



Board of Officers
&
Committee Chairman
Guide

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Association Structure

Objectives

The objectives of the Oregon Moose Association are:

- To coordinate, promote and support the programs and directives of Moose International, Inc., and The Moose.
- Encourage fraternal cooperation of the lodges of The Moose and the membership of such lodges in the State of Oregon.
- Build the membership strength of The Moose.
- Exchange ideas and ideals which may be of benefit to the various lodges and their members.
- Adopt programs and projects for the betterment of Mooseheart and Moosehaven, including the building of the Endowment Fund for the support of these institutions.
- Foster a closer relationship between lodges in Oregon and lodges in neighboring states.

Association Officials

Elected Officers

The elected officers of the Association shall consist of a President, Vice-President, Chaplain, Secretary, Treasurer and one (1) District President from each district within the Association.

Board of Officers

The voting Board of Officers of this Association shall be composed of the elected officers, the Junior Past President, and Representatives of The Moose who are themselves in good standing within their respective lodge, and whose lodge is in active status with the Association. Representatives of The Moose shall include the following The Moose Officers, Moose International Board of Directors, Past Supreme Governors/Past Chairmen of the Board of Directors, Grand Council members, International Higher Degree Board members, and members of the following Boards: Mooseheart, Moosehaven, Moose Charities, and Moose Foundation. Representatives of The Moose shall also include the Association Liaison, who shall be a non-voting member of the Board of Officers.

Advisory Board

The Advisory Board consists of Past Association Presidents, Past Moose International Board Members, including but not limited to, Past Grand Council members, Past Academy of Friendship Board members, Past College of Regents Board members, Past Star Recorder Board members, Past Moose Charities Board members, Past Mooseheart Board members, Past Moosehaven Board members, and the current International Moose Legion Ambassador, who are themselves in good standing within their respective lodge, and whose lodge is in active status with the Association.

The Advisory Board will act in an advisory roll only, they are encouraged to offer their experience and advice to further the goals of the association.

Committee Chairmen and Other Appointees

Committees and other positions necessary for the proper administration and operation of the Association are appointed by the President, Territory Manager, and Moose International. These chairmen and other appointees are integral parts of the management of the Association and shall attend Board meetings, deliver pertinent reports, and perform other Board activities as participants, but not as voting delegates.

Authority

The Association has no administrative authority over its member lodges. As stated above, the Association's primary task is to provide its lodges leadership, knowledge, and experience, such that lodge officers can establish and maintain successful and profitable lodges, meeting fraternal goals and increasing membership. The responsibilities and tasks listed herein are guidelines to assist elected/appointed officers and committee chairmen/other appointees perform their assigned duties. They do not annul or change their duties as defined in the Oregon Moose Association's by-laws or its adopted policies. The number one goal of each officer, chairman, and appointee is to perform their job to the best of their abilities and strive to make the association a Top Association, which can be accomplished only by making every lodge in the association successful.

Common Responsibilities

Membership

Association officials must enthusiastically promote membership growth. To that end, they must strive to sign a minimum of two new members each year.

Lodge Visitations

Association officials must be prepared to speak at meetings, enrollments, and other lodge activities when requested.

Committee Chairmen should have information available to members at each District Meeting and visit or contact their counterparts at the lodge level at least once per year – more often when warranted.

The Board of Officers and appointed officers should visit as many lodges as possible during their term of office.

District Presidents shall contact all lodges in their district at least once per month, with personal visitations as often as possible. A lodge is not required to allow any Association Officer or Committee Chairman to attend Board of Officers meetings unless they are in an official capacity, authorized by the Territory Manager, or authorized by Moose International. If an Association official is invited to attend one of these meetings, they should speak only if called upon and they should limit their remarks to the topic being discussed. Association officials must never speak to any subject in which they do not know all the facts.

When Association officials visit lodges, they must reinforce officer training. This means ensuring they understand profit/loss statements, assisting with reporting requirements, helping with ideas for activities, and other such items that contribute to sound business practices.

District Meetings

District Presidents are to organize and preside over the four quarterly meetings each year. All other Association officers and chairmen are expected to attend at least one district meeting in each of the two districts outside the one in which they reside. The Association Board of Officers set District Meeting agendas according to the OMA By-laws (refer to Attachment (a)).

Visitation Reports

Lodge Visitation Reports are completed by the visiting officer for each official lodge visit; with copies of the report sent to members of the Executive Committee, the Territory Manager, and the respective District President (refer to Attachment (b)).

Conduct

All Association Officers, Chairmen and Appointees shall maintain good morals, honesty, and truthfulness; and exhibit positive attitudes and conduct themselves in such manners as to bring no disgrace upon themselves, the Association, or Moose International.

