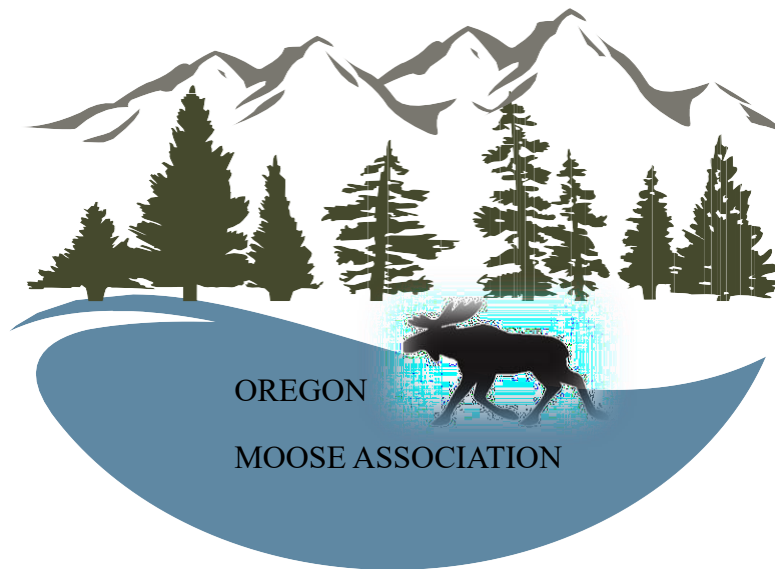




Board of Officers & Committee Chairmen Guide

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Association Structure

Composition

The Association

The Constitution and By-laws of Moose International and The Moose (referred to in this guide as “General Laws”), Chapters 51 and 52 (State and Provincial Associations), establish the organizational structure and limitations that govern Moose Associations. General Laws, Section 51.1 is quoted (in part) for the purpose of this guide and to assist officers and committee chairmen performing their duties and responsibilities in the OMA, “... Associations are organized and exist for the sole purpose of promoting, supporting and coordinating the programs of Moose International. They shall promote and support all authorized programs of Moose International, including those regarding membership, ritual, sports, and community service programs and projects. The Association shall adopt programs and projects for the betterment of Mooseheart and Moosehaven to include the building of the endowment fund for the support of these institutions.”

The OMA is a legal entity registered with the Oregon Corporate Division as a 501(c)(8) corporation.

Moose International and The Moose

Three General Laws are quoted for organizational purposes.

- Section 2.1 (General Definitions, Moose International). “The words "Moose International" shall mean the corporation of that name, organized and existing pursuant to the Laws of the State of Indiana. The principle business of the corporation is to act as the headquarters for the system known in the aggregate as Moose International, in matters of common interest to all Lodges, so there may be uniformity of operation in all matters pertaining to the Lodge system.”
- Section 2.2 (General Definitions, The Moose): “The words "The Moose" shall be as defined in Article II of The Constitution of Moose International, Inc. The words "The Moose" as used in these laws, and generally as used in the literature of Moose International, shall also mean in the aggregate, all things existing and conducted by member Lodges, and all things in any way pertaining thereto, and does not signify any legal entity of any kind.”
- Article II (Composition of the Moose): “The Moose shall be and is composed of Past Chairmen of the Board of Directors, members of the Moose International, Inc. Board of Directors, officers of The Moose, committee persons of The Moose, Past Lodge Presidents, Past Senior Regents (having received the honor prior to May 1, 2021) and representatives of the member Lodges. Each member, as herein listed and defined, shall be entitled to one (1) vote, and except as otherwise defined herein, the majority shall rule.”

Objectives

Association boards and committees perform duties to achieve objectives established by OMA's By-laws, Article II, and include:

- Coordinate, promote, and support the programs and directives of The Moose and Moose International.
- Encourage fraternal cooperation between the Association and its member Lodges.
- Build membership strength of the Association.
- Exchange ideas and ideals which may be beneficial to OMA Lodges and their members.
- Adopt programs and projects for the betterment of Mooseheart and Moosehaven, including the building of the Endowment Fund to support these institutions.
- Foster close relationships among Association Lodges and with Lodges in neighboring Associations.

