

## **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 a Standing 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.

The members of your committee are those Chapter members 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 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 fundraising 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:

- Fundraising 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, fundraising 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 members 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 fundraising projects.

### **COMMITTEE MEETING NIGHT**

The Higher Degrees – Academy of Friendship Committee Meeting Night may be held anytime in June with Chapter approval. If the committee chooses to have their Committee Meeting Night on a date other than the regular meeting night in June, they may do so without a dispensation. It will only be necessary for the Chapter to hold one meeting each month.

At the Academy of Friendship Committee Meeting Night, you are in charge of and will preside over the program and Ring Ceremony. You shall also give a résumé of the accomplishments of your committee. The member who served as Junior Graduate Regent last year will act as the Presentation Officer in the Ring Ceremony. See Meeting Procedures and Agendas, for detailed information.

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 Academy of Friendship Committee Meeting Night and Ring Ceremonies 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**

The Higher Degrees - Academy of Friendship Committee has been requested to donate funds toward the Feed a Home in December program on the Mooseheart Campus.

Since the closure of Mooseheart's Central Kitchen, our Family Teachers and children continue to head to local grocery stores, on a weekly basis, to purchase food items aligned with Mooseheart's 6-week cycle menu, which was developed by Family Teachers with the assistance of a licensed dietician. Children and teens are now able to assist with the homes' food budget, meal preparation and cooking. These are all great independent living skills that our kids will need once they graduate and move on from Mooseheart.

Our gifts will feed a home of 10 girls or 10 boys for a month and support our Mooseheart community in this fun adventure!

Senior Regent, our committee is proud to present a check in the amount of \$\_\_\_\_\_ to Feed a Home in December and a check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

**COMPLETING FORMS**

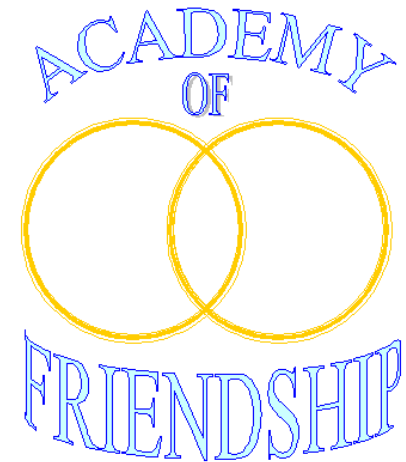
As Chairman, you will be responsible for completing the Forms 114 and 166. The Form 114 will be read at the next meeting after your Committee Meeting Night. The Form 166 will be read at the first meeting following the completion of your fundraising project. The forms will be given to you by the Senior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

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

**WOMEN OF THE MOOSE**

**HIGHER DEGREES  
ACADEMY OF  
FRIENDSHIP  
CHAIRMAN PAMPHLET**

**2024-2025**



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