Not-In-Good-Standing Lodges

Lodges not-in-good-standing may not host Association sponsored events, nor may members hold offices or chairmanships in the Association. Association officials may not attend social activities in these lodges.

Attendance

Association officials are expected to attend all meetings called by the President, and all Moose International official visitations. Association officials shall attend as many events on the Association Calendar as possible.

New Lodges

Association officials need to be ever mindful of Oregon localities that would benefit from instituting Moose Service Centers. For new Service Centers, the officials need to provide continued and “on-site” assistance until lodge officers and chairmen are proficient in their duties and understand their responsibilities and goals as outlined by Moose International and the Association. It should be expected that, in some cases, this support needs to extend into the successive year or years.

Elected Officers

Elected Officers

The President, Vice President, Chaplain, Secretary, Treasurer and (1) District President from each District within the Association.

Executive Committee

The Executive Committee shall consist of the President, Vice-President, Junior Past President, Chaplain, Secretary, Treasurer, and Association Liaison (non-voting). No other person shall be a member of the Executive Committee regardless of current or past title or position.

President

The President serves as the Chief Executive Officer of the Corporation. The president presides over the meetings of the Association, the Board of Officers, and the Executive Committee. They assign appointed officers as deemed necessary (e.g., Sergeant/Assistant-at-Arms, Inner/Outer Guards, and Assistant Inner/Guards), and all Association committee chairmen and appointees except the Pilgrim, Fellowship, and Membership Chairman, which are appointed by the Territory Manager and Moose International appointees (e.g., Association Moose Charities Chairman, Mooseheart/Moosehaven Admissions/Marketing Representatives, and Certified Instructors). Some committee chairman may serve for multiple years.

Additional duties of the President:

- Is familiar with the General Laws of Moose International, the Association by-laws, Association Policy Manual, and Roberts Rules of Order.
- Visits as many Association lodges as possible, at least once during their term of office.
- Declares any Association elected office vacant, if the member serving in that office is not performing their assigned duties/responsibilities and appoint a replacement with the approval of the Association Board of Officers and the Territory Manager.
- Represents the Association as one of its two officials at Supreme Lodge meetings or as the Association's representative.
- Presents reports at all Board of Officers meetings and Annual Conventions as part of those meetings' official agendas.

Vice President

The Vice President shall assist the President in the conduct of Association business at conferences and conventions. The Vice President is responsible for supervising District Presidents, and their reporting responsibilities. The Vice President is the President's alternate for lodge visitations and promoting The Moose purposes and goals.

Additional duties of the Vice President:

- Carry out all functions of the President when the president is absent.
- Be familiar with the General Laws of Moose International, the Association By-Laws, the Association Policy Manual, and Robert's Rules of Order.
- Provide timely summarizations of District Reports to Executive Committee members. Be prepared to present the status of Districts to the Executive Committee and Board of Officer at all times.

Secretary

The Secretary is the Secretary of the Corporation, and the Chief Financial Officer of the Association. The secretary maintains accurate records of all Association proceedings, the Board of Officers meetings, and Executive Committee meetings, and of all Association funds and accounting thereof. He or she keeps the Treasurer informed of the Association's financial status and furnishes the treasurer with duplicate deposits slips for funds deposited into Association accounts. The Secretary administers Association-funded surety bonds for Association representatives, as fixed by the Board of Officers. The Secretary is one of the two signatories on all Association checks (the other being the Treasurer or, in their absence, the President). The Secretary submits annual Profit/Loss and Balance Sheet reports to the Board of Officers at their September meeting prior to the Annual Convention, and lodge Arrearages Reports at each of the Board of Officers' quarterly meetings. The Secretary assists the Treasurer with the Annual Budget Report. The Secretary works closely with the Territory Manager and Liaison and performs such duties as required in the administration of Association assignments.

Additional duties of the Secretary:

- Manages lodging accommodation for visiting officials, Association midyear conferences and annual conventions, and Moose International conventions.
- Manages convention banquet tickets, 5/25 Club invitations and First Timer convention members attendee invitations.
- Maintains Association accounting records on an Association-owned computer using the QuickBooks software application, with backup records maintained on a separate Association-owned "flash" drive or other external hard drive device.