Associations which achieve established objectives are recognized as “Top Associations” annually by Moose International, and that designation is a primary objective of the OMA. Officers, chairmen, and other appointees perform assigned duties to the best of their abilities, striving to make every Association Lodge successful in pursuit of this objective.

Authority

OMA By-laws, Article III establishes the Association's authority. To recap, the OMA has no administrative authority over its member Lodges. As stated in the Objective section above, the Association's primary task is to provide its Lodges leadership, knowledge, and experience such that Lodge officers can establish and maintain successful procedures and practices to meet fraternal goals, increase membership, and maintain profitable businesses. The responsibilities and tasks listed in this guide are to assist elected and appointed Association officers, committee chairmen, and other appointees perform their assigned duties.

This guide provides instructions and procedures for Oregon Moose Association (OMA) officers and committees overseeing and performing duties in the conduct of association business and activities. The guide is produced by OMA's By-laws Committee under the authority of the Association Board of Officers with advice from Moose International's Compliance Department. The guidelines herein do not annul or change duties as defined in the General Laws, OMA's by-laws, or OMA's adopted and approved policies.

This revision was approved by OMA Board of Officers action during its December 2023 Quarterly meeting.

Common Responsibilities

Membership

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

Lodge Visitations

Association officials are prepared to speak at meetings, enrollments, and other Association and Fraternal Unit activities when requested.

Committee chairmen maintain committee-related information and make materials available at District meetings. They visit or contact their counterparts at the Lodge level at least once per year and more often when warranted.

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

District Presidents contact all Lodges in assigned Districts 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 except in official capacities authorized by the Territory Manager or Moose International. Association officials who are invited to attend one of these meetings should speak only if called upon, and they should limit remarks to topics being discussed.

When Association officials visit Lodges, one focus is to reinforce officer training, such as assisting Lodge Board of Officers to understand profit/loss statements, comply with reporting requirements, to conduct fraternal and social activities, and to perform other tasks that contribute to sound business practices.

Visitation Reports

Lodge Visitation Reports are completed by the visiting officer for each official Lodge visit, with copies of the report sent to the Secretary, the Territory Manager, and the respective District president.(refer to Attachment (b))

Conduct

All Association officers, chairmen and appointees maintain high moral integrity, exhibit positive attitudes, and conduct themselves in such manner as to bring no disgrace upon themselves, the Association, or The Moose.

Not In Good Standing Lodges

Lodges not in good standing may not host Association sponsored events, nor may members of these lodges 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 The Moose official visitations. Association officials attend as many Association Calendar events as possible.

New Lodges

Association officials are mindful of Oregon localities that would benefit from instituting Moose Service Centers. For new Service Centers, officials provide continued and “on-site” assistance until Lodge officers and chairmen are proficient in their duties and understand their responsibilities and goals as prescribed by The Moose, Moose International, and the Association. This support may extend into successive years.

Board of Officers

OMA By-laws, Article IX references its Board of Officers, which is comprised of the Association's elected officers, the Junior Past President, Moose International's assigned Association Liaison, and the following representatives of The Moose who are themselves in good standing in a Lodge in active status with the Association.

- 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
- Members of the following Boards: Mooseheart, Moosehaven, Moose Charities, and Moose Foundation.

The Association Liaison is a non-voting member of the Board of Officers.

Executive Committee

The Association's Executive Committee consists of the President (Chairman), Vice President, Junior Past President, Chaplain, Secretary, Treasurer, and the Association Liaison (non-voting member).

Elected Officers

Elected officers are the Association's President (Chief Executive Officer of the Corporation), Vice President, Chaplain, Secretary (Secretary of the Corporation), Treasurer, and each of OMA's District Presidents. (refer to OMA By-laws, Article VIII for composition and Article XIV for duties)

President

The President presides at Association, Board of Officers, and Executive Committee meetings. The President assigns Appointed Officers as necessary (e.g., Sergeant- and Assistant Sergeant-at-Arms, Inner and Outer Guards, and Assistant Inner and Outer Guards) and appoints committee chairmen and other appointees except:

- Chairmen of the Council of Higher Degrees, Pilgrim, Fellowship, and Membership committees who are appointed by OMA's Territory Manager.
- Chairmen of the Academy of Friendship, Star, and College of Regents committees who are appointed by the Chapter Advocate, when needed.
- Representatives of The Moose on the Board of Officers as noted in the Board of Officers paragraph above.

