are confident you will perform your duties as Chairman, to the best of your ability, and sincerely hope you will assist the Chapter in every way possible in its endeavors to earn the Award of Achievement.

This information has been prepared to assist you in your duties as the Higher Degrees Chairman.

## COMMITTEE MEETING WITH SENIOR REGENT

Shortly after the Annual Installation, the Senior Regent shall schedule a meeting for all Committee Chairmen. At this meeting, she shall explain the duties of each Committee Chairman.

The members of your committee are those co-workers who hold the Academy of Friendship, College of Regents and Star Recorder degree. In order to be an active member of this committee, a degree holder shall be a member in good standing in the Chapter.

As Chairman, you will notify members on your committee of the date, time and place of all committee meetings.

In addition to your duties as Chairman of the Higher Degrees Committee, you will also be assigned to one of the four Chapter Development Committees.

## COMMITTEE MEETING WITH THE BOARD OF OFFICERS

Each Chairman of the Chapter Development, Higher Degrees and Special Committees shall meet with the Senior Regent and Board of Officers at the beginning of the Chapter year to prepare a calendar of activities.

The calendar shall give date, time and place for each fund-raising project, Committee Activity Night, and monthly committee meetings, as well as community service projects and activities planned in support of the local lodge.

## COMMITTEE MEETINGS

The success of any Chapter is greatly dependent upon its committees' support and their activity in the Chapter. Make personal contact with all members of your committee, informing them of all committee meetings. You shall preside at the meeting(s) of your committee, preferably scheduled monthly. In the event you are unable to attend, appoint a member of your committee to preside in your absence.

Items to be discussed at your committee meetings:

- Fund-raising Project  
Discuss with the Senior Regent the project assigned to your committee in support of Mooseheart/Moosehaven.
- Community Service  
Discuss ways the committee can provide assistance to a community service project in the local community.
- Assistance to Lodge  
Discuss ways the committee can be of assistance to the local lodge and offer assistance to the lodge in promoting family activities, fund-raising projects and/or special dinners/activities for the Council of Higher Degrees.
- Committee Activity Night  
Plan for an impressive meeting. Discuss refreshments, badges, program, decorations, and entertainment.
- Second meeting of the month  
The Senior Regent may call upon your committee for assistance with refreshments or entertainment at the second meeting of the month during the Chapter year. Be prepared and accept graciously.
- Build & Retain Membership  
Discuss ways the committee can promote campaigns to build and retain membership.

When making plans for the Chapter year, use ideas recommended by your committee. All committee plans shall be presented to the Board of Officers, by the Chairman, and then presented

to the Chapter for approval before being put into operation.

Your committee may make donations in the amounts they choose. In the event your project nets more profit than anticipated, the Chairman may propose to the Board of Officers, for Chapter approval, to earmark additional funds as designated by the committee to Mooseheart, Moosehaven, Chapter scholarships, other community services, or other Chapter projects.

## PREPARING AND PRESENTING PLANS

Prepare plans in detail, including expenses, proceeds, date and what the project or activity will entail. Ask the Senior Regent for copies of the forms which are found on our website. They will help you in organizing your plans. Plans should be presented at least 3 months prior to the activity.

## HANDLING FUNDS

- Get business receipts for all expenditures.
- Give Official Business Receipts to all co-workers turning money over to you. (See Recorder for Business Receipt Book.)
- **THERE ARE NO CASH PAY-OUTS.**
- Only members of your committee collect money at fund-raising projects.

## COMMITTEE ACTIVITY NIGHT

The Higher Degrees – Star Recorder Committee Activity Night may be held anytime in September with Chapter approval. If the committee chooses to have their Committee Activity Night on a date other than the regular Committee Activity Night in September, they may do so without a dispensation. It will only be necessary for the Chapter to hold one other meeting in the month, which will be the Second meeting of the month. **The date of the Second meeting of the month shall not be changed.**

At the Higher Degrees – Star Recorder Committee Activity Night, you are in charge of and will preside over the program or you may appoint a pro-tem who holds the Star degree if

you do not. You shall also give a resumé of the accomplishments of your committee. See Meeting Procedures and Agendas for detailed information.

Members of the Loyal Order of Moose, qualified guests and prospective members may be invited, providing the PRIVATE POLICY is followed at all times.

**Qualified guests may enter the Social Quarters with a member, providing they are wearing a GUEST BADGE. However, they shall not be allowed to make purchases.**

Those taking part in the Star Recorder Committee Activity Night shall follow the dress code as given in the Women of the Moose General Laws.

#### **PRESENTING CHECKS TO THE SENIOR REGENT AT COMMITTEE ACTIVITY NIGHT**

You will give the following speech when you present the checks to the Senior Regent. Two checks will be presented; one for the Scholarship and Maintenance Fund and one check for the special project assigned to your committee.

#### **SPEECH**

The Higher Degrees – Star Recorder Committee is pleased to provide the funds necessary to help offset our residents' vision, hearing and dental needs.

As medical costs are ever increasing, our committee will be donating funds toward eye exams and glasses; hearing tests and devices to aid our Moosehaven residents with their hearing as well as regular dental exams to keep their teeth in excellent condition.

Many of these necessary services are not covered by Medicare so we are doing our part to keep our residents happy and healthy.

Senior Regent, our committee is proud to present one check in the amount of \$\_\_\_\_\_ for the Moosehaven vision, hearing and dental costs and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

#### **COMPLETING FORMS**

As Chairman, you will be responsible for completing Forms 114 and 166. Form 114 will be read at the first meeting after your Committee Activity Night. Form 166 will be read at the first meeting following the completion of your fund-raising project. The forms will be given to you by the Senior Regent.

HAVE A GREAT YEAR SERVING  
YOUR CHAPTER AS  
HIGHER DEGREES CHAIRMAN!

# **WOMEN OF THE MOOSE**

## **HIGHER DEGREES STAR RECORDER CHAIRMAN PAMPHLET**

**2019-2020**



**WOMEN OF THE MOOSE  
MOOSEHEART, IL 60539-1182**