- Chairs the Convention Committee and directs activities of all committee chairmen/coordinators assigned to Association conventions/conferences and Moose International conventions/workshops.
- Provides a list of lodges that are not-in-good standing and the number of delegates for each lodge to the Credential Committee prior to any Association proceedings.
- Maintains Certificates of Election for Lodges to submit to the Credentials Committee, as appropriate, for any Association proceedings.
- Monitors schedules and progress on Association fundraisers and provides status to appropriate Chairmen and the Executive Committee.
- Is a member of the By-Laws Committee and maintains the current Association's by-laws document for any member, if requested.
- Is the Chairman of the Resolutions Committee
- Maintains a roster of Association officers, chairmen, appointees, and Moose International elected and appointed Officers in the Association.
- Maintains a roster of Association lodges, listing contact information and Officer/Lodge/Chapter meeting dates and times.
- Provides or coordinates timely responses to Moose International requests.
- Represents the Association as one of its two officials at Supreme Lodge meetings
- Maintains the Association's corporate documents and keeps appropriate government offices updated regarding corporate status. Provides the President, Territory Manager, and Moose International status on any potential changes, or requests thereto from governmental agencies.
- Presents a report as part of the Board of Officers agenda, providing non-recurring expenditures, and any significant activities having occurred since the Board's most recent previous meeting. Provides the President, Territory Manager, and Liaison with all official correspondence.
- Affects all Association contracts.
- Maintains records for required Lodge officer training and Association meeting attendance. Establishes lodge not-in-good-standing status with the Association and officially notifies respective lodges thereof. Reports all actions to appropriate District Presidents and the Executive Committee.
- Attends semi-annual Association Financial Review Committee meetings during the week of, and prior to, Annual Conventions and Midyear Conferences. Prepares reports and assembles records/data for the Committee, as required.
- Works with the Webmaster and Communication Chairman to ensure current and helpful information is maintained on the association website
- Reports on the Heart of the Community Scholarship Program at conventions and conferences.

Treasurer

The Treasurer retains all records and documents provided by the Secretary. With assistance from the Secretary, prepares the Association's annual budget which they present to the Board of Officers at their September meeting and to the general assembly at the Annual Convention.

Additional duties of the Treasurer:

- Assists the Secretary in all financial transactions during conventions and conferences.
- Verifies and initials financial statements and bank statements in conjunction with quarterly Board of Officer meetings.
- Maintains the inventory of Association assets for the Board of Officers.

Chaplain

The Chaplain opens and closes all Association meetings with prayer. The Chaplain maintains the list of Sickness and Distress for Association officials, and the list of lodge deceased members. The Chaplain chairs the Memorial Service Committee if there is not an appointed Memorial Service Chairman.

Junior Past President

The Junior Past President serves as a mentor to the President, particularly for cross-year programs and other long-term activities. The Junior Past President chairs the Past Presidents Committee.

District Presidents

District Presidents are the Association's primary interface to their assigned lodges, working with the Executive Committee, Committee Chairmen, and the Territory Manager on operational and fraternal activities. Their primary duties are to ensure all Moose International and Association initiatives and programs are implemented and maintained by the lodges in their jurisdiction; and to act as said lodges' advocate to the Association. They provide positive leadership in enacting the Association's policies and procedures.

Association Districts' successes are similar to Fraternal Units: annual aggregate lodge increasing membership, attending Association and Moose International meetings, decreasing Moose International and Association arrearages, meeting Moose International member recognition submissions and operational reporting submissions, increasing Moose Charities contributions, promoting Heart of the Community activities, and participating in Moose Activities – all of which contribute to Premier Lodge status.

Additional duties of the District Presidents:

- Holds a minimum of four District Meetings, quarterly beginning with the Association Annual Convention. The meeting agenda is established by the Association Board of Officers, and meeting dates and times are coordinated with that Board.
- Provides timely District Meeting minutes to the Vice President and State Secretary.
- Ensures that the district treasurer deposits all funds collected at district meetings and provides the State Secretary with deposit slips in a timely manner
- Holds district elections during the final District Meeting prior to the Association's Annual Conventions. The election is a membership vote for recommending the District President to the Association's Nominating Committee, and to elect the District Vice President, Secretary and Treasurer or Secretary/Treasurer, and Chaplain.
- Appoints District Standing Committee Chairmen and others at their pleasure. Standing District Committees are determined by the Association Board of Officers, and are as follows:
 - Heart of the Community
 - Membership
 - Retention
 - Mooseheart/Moosehaven Endowment Fund
 - Activities
 - Government Relations
- Maintains contact information for all lodge officers in their district.

- Cooperates with the Association Secretary to collect Per Capita arrearages, as well as any other funds or assessments due to the Association.
- Promote a "Preferred Member" program in lodges under their jurisdiction, honoring member sponsors for their efforts.
- Ensures lodges under their jurisdiction consistently indoctrinate new members using the Ritual or the Orientation Program at least once a month. These programs must include Moose Fraternal endeavors, member benefits, and local community service participation in addition to lodge initiatives and activities.
- Reports all violations of The General Laws of the Moose, any local, state, federal laws, or any other governmental ordinances to the Territory Manager outlining the particulars of the problem. This includes any violations of the Privacy Policy.