- Other Moose International appointees for the Association (e.g., Moose Charities Chairman, Mooseheart/Moosehaven Admissions Marketing Representatives, and Certified Instructors).

Additional duties of the President include:

- Familiar with the General Laws, OMA's By-laws and its Policy Manual, and Roberts Rules of Order.
- Visit Association Lodges as often as possible during the term of office; each, at least once.
- Declare any elected office vacant if the incumbent is not performing assigned responsibilities and, in those cases, appoint a replacement with the approval of the Board of Officers and Territory Manager.
- Represent the OMA as one of its two officials at annual meetings of The Moose.
- Present reports at all Board of Officers meetings and conventions and conferences as part of those meetings' official agendas.

Vice President

The Vice President assists the President for conducting business at conferences and conventions, supervises District Presidents and their reporting responsibilities, and is the President's alternate for visiting Lodges and promoting The Moose purposes and goals. Additional duties include:

- Carry out all functions of the President when the President is absent.
- Familiar with the General Laws, OMA's By- Laws and its Policy Manual, and Robert's Rules of Order.
- Provide timely District Report summaries at Board of Officers meetings and be prepared to present the District status to the Board of Officers at all times.

Secretary

The Secretary maintains accurate records of all Association proceedings, Board of Officers and Executive Committee meetings, and all Association funds and accounting thereof. The Secretary provides financial status reports and duplicate deposits slips for funds deposited into Association accounts to the Treasurer, assists the Treasurer with OMA's annual Budget Report, and works closely with the Territory Manager and Association Liaison to administer tasks assigned by The Moose and Moose International. The Secretary administers Association surety bonds as fixed by the Board of Officers, submits Lodge Arrearages Reports at Board of Officers' quarterly meetings, and provides annual Profit/Loss and Balance Sheet reports at the Board of Officers quarterly meetings held in conjunction with OMA's annual conventions. The Secretary is one of two signatories on all Association checks (the other being the Treasurer or, if unavailable, the President). Additional duties include:

- Manage lodging accommodations for authorized officials at Association conferences and conventions, and annual meetings of The Moose.

- Manage convention and conference banquet tickets and 5/25 Club invitations.
- Maintain Association accounting records on an Association-owned computer using Moose International's approved QuickBooks software; maintain backup records on a separate Association-owned "flash" drive or external hard drive.
- Chair the Convention Committee; coordinate all committee chairmen and coordinators activities at OMA conventions and conferences, annual meetings and workshops of The Moose, and inter-Association meetings.
- Chair the Resolutions Committee.
- Non-chairman member of the By-Laws Committee; maintain current Association By-laws documents for any member, if requested.
- Provide lists of not in good standing Lodges and numbers of delegates for each Lodge to the Credential Committee prior to Association proceedings.
- Maintain Certificates of Election for Lodges and submit certificates to the Credentials Committee, as appropriate, for Association proceedings.
- Monitor schedules and progress for Association fundraisers and provide status to appropriate chairmen and the Board of Officers. (refer to Attachment (c) for procedures Fraternal Units and members use to host Association fundraisers)
- Maintain a roster of Association officers, chairmen, appointees, and The Moose and Moose International elected and appointed Officers who are members of the Association.
- Maintain an Association Lodge roster that includes Lodge officer contact information, and Lodge Board of Officers and Membership meeting dates and times.
- Provide or coordinate timely responses to Moose International and The Moose requests.
- Represent the Association as one of its two officials at annual meetings of The Moose.
- Maintain Association corporate documents and keep appropriate government offices updated regarding corporate status. Provide the President, Territory Manager, and Moose International Compliant Office status on any potential changes, or requests thereto, from governmental agencies.
- Report non-recurring expenditures and any significant financial activities at Board of Officers meetings. Provide copies of all correspondence to the President, Territory Manager, and Association Liaison.
- With the President, effect all Association contracts; once effected, maintain all contracts.
- Maintain records for required Lodge officer training and delegate meeting attendance.
- Establish Lodge not in good standing status with the Association and officially notify respective Lodges thereof. Report all actions to appropriate District Presidents and the Board of Officers.
- Attend semi-annual Association Financial Review Committee meetings in conjunction with conventions and conferences. Prepare reports and assemble records/data for the Financial Review Committee, as required.

