

## **CONGRATULATIONS!**

Congratulations on being selected by the Senior Regent to be Chairman of this most important 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 a Chapter Committee 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, and appoint one-fourth of all active Chapter members, including Officers, to serve on each Chapter Committee.

The Senior Regent is responsible for notifying each member who is assigned to your committee. You, as Chairman, shall assist her in notifying each committee member of the date, time and place of all committee meetings.

### **COMMITTEE MEETING WITH BOARD OF OFFICERS**

Each Committee Chairman of the Chapter 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 the date, time and place for each fund-raising project, Committee Meeting 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.
- Committee Meeting Night  
Plan for an impressive meeting. Discuss refreshments, badges, program, decorations, and entertainment.
- 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 Treasurer for Business Receipt Book.)
- **THERE ARE NO CASH PAY-OUTS.**
- Only members of your committee collect money at fund-raising projects.

### **COMMITTEE MEETING NIGHT**

The Mooseheart/Moosehaven - February Committee Meeting Night is held in February. At the Committee Meeting Night, you shall give a résumé of the accomplishments of your committee.

As Chairman, you will be seated at the front of the room and will remain until the close of the meeting. You will be asked to introduce the members of your committee and to give a short talk of the past, current and future accomplishments of your committee.

**PRESENTING CHECKS TO  
THE SENIOR REGENT AT  
COMMITTEE MEETING 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**

This year, the Mooseheart/Moosehaven Committee is extremely pleased to be able to donate funds toward the annual Moosehaven budget and once again, assist our Moosehaven Residents.

The annual pharmacy budget for our Moosehaven residents averages more than \$300,000 per year, over and above the amounts covered by Medicare and private insurance. The cost of prescription drugs and over the counter medications and supplies necessary to our residents' good health continues to escalate at an alarming rate. The Women of the Moose have pledged to help offset this expense.

Senior Regent, our committee is proud to present a check in the amount of \$\_\_\_\_\_ for Moosehaven Pharmacy Assistance 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 the Forms 114 and 166. The Form 114 will be read at the next meeting after your Committee Meeting Night. The 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.

**ACADEMY OF FRIENDSHIP**

By serving as a Chapter Chairman, you have the opportunity to qualify for the Academy of Friendship Degree if the following requirements are met:

- The Chapter shall qualify for the Award of Achievement.
- You must be appointed and installed on or before January 31 and serve in the same capacity through the end of the Chapter year, April 30.
- You must enroll 1 or more candidates into the Chapter between May 1 and April 30.
- If you are installed after January 31, you may qualify by enrolling 3 new members into the Chapter during the same time period.
- As Chairman you and your committee shall hold a fund-raising project to defray the expenses of the Committee Meeting Night program and to support the projects assigned to your committee for Mooseheart/Moosehaven and help maintain the General Fund of the Chapter.
- Complete and submit the Form 114 and Form 166.

HAVE A GREAT YEAR SERVING  
YOUR CHAPTER AS  
MOOSEHEART/MOOSEHAVEN CHAIRMAN!

**WOMEN OF THE MOOSE**

**MOOSEHEART/  
MOOSEHAVEN  
FEBRUARY  
CHAIRMAN PAMPHLET**

**2021-2022**



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