Appointed Officers

Sergeant-at-Arms and Assistant Sergeant-at-Arms

The Sergeant-at-Arms executes the presiding officer's directives during Board and Association meetings assists in preserving order and collects fines to be remitted by the Secretary to the Endowment Fund. They acts as Marshal on public occasions and in parades.

An Assistant Sergeant-at-Arms may be appointed, at the President's pleasure, to perform the same duties under the supervision of the Sergeant-at-Arms.

Additional duties of the Sergeant-at-Arms:

- Takes charge of such credentials that may be in question until the Credentials Committee and/or Board of Officers shall rule.
- Assists in preparing meeting rooms for Association functions.
- Maintains the Association's property and paraphernalia.
- Assists the Registration Committee setting up and tearing down the registration area and ticketing activities for Association meals/banquets.

Inner Guard and Outer Guard

The Inner Guard maintains access to all Association meetings, restricting entry to only such persons to enter as are duly qualified representatives or as may be directed by the presiding official. They are stationed at the access entry, inside the assembly area during meetings.

An Outer Guard may be appointed, at the President's pleasure, to perform the same duties as the Inner Guard. They are stationed at the access entry, outside the assembly area during meetings.

Standing Committees

All Association Chairmen except as noted are appointed by the Association President for a term that runs from State Convention to State Convention. All Association Chairmen will be under the guidance of the Association President except as noted. A committee chairman should be a resource for the District and Lodge Committee Chairmen and assist them in making their committees successful. The Chairman shall strive to have all

Association Lodges submit required reports in a timely manner and/or nomination forms to honor members of the lodges that qualify for such awards. Any committee that requires Association funds for its operation shall submit to the Secretary the amount required for its operation so that it may be placed in the annual budget and approved by the Association Board of Officers.

Standing committees are those required by our Association by-laws. (Article XV)

Activities Committee

The Activities Committee Chairman manages the Association's sports and other activities and ensures the various events that are popular among the lodges and their members are included. They recommend sponsorship and schedules to the Vice President for consideration at the annual Calendar Meeting, according to lodge eligibility and other scheduling considerations. They oversee the registration of all Association activities and work with the Communications Chairman to ensure the events receive proper press, and winners and participants are acknowledged. They act as a clearinghouse for lodges holding or sponsoring Association activities to ensure they are aware of, and act in accordance with, all Moose International and Association rules and policies. They serve as the Association's resource for all activity rules and regulations. The Chairman works with District and Lodge Activities Committees to encourage lodges to become Moose Family Centers and should be available to assist with completing the steps needed for that designation. They assist lodges with their Activities reporting requirements and prepare PowerPoint report of Association activities to be presented at convention and conferences.

By-Laws Committee

The President convenes the By-laws Committee when any member submits an official request to change the by-laws, or when any member of the Board of Officers or member requests a review. The Secretary is a member of the Committee and the Chairman may select three other members, as needed. The committee serves for a term of satisfactory service, or until resignation. Recommended by-laws changes typically are reviewed by the Board of Officers in the "draft" mode, and sent to the Chief Compliance Officer for initial review to ensure recommended changes do not violate any General Laws or Supreme Lodge policies or procedures, and to enlist any recommendations or comments from the Chief Compliance Officer

Amended by-laws shall become effective when adopted by a two-thirds (2/3) vote of the Oregon Moose Association and approved by the Chief Compliance Officer of Moose

International. No amendment, alteration or addition to these by-laws shall be made unless the same shall have been presented, in writing, to the By-Laws Committee, approved by said committee, and ratified by two-thirds (2/3) of the votes cast at a regular annual convention of the Association and shall only become effective when approved by the Chief Compliance Officer.

Communications Committee

The Communications Chairman manages the Association's quarterly newsletter, which contains a preview of upcoming Association events, Moose International events, and various Association officials' articles.

Additional duties of the Communications Chairman:

- Assists lodges conduct Heart of the Community awareness programs and media releases.
- Conducts publishing seminars, when requested, to assist lodge newsletter editors to publish interesting and informative newsletters.
- Assists Association officials to prepare broadsides, ads, posters, etc.
- Works with the Association Webmaster to ensure current and helpful information is posted on the association website.
- Maintains an approved copy of the Association Policy Manual on behalf of the Board of Officers and ensures that it is available to members as needed.