- Work with the OMA Webmaster and Communication Chairman to ensure current and relevant information are maintained on the Association website.
- Report on the Heart of the Community Scholarship Program at conventions and conferences.

Treasurer

The Treasurer retains all records and documents provided by the Secretary and, with assistance from the Secretary, prepares the Association's annual budget which is presented to the Board of Officers at the quarterly meeting held in conjunction with the Association's annual conventions and to the general assembly at those conventions. Additional duties include:

- Assists the Secretary in all financial transactions during conventions and conferences.
- Verifies and initials financial statements and bank statements presented during quarterly Board of Officer meetings.
- Works with the Sergeant-at-Arms for accountability of Association property; maintains the Association's assets inventory and reports status to the Board of Officers.

Chaplain

The Chaplain opens and closes all Association meetings with prayer, maintains the list of sickness and distress for Association officials and of Lodge deceased members, and chairs the Memorial Service Committee if not appointed otherwise.

Junior Past President

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

District Presidents

District Presidents are the Association's primary interface to assigned Lodges, working with the Board of Officers and Committee Chairmen on operational and fraternal activities. District Presidents' primary duties are to ensure all The Moose and Association initiatives and programs are implemented and maintained by Lodges in assigned Districts, to act as Lodges' advocate to the Association. and to provide positive leadership in enacting the Association's policies and procedures.

Districts' successes reflect assigned Lodges' Premier standings: increased annual membership and Moose Charities contributions, attendance at Association and The Moose meetings and activities, decreased arrearages, The Moose member recognition and operational reporting requirements and deadlines, and Heart of the Community activities. Additional duties include:

- Hold a minimum of four quarterly District meetings, the first one during the same quarter as the Association's annual conventions, with dates and times are coordinated with OMA's Board of Officers.

- Conduct the District meetings in accordance with the approved District Meeting Agenda established by OMA's Board of Officers (refer to Attachment (a)) and Roberts Rules of Order.
- Ensure the District Secretary provides meeting minutes to OMA's Vice President and Secretary within ten days after meetings.
- Ensure the District Treasurer deposits all funds collected within three working days after collecting the funds; provides the Association Secretary deposit slips of all deposits within ten days after depositing the funds.
- Appoint a Nominating Committee for annual elections and report during District meetings as appropriate.
- Hold District Elections during the final meeting before the Association's Annual Convention. Delegates vote to elect the District Vice President, Secretary, Treasurer (or Secretary/Treasurer), and Chaplain, and they vote to recommend the District President to the Association's Nominating Committee. District Presidents are elected by delegates at Association Elections.
- Appoint District Sergeant-at-Arms, Inner and Outer Guards, Standing Committee Chairmen, and other committee chairmen. Standing Committees are established by the Association Board of Officers and are:
 - Heart of the Community
 - Membership
 - Retention
 - Mooseheart/Moosehaven Endowment Fund
 - Activities
- Maintain contact information for Lodge officers in assigned Districts.
- Cooperate with the Association Secretary to collect per capita arrearages and any other funds or assessments due to the Association.
- Promote The Moose "Preferred Member" program honoring member sponsors for their efforts.
- Ensure Lodges in assigned Districts indoctrinate new members using The Moose Orientation Program and its guidelines.
- Provide the Territory Manager detailed reports of General Laws violations; local, state, federal law violations; and, any other infractions of governmental ordinances or statutes.

