

## CONGRATULATIONS!

Congratulations! As Junior Past Regent, you are automatically the Chairman of the Golden Gavel 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 Golden Gavel Chairman.

### COMMITTEE MEETING WITH SENIOR REGENT

Shortly after the Annual Installation, the Senior Regent shall schedule a meeting for all Committee Chairmen. At this meeting, she shall explain the duties of each Committee Chairman. The members of your committee are the Past Regents. 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 Golden Gavel Committee and as an Officer of the Chapter, you will also be assigned to one of the four Chapter Committees.

### COMMITTEE MEETING WITH THE 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 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.
- **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

In the event the Junior Past Regent does not earn the Green Cap, or the office is vacant, the Golden Gavel Committee shall uphold the responsibilities of the committee by conducting a Golden Gavel Committee Meeting Night. As Chairman, you shall give a résumé of the accomplishments of your committee.

The qualified Junior Past Regent shall preside over the meeting. In the event of a vacancy, a Chapter Officer shall preside.

The Golden Gavel Celebration meeting may be held anytime in January, with the approval of the Chapter. Members of The 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 Golden Gavel Celebration program shall follow the dress code as given in the Women of the Moose General Laws.

**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**

Co-workers, our committee is proud to provide funds to assist our students with Physical and Occupational Therapy.

A number of our children at Mooseheart require short and long-term treatment in the areas of Physical and Occupational Therapy. Whether children arrive at Mooseheart requiring a continuation of services, receive a referral by our Pediatrician or are recovering from an injury, these medical treatments are often not covered by the state's children's health care plan or, a provider within the plan is too far away from Mooseheart. To ensure that our kids receive quality medical care our support in this area is truly important!

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Senior Regent, from the proceeds of our fund-raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for the Physical and Occupational Therapy program at Mooseheart 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.

**WEARING THE GREEN CAP**

The Green Cap necklace may be worn anytime during your term as Junior Past Regent only and with any attire.

**HAVE A GREAT YEAR SERVING  
YOUR CHAPTER AS  
THE GOLDEN GAVEL CHAIRMAN!**

**WOMEN OF THE MOOSE**

**GOLDEN GAVEL  
CHAIRMAN PAMPHLET**

**2021-2022**



**JANUARY**

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