Council of Higher Degree Committee (Appointed by the Territory Manager)

The Council of Higher Degree Committee Chairman is a member of one or more of the Oregon Councils of Higher Degree. He or she is responsible for ensuring that the Higher Degree Councils are fully supported in their efforts of member retention. He or she is the association's ambassador to the Councils of Higher Degree. This committee should assist and support the councils in organizing member retention campaigns. He or she should facilitate and communicate successful retention efforts amongst the three councils. This committee is responsible for reporting the efforts of the Councils of Higher Degrees to the association Advisory and Executive Boards.

Credentials Committee

The Credentials Committee Chairman shall choose a committee of five to assist in the registering of delegates to the meetings of the Association. The Association Secretary shall provide the chairman a list of Lodges not in good standing and a list of Lodges showing the number of delegates that they are entitled to participate based on the assessed Association dues. Each good standing lodge in the Association shall be entitled to

be represented in the meetings of the Association by two delegates who should be the President and Administrator or duly elected Alternate Representative, plus one (1) additional delegate for each fifty (50) members on the rolls, or a majority fraction thereof. No lodge shall be entitled to a representation exceeding twenty (20) delegates, nor cast more than twenty (20) votes. In addition to voting “delegates”, each lodge may have non-voting members in attendance. Delegates shall consist of Past Presidents/Past Governors and Past Regents (who earned their title prior to May 1, 2021) who are in good standing in their lodge.

Additional duties of the Credentials Chairman:

- Shall prepare the Credentials Report to be presented at the Midyear Conference and Annual Convention.
- Shall supply an updated report to the Association Secretary and Territory Manager at each session of the Association’s Midyear Conference and Annual Convention.
- Report in writing and verbally at each session of the Association Convention and Midyear Conference on total registration of members at the meeting.
- The Chairman shall immediately bring to the attention of the Association President, the Association Secretary, and the Territory Manager any person whose Credentials appear not to be in order.

Degrees Committee

Pilgrim Chairman (Appointed by the Territory Manager)

The Pilgrim chairman is a holder of the Pilgrim Degree of Merit. He is responsible for conducting and coordinating, along with the State Secretary, the Pilgrim Ritual at the annual convention and midyear conference. He maintains, supervises, and reports to the attending Pilgrims, along with the State Secretary, a financial report on the OMA Pilgrim Fund. The Chairman maintains a list of Association Pilgrims, assigns a telephone tree to notify Pilgrims when any are in need of help, are sick, or have passed away. He hosts all Pilgrim meetings, and coordinates events with Oregon Higher Degrees to avoid conflicts.

Fellowship Chairman (Appointed by the Territory Manager)

The Fellowship Degree Committee Chairman is a member of the Fellowship Degree of Honor or Pilgrim Degree of Merit. He is responsible for maintaining ritual staffs for Fellowship Degree Conferrals at Annual Conventions and for preparing the facilities properly. He ensures each Conferral ritualist is a competent reader and each Pilgrim ritualist memorizes his part. He is responsible for maintaining and delivering the OMA Fellowship Conferral paraphernalia at the annual convention. He hosts all Fellowship meetings, and coordinates events with Oregon Higher Degrees and Moose Legions to

avoid conflicts. He is the Association's advisor for advancement to each of the Higher Degrees and, if needed, assists lodges and members to complete nomination forms.

College, Star and Academy of Friendship Degree Chairman (Appointed by the Chapter Advocate) and Conferral Coordinator

The **WOTM Degrees Chairman** will work closely with the Chapter Advocate. She will maintain a list of degree holders in the State. She will request from chapters the names of call card holders who may be attending State and International Conferences to receive their degrees, so we can cheer them on.

The **Conferral Coordinator** is appointed by the Grand Chancellor and serves in the position for a period of satisfactory service.

- Oversees the Academy of Friendship and Golden Gavel Ceremonies.
- Organizes rehearsals and selection of ritual staff for ceremonies. Encourages memorization and proper procedures.
- Coordinates ceremonies with the Chapter Advocate.
- Maintains a complete understanding of the WOTM Meeting Procedures and Agendas and Conferral Ceremonies.
- Enthusiastic, optimistic, friendly, and helpful. Willing to work harmoniously with the Chapter Advocate and Moose International Staff for the benefit of the respective programs.

Financial Review Committee

The duty of this committee is to review the Association books and accounts and to give a verbal and written report at the Midyear Conference and Annual Convention. The committee shall consist of three good standing members, including the chairman. Members of this committee serve for a term of satisfactory service, or until resignation, or removal by Executive Committee action. The committee chairman and committee will audit the books of the Association that are kept by the Secretary on a semiannual basis, or at any other time as directed by the Association Board of Officers or the Association President, with the authority of the Executive Committee. He or she shall present a report of such review to the Association at its Midyear Conference and Annual Convention.