Appointed Officers

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

The Sergeant-at-Arms executes the presiding officer's directives during Board of Officers and Association meetings, assists in preserving order during Association meetings, and collects fines to be remitted by the Secretary for the Endowment Fund. These appointees act as Marshals on public occasions or parades in which the Association participates. Additional duties include:

- Takes charge of credentials in question until the Credentials Committee or Board of Officers rules on such credentials.
- Manages the Association's property and paraphernalia.
- Assists the Registration Committee and Secretary with setting up and tearing down registration areas and meeting rooms for ticketed activities, meals and banquets, and other Association accommodations and functions.

An Assistant Sergeant-at-Arms may be appointed to perform the same duties as the Sergeant-at-Arms under the Sergeant-at-Arms' supervision.

Inner Guard and Outer Guard

The Inner Guard is stationed at the access entry inside the assembly area during meetings and controls access to all Association meetings, restricting entry to qualified representatives or as directed by the presiding official.

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

Committees and Other Association Appointments

Committees and appointments in addition to those associated with the Board of Officers are necessary for the proper administration and operation of the Association. Committee chairmen and invited appointees attend Board of Officers meetings as non-voting participants to deliver reports and perform other activities as needed. Chairmen also are resources for District and Lodge committee chairmen to assist in their success, and work with Districts and Lodges to assist with reporting compliance for Fraternal Unit operations and member recognition. Committees requiring Association funding submit financial reports to the Secretary and Treasurer at least three weeks prior to annual conventions for budget preparations.

Appointments typically are assigned for the Association's current fiscal year; however, committees and their members may serve for multiple years at the discretion of officials who appoint the chairmen.

Standing Committees

Standing committees are those established by the Association's By-laws, Article XV.

Activities Committee

The Activities Committee manages the Association's sports and other activities and ensures various events that are popular among the Lodges and their members are included. This committee acts as a clearinghouse for Lodges holding or sponsoring Association activities to ensure they are aware of, and act in accordance with, all The Moose and Association rules and policies.

The Activities Chairman serves as the Association's resource for all activities' rules and regulations, works with District and Lodge Activities Committees to encourage Lodges to become Family Centers and assists with achieving that designation, assists Lodges with their activities reporting requirements, and presents formal reports of Association activities at conventions and conferences.

OMA activities (e.g., sports and events) are scheduled at the Association's Calendar meeting, typically held in May through July. Proposals should be sent to the Activities Committee by end of April for proposed events to be conducted in the Association's following calendar year (October of that year through September of the following year). The Chairman recommends sponsorships and schedules to the Vice President, who is the Calendar Meeting's presiding officer, for consideration according to Lodge eligibility and other scheduling considerations.

The Committee oversees registrations of all Association activities. It works with the Communications Committee to ensure events receive proper press and winners and participants are acknowledged, and with the Ways and Means Committee when gaming is involved.

Fraternal Unit Hosting Guidelines

- A host Lodge must be in active status with the Association.
- Participants include members in good standing of their respective Lodges in any The Moose Association and may include certain “qualified guests” as defined in General Laws 50.2.
 - Qualified guests who are minor spouses or immediate family minor dependents of members in good standing, provided the activities do not restrict these guests by virtue of their ages (e.g., the Activities Committee may impose age restrictions on some events such as shuffleboard, pool, and golf tournaments). Minor guests may not participate in any gambling activities and may not receive alcohol or other awards restricted by federal or State of Oregon statutes.
 - Qualified guests who are age-of-majority spouses of members in good standing may participate.

NOTE: Qualified guests who are prospective members of members in good standing may not participate in Association activities.

- A written proposal is submitted to the OMA Activities Committee for each event. Proposals are endorsed by the Lodge President and Administrator and include the Lodge meeting date the proposal was approved by its membership.
- For annual OMA sporting events, the host Lodge must have been represented in the previous year’s events unless prior waivers have been approved by the Activities Committee.
- A host Lodge must assign Event Chairmen who are the primary contacts with OMA’s Activities Committee. Members of the Activities Committee attend tournaments to assist with establishing and administering policies and procedures.
- Final rosters, including verification of eligibility as established by the approved proposal, are furnished to the Activities Committee at the conclusion of any events.
- The Activities Committee has overall responsibility for registrations and fees. With Committee approval, the host Lodge may coordinate activities with all funds managed through Lodge accounts or deposited directly into OMA accounts.
- Financial reports are submitted to the Activities Committee within ten days of events’ conclusions. These reports include entry fees and other proceeds collected for the events, direct expenses recognized by the events, and payouts dispersed to positional winnings (e.g., 1st place, 2nd place, etc.) and organizations (e.g., community service and charities entities). (Refer to Attachment (d))