Government Relations Committee

The Government Relations Chairman follows local and State legislative activities that potentially affect the First Amendment freedoms of the Constitution of the United States, with the two priorities of protecting: (1) the rights of private assembly and (2) the freedom of association and self-government guaranteed by that amendment. The chairman works with each Lodge and District Government Relations Chairman to gather related information to be forwarded to Moose International, and to provide information to these units from Moose International.

Heart of the Community Committee

The Heart of the Community Chairman works with Districts and Lodges to raise community, media, and governmental awareness about community service contributions by Fraternal Units and Moose members. They provide Heart of the Community reporting requirements to lodges and reporting status to the Board of Officers. When lodges fail to meet reporting requirements; notifies the Executive Committee and respective District Presidents.

Additional duties of the Heart of the Community Chairman:

- Presents Heart of the Community related PowerPoint reports at Midyear Conference and Annual Convention.
- Manages Moose International's "Six Heart of the Community Service" programs for the Association and encourages lodges to participate in their Core Programs.
- Coordinates the Committee activities through the Moose International Coordinator of Activities & Heart of the Community
- Maintains summaries of lodge Heart of the Community efforts from the Director of Fraternal Programs.
- Works with lodges to publicize their Heart of the Community activities by providing copies of photos and cover letters of their significant projects and the significance to the Communications Chairman and the Moose International Communications Department.

Membership Committee (Chairman Appointed by the Territory Manager)

The Chairman works with the District Membership Chairmen and the Territory Manager to promote Moose International and Association membership programs. They are co-responsible with the Territory Manager for establishing Association annual and short-term membership campaigns as well as assisting lodges with their campaigns. In conjunction with the Territory Manager, they provide membership status to Districts, and work directly with lodges having membership production and retention problems – the Association membership arrearages goal is 7% or less for each lodge.

Additional duties of the Membership Chairman:

- Contacts each 25-Club member who is within membership sponsor points of the next higher division at least once during last quarter of the fiscal year, advising them how many sponsor points are needed to reach the next level.
- With the Territory Manager, establishes recognition programs that honor lodges making one or more quotas during the year.
- Contacts lodges that have not turned in at least one application during any month to determine why, and work with them and their respective District President to rectify the problem.
- Presents membership related PowerPoint reports at conventions and conferences.

Memorial Services Committee

The Memorial Services Chairman manages the Association's current year (between Annual Conventions) necrology report for lodge members, and coordinates a Memorial Program honoring departed members as part of Annual Convention agenda.

Moose Charities Committee

The Moose Charities Chairman represents Moose Charities to the Association and his and/or her appointment is approved by Moose Charities. They typically serve in a multi-year term and work closely with the lodge's Moose Charities chairman. The chairman serves as a liaison between the association and Moose Charities. The committee helps to encourage and support all Moose Charities initiatives in the Association. The Association Capital Projects are a primary function of the committee and they work closely with the Board of Officers in selecting projects the Association can support successfully. They promote Moose Charities programs and present Moose Charities related reports at conventions and conferences.

Past Presidents' Committee

The Junior Past President chairs this committee. The committee consists of all past Oregon Moose Association presidents who are currently active in an Oregon Moose Association Lodge. A primary purpose (*of this committee*) is to recommend deserving members for honorary OMA Past President conferrals, and to present resolutions at Annual Conventions.

Program Book Committee

The chairman works with the association Executive Committee to publish, print, and distribute Mid-Year Conference and Annual Convention program booklets. The chairman

coordinates distribution and promotes the “Booster Club” fundraising efforts. The chairman coordinates with the Board of Officers regarding any outside advertisers in the publication.

Registration Committee

The Registration Committee works under direction of the Secretary and is a liaison between the Association and hotel staffs. The Committee arrives prior to any convention/conference event to facilitate meeting arrangements, and to manage the registration area and meal ticketing. They provide the Credentials Chairman credentials reports to be delivered to the assembly. They deposit pre-registration monies directly into Association’s bank accounts, and ensure all monies collected at conventions/conferences either is directly deposited or turned in to the Secretary. The chairman delivers official registration tallies and information to the Secretary following midyear conferences and annual conventions.

Resolutions Committee

- 1) It is the responsibility of this committee to resolve any issues regarding the interpretation and intent of the Association By-Laws. The committee shall review any proposed Association By-Law change or amendment to ensure that it adheres to The General Laws.
- 2) The Chairman along with the committee is responsible for drafting resolutions at the Annual Convention and Midyear Conference to be presented on the floor of the convention or conference honoring individuals, organizations, businesses, lodges, etc. that have made a significant contribution to the success of the convention, conference, the Association, etc. Other resolutions of the humorous variety may also be presented, preferably at the convention or conference banquet or breakfast.