By-laws Committee

The President convenes OMA’s By-laws Committee when any member submits an official request to change by-laws or when any member requests a review. The Secretary is a non-Chairman member and the Chairman selects 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 Office for initial review to ensure recommended changes do not violate General Laws or The Moose policies or procedures and to enlist recommendations or comments.

Proposed changes are distributed to Lodges a minimum of thirty days prior to OMA annual conventions for Association delegates to review; amended by-laws become effective when approved by the Chief Compliance Officer after being adopted by a two-thirds vote at an OMA annual convention. Other duties include:

- Maintains the Association Policy Manual and effects changes thereto according to the Chief Compliance Office procedures and approvals.
- Maintains the Association Board of Officers and Chairmen Guide and effects changes thereto according to Association Board of Officers procedures and approvals.
- Chairman is a standing, non-chairman member of the Resolutions Committee.
- Assists presiding officials with the proper employment of Roberts Rules of Order.
- Provides the Communication Committee Chairman current copies of Association By-laws, Policy Manual, and Board of Officers and Chairman Guide for availability to Fraternal Units and members as needed.

Communications Committee

The Communications Chairman manages the Association’s quarterly newsletter which contains a preview of upcoming Association events, The Moose events, and Association officials’ articles. Additional duties include:

- 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 broadcasts, advertisements, posters, etc.
- Works with the Association Webmaster to ensure current and helpful information is posted on the Association website.

Council of Higher Degrees Committee

This committee assists Association Higher Degrees Councils in organizing member retention campaigns and facilitates and communicates successful retention efforts among the Association Councils. The Chairman is a member of one or more of an Oregon Council of Higher Degrees, is the Association’s ambassador to Moose International’s Council of Higher Degrees, and coordinates events with the Pilgrim and Fellowship Chairmen to avoid conflicts.

Credentials Committee

The Credentials Committee Chairman appoints up-to five members to assist in registering delegates for Association meetings. The Secretary provides the Chairman a list of Lodges not in

good standing and a list of Lodges showing the number of delegates entitled to participate based on Association dues. Each Lodge in good standing is entitled to be represented with two delegates who should be the President and Administrator or duly elected Alternate Representatives, plus one additional delegate for each fifty members on the rolls or a majority fraction thereof. No Lodge is entitled to a representation exceeding twenty delegates, nor may any cast more than twenty votes. In addition to voting delegates, a Lodge may have unlimited non-voting members in good standing in attendance. Meeting Delegates also include members in good standing in their Lodge who are Past Presidents or Past Governors and Past Regents who earned their title prior to May 1, 2021, but these delegates do not count against Lodge entitlements. Additional duties include:

- Prepares the Credentials Reports presented at conferences and conventions.
- Provides updated credential reports to the Secretary and Territory Manager for all Association conferences and conventions.
- Reports in writing and verbally at all Association conventions and conferences on total registration of members at the meetings.
- Immediately advises the President, Secretary, and Territory Manager about any attendee whose Credentials do not appear to be in order.

Degrees Committee

This committee is comprised of sub-committees that oversee Association operations pertaining to Higher Degrees of The Moose. (General Laws, Article VI refers).

Pilgrim Sub-committee

This sub-committee holds fundraisers to support the Endowment Fund and Association activities involving members of the Pilgrim Degree. All Association Moose Pilgrims in good standing with their lodge are members of this committee. The Chairman is appointed by the Territory Manager and presides over sub-committee meetings at conventions and conferences. Other duties include:

- Works with the Association Secretary for administering the Association's Pilgrim fund.
- Maintains a list of Association Pilgrims and coordinates notifications and support for Pilgrims and their families in need of help or families of Pilgrims who have passed away.
- Maintains Association Pilgrim paraphernalia.
- Coordinates events with other Degrees Sub-committee Chairmen to avoid conflicts.