Rules and Order Committee

The agenda for the conventions and conferences are established by Moose International and coordinated with the Rules and Order Committee through the Territory Manager, Association Liaison. The chairman of the Rules and Order Committee will give the report of the agenda at the opening of the annual convention and/or midyear conference. In the event that the foresaid action did not take place the order of business will be as listed in the Association By-Laws.

Scholarship Committee

The Scholarship Committee is responsible for the promotion, selection, and fundraising for association scholarship campaigns. This committee also promotes the Moose Heart of the Community scholarship campaign with lodges within the association.

Youth Awareness Committee

The Youth Awareness Chairman manages the Youth Awareness “year”, to include the Association’s Student Congress, the Kid’s Talks, and the Youth Awareness Representative selection, travel arrangements to International’s Congress, student/family attendance to our convention and/or conference banquets. He or she works with the Secretary on travel and awards funding, and fund raisers for the Youth Awareness Program.

Other Committees/Appointments

990 Committee

The 990 Chairman provides reminders for lodges in fulfilling their annual IRS submissions, and is a resource to them for completing the forms.

Assistant Territory Managers

The Territory Manager appoints volunteer Assistants who are members of the Association, and are knowledgeable in Moose International General Laws, OMA By-laws, and lodge operations to assist him in resolving issues that potentially involve Moose International or government agencies.

Association Training Coordinator

The Association Training Coordinator is appointed by Moose International and approved by the Territory Manager. They shall coordinate with certified trainers, all lodge related training, i.e. Lodge Leadership & House Committee, 2-HOTT, Administrator School, MLEC and SEC classes. They shall be capable of qualifying other Leadership Trainers (observed and certified by the Territory Manager).

The Training Coordinator shall be up to date on current Moose International software, patches and revisions as relates to the software in use by the lodges. They shall help with the Association web site and be a resource for the Association on current computer

technology, along with the audio visual coordinator coordinate the Audio/Visual presentations of Association Officers and Chairmen at Conventions and Conferences and be of assistance in the preparation of PowerPoint presentations when requested.

All lodge elected and appointed officers must complete appropriate officer training. Courseware is established and maintained by Moose International, with Association certified trainers providing schedules and individual training requirements to lodges. Class Scheduling Forms are submitted to Moose International by the Association Training Coordinator.

The trainers within the Association consist of the **Training Coordinator, Leadership Trainers, 2-HOTT Trainers**, and other trainers that may be added as determined by Moose International. Although each trainer performs different tasks, they have many duties in common, as follows:

- Arrange the training sessions with the lodges
- As required, order the training material from Moose International for the session to be given sending a copy of the order to the Association Secretary.
- Register and keep a roster of the attendees.
- Notify the Territory Manager of the attendees at each session.
- Collect the appropriate fees for the training session and forward them to the Association Secretary
- As required, use the Online Sign-In Sheet to register attendees, so that the attendees receive credit for the session.
- As required, retain a copy of the Online Sign-In Sheet showing a roster of attendees and the fees collected for a three-year period.
- Arrange the classroom to ensure that the class can be accommodated and be comfortable.
- Prepare and present, as requested, any other class, seminar or presentation at Conventions, Conferences or meetings.
- Serve as a resource of information in the areas of expertise.

2 HOTT Trainers

A 2-HOTT Trainer must attend a Class 1 training session. Trainer shall be trained in the field by the Training Coordinator and observed and certified by the Territory Manager. The 2-HOTT Trainer shall hold training sessions on Quick Books financial reporting software and LCL.Net membership management software. They will set the location and dates of the session and provide the information to the Association Training Coordinator, who will submit the Class Scheduling Form to Moose International.

Endowment Fund Committee

The Endowment Fund Chairman maintains status of Lodge, District, and Association Endowment Fund contributions, and reports summaries, as requested, to the Board of Officers.

Additional duties of the Endowment Fund Chairman:

- Works directly with lodges to ensure donations are collected whenever appropriate, with timely submissions to Moose Charities.
- Manages the Association's annual Golden Ball and Legacy of the Moose Ceremony Program.
- Presents Endowment Fund reports at Midyear Conferences and Annual Conventions.
- Maintains a "canned" PowerPoint presentation highlighting the purpose and history of the Endowment Fund for Association officials who are requested to include this topic in official visits.

Historical Committee

The Historical Chairman gathers and maintains important legacy written/media data and paraphernalia/other inventory items over the life of the Association, and assists lodges set up similar historical programs. They encourage lodges to maintain scrapbooks of important events, awards, records, activities and prominent lodge member's recognition, for future members. The chairman maintains a complete inventory of all items in his or her care and provides an annual report to the Secretary for the 4th Quarter Board of Officers meeting. They provide an historical display at Mid-year Conferences and Annual Conventions.

Loss Prevention Committee

The Loss Prevention Chairman is a resource to lodges for addressing safety and liability issues. They provide reminders to lodges for meeting safety reporting requirements to Moose International and completing facility rental forms.

Member Recognition Committee

The Member Recognition Committee Chairman manages the Association's annual program that recognizes outstanding contributions by Oregon Fraternal Units at the Annual Convention Banquet. He or she submits a proposed budget to the Treasurer the 1st week of September for inclusion in the annual budget. Sends invitations at least three weeks prior to the Convention for the top three finalists in each category, which notify

selectees of the category to which they have been nominated and requests their registration at the Convention and attendance at the banquet – the finalists pay for their registration and banquet costs. The Chairman purchases awards and certificates on behalf of the Association, which are reimbursed. The Committee oversees the awards ceremony during the banquet, which includes working with the Banquet Master-of-Ceremonies on the agenda and providing presenters with their scripts. Oregon Moose Association Recognition Awards categories are established by the Board of Officers, as well as how winners and runners-up are selected

Mooseheart/Moosehaven Representatives

Mooseheart and Moosehaven representatives are appointed by Moose International, and serve as focal points for sponsoring potential residents to our Child City and City of Contentment. They typically are multi-year assignments.

Ritual Committee

The chairman along with the committee are a liaison between the association and Moose International's Director of the Higher Degree and Ritual. The committee promotes ritual performances in the lodges, chapters, and Moose Legions. They are responsible for conducting any ritual competition held at a statewide level. Reports are delivered to the Association when necessary regarding changes in the ritual or ritual competition.

Ways and Means Committee

This committee manages and implements Board of Officers approved fundraisers for the Association and propose creative new and exciting ideas to raise funds. They help ensure that all fundraising efforts do not violate local, state, and federal law. They work closely with the secretary to file annual reports as required by local, state, and federal agencies.

Webmaster Committee

The Webmaster is under the direction of the Secretary and Territory Manager. They ensure that domain registration and site hosting is maintained, and maintain the database for the Association's Website, including:

- A listing of Association officials.
- The Association's Calendar.
- A listing of Fraternal Units, including mailing and physical addresses, phone numbers, membership meeting dates and times, and President's, Administrator's, Senior Regent's, and Treasurer's contact information.

- Areas for the Moose Legions to post pertinent and current information
- Areas for Association officials to enter information to promote their areas of responsibility.

Attachment (a) – District Meeting Agenda

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call of District Officers
5. Introduction of Dignitaries
6. Roll Call of Lodges
7. Treasurer's Report

Requires a motion, second and approval

8. Minutes of Previous Meeting
Does not need a vote for approval (Robert's Rules) – President calls for Changes or Additions, and they state they are "Approved as Read" or "Approved as Amended"
9. President's Report
10. Territory Manager/Assistant Territory Manager Report (Optional), Chapter Advocate report
If TM/ATM/CA is present and has something to report, he/she should prepare it prior to the meeting and provide the President an advanced copy
11. OMA Officer Report (Optional)
If an OMA Board member has something to report, they should prepare it and provide the District President an advanced copy – the President may present the report or, have the Board member present it (protocol)
12. Higher Degree Report
13. District Committee Reports (Optional)

CAP is suggested. Other District Chairmen should prepare their reports, and provide advance copies to the President who will put reports of their choice on the Agenda

14. Lodge Reports

Must include Endowment Fund contributions for current quarter

15. Announcements

16. Nine O'clock Ceremony

17. Good of the Order

18. Next Meeting

19. Adjournment

Attachment (b) – Lodge Visitation Report

VISITATION REPORT

Lodge Name: _____ # _____ Date _____

Type of Meeting _____

In Attendance: _____

MEMBERSHIP ACTIVITIES

Who is the current Membership Chairman? _____

Are they active? _____

Is current International campaign displayed? _____

Is current campaign scoreboard displayed? _____

Is current OMA campaign displayed? _____

Types of internal campaigns:

Date started? _____ End? _____ Awards? _____

Future internal campaigns planned?

What campaigns did District President recommend?

What is the lodge doing as a retention program? _____

Heart of the Community

Who is the current HOTC chairman?

Are they active? _____

Has quarterly/monthly HOTC report been completed? _____

What Community Service Activities are being held?

ORIENTATION

Have installation/orientation been performed? _____ **When?** _____

Number of attendees _____

Programs presented _____

Next orientation dates _____

How were members notified _____

Additional Remarks:

Submitted by _____ Date _____