Fellowship Sub-committee

This sub-committee holds fundraisers to support the Endowment Fund and Association activities involving members of the Fellowship Degree. All Association Moose Fellows in good standing with their lodge are members of this committee. The Chairman is appointed by the Territory Manager and presides over Fellowship meetings. Other duties include:

- Assists Lodges and members to complete nomination forms for the Degree.
- Works with the Territory Manager to ensure conferral ritualists are competent readers and have memorized their parts.

- Coordinates ritual staffs for Fellowship Degree Conferrals at annual conventions.
- Maintains Association Fellowship Conferral paraphernalia and prepares facilities for conferrals.
- Coordinates events with other Degrees Sub-Committee Chairmen to avoid conflicts.

Academy of Friendship, Star, and College of Regents Sub-committee

This sub-committee's Chairman is appointed by and works closely with the Chapter Advocate on all matters pertaining to Women of the Moose higher degrees. The Chairman maintains a list of Moose women degree holders and works with Association Chapters to assemble names of call card holders to recognize those attending Association conventions and International Conferences of the Women of the Moose to receive their degrees, and coordinates events with other Degrees Sub-Committee Chairmen to avoid conflict.

This sub-committee includes a Conferral Coordinator who is appointed by the Grand Chancellor and serves for a period of satisfactory service. Duties of the Conferral Coordinator include:

- Oversees Academy of Friendship and Golden Gavel Ceremonies.
- Organizes rehearsals and selection of ritual staff for ceremonies. Encourages memorization and proper procedures.
- Works harmoniously and coordinates ceremonies with the Chapter Advocate.
- Maintains a complete understanding of WOTM meeting procedures, agendas, and conferral ceremonies.
- Maintains an enthusiastic, optimistic, friendly, and helpful posture that represents values and merits of the Women of the Moose.

Financial Review Committee

This committee's primary function is to review the Association books and its accounts, including those managed by Association Districts. Scheduled reviews occur on a semi-annual basis in conjunction with midyear conferences and annual conventions, during which the chairman provides verbal and written reports. However, additional reviews are held as directed by the President or Board of Officers.

Heart of the Community Committee

This committee works with Association Districts and Lodges to raise community, media, and governmental awareness about community service contributions by The Moose. It assists Lodges with completing Heart of the Community reporting requirements and provides status to the OMA Board of Officers and respective District Presidents. Additional duties include:

- Presents Heart of the Community related reports at Association conferences and conventions.
- Manages The Moose Heart of the Community Service programs for the Association and encourages Lodges to participate in their Heart of the Community Core Programs.

- Coordinates activities with Moose International's Coordinator for Activities and Heart of the Community.
- Maintains summaries of Lodge Heart of the Community efforts provided by the Association's Territory Manager.
- Works with Lodges to publicize their Heart of the Community activities to Moose International's Department of Communications, such as copies of photos and cover letters of their projects and their significance to the community.

Membership Committee

The Chairman is appointed by OMA's Territory Manager, works with District Membership Chairmen to promote The Moose membership programs, and presents membership related reports at conventions and conferences. The committee works with the Territory Manager to conduct Association annual and short-term campaigns and assists Lodges with individual campaigns. The Committee provides membership status to Districts and works directly with Lodges for membership production and retention problems based on Association membership arrears goals for each Lodge. Additional duties include:

- At least once during the final quarter of fiscal years, contacts 25-Club members actively sponsoring new Moose members advising them how many sponsor points are needed to reach their next levels.
- 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; works with them and the respective District Presidents to rectify the problem.

Memorial Services Committee

This committee works closely with the association chaplain and manages the Association's necrology report for Lodge members on an annual basis beginning with the month of an Annual Convention's adjournment (typically, September through August of the following year), and it coordinates Memorial Programs honoring departed members during those annual periods as part of the then upcoming Annual Convention agenda.

Moose Charities Committee

This committee represents the Moose Charities Board of Directors, and its Chairman is appointed by the Association President with approval by Moose Charities. The Chairman serves in a multi-year term and work closely with Lodge Moose Charities chairmen, and the committee encourages and supports all Moose Charities initiatives in the Association. Promoting Association fundraisers for The Moose Capital Projects are primary functions of the committee, and its Chairman works closely with the Board of Officers in selecting charitable The Moose projects the Association can support successfully. The Chairman presents Moose Charities related reports at conventions and conferences.

Past Presidents' Committee

The Junior Past President, or if not available, the next Past President in order of juniority, chairs this committee which consists of all past OMA presidents who are in good standing in an active Association Lodge. A Committee's primary purpose is to recommend deserving The Moose members for honorary OMA Past President conferrals through resolutions approved by Association delegates at Annual Conventions.

Program Book Committee

This committee works with the Board of Officers to publish, print, and distribute conference and convention program booklets. The Chairman coordinates distribution of Program Books, promotes "Booster Club" fundraising efforts with Districts and Lodges, and coordinates outside advertisers in the publication with the Board of Officers.

Registration Committee

This committee works under direction of the Secretary and is a liaison between the Association and hotel staffs. The committee arrives prior to any convention or conference event to facilitate meeting arrangements and manage the registration area and meal ticketing. Committee members provide credentials reports to the Credentials Chairman who reports them to the assembly, deposit pre-registration monies directly into Association's bank accounts, and ensure all monies collected at conventions and conferences is deposited in Association bank accounts directly or remitted to the Secretary. The chairman delivers official registration tallies and information to the Secretary following Association conferences and conventions.

Resolutions Committee

This committee resolves issues regarding the interpretation and intent of the Association By-laws and Policy Manual and reviews proposed changes or amendments to these documents to ensure they adhere to the General Laws. The committee is responsible for drafting resolutions at Association conventions and conferences to be presented on the floor to honor individuals and entities having made significant contributions to the success of the Association and its proceedings. If approved by the Board of Officers, humorous resolutions may be presented, preferably at convention or conference banquets.

Rules and Order Committee

Association meeting agendas for conventions and conferences typically are established by Moose International. In such cases, the Rules and Order Chairman presents these agendas at the opening sessions of conferences and conventions, and the committee works with OMA's Territory Manager and Association Liaison to conduct these meetings accordingly. Should Moose International not establish a meeting agenda, the order of business will be conducted consistent with Association By-laws.

Scholarship Committee

The Scholarship Committee is responsible for selecting, promoting, and raising funds for Association scholarships. This committee also promotes The Moose Heart of the Community scholarship campaigns with Association Lodges.

Youth Awareness Committee

This committee manages the Association's annual Youth Awareness programs, including Student Congresses, Kid's Talks, Youth Awareness Representative selections and associated travel arrangements to The Moose Youth Awareness Congresses, and student and family attendances at convention and conference banquets. The Chairman works with the Secretary for fund raisers and expenses associated with the Youth Awareness Program.

Other Committees and Appointments

50/50 Committee

This committee works with the Ways and Means Committee and is responsible for organizing personnel who sell 50/50 tickets before each session at annual conventions and midyear conferences. Donations collected must be counted, and "splits" awarded to drawing winners each session during the "Good of the Order". The committee must present the total collected to the assembly and ensure the OMA "splits" get turned into the Secretary who issues a receipt at each session.

Note: In the case of an unclaimed 50/50 ticket, the OMA holds it "in trust" for the ticket owner up-to six months in accordance with Oregon Administrative Rules. If the ticket is unclaimed after six months, the OMA assumes ownership and donates the ticket amount to the Oregon Capital Fund. (refer to OAR, Chapter 137, Division 125, Part 0290, 137-025-0290)

990 Committee

This committee provides reminders for Lodges to file annual federal tax submissions and is a resource for completing tax forms.

Advisory Committee

The Chairman of this committee is the next-in-line past president to the current Junior Past President (i.e., second year past presidency). The committee is comprised of all Association Past Presidents who are in good standing with active Association lodges, except the Junior Past President, and the following representatives of The Moose who are themselves in good standing within their respective Lodge and whose Lodge is in active status with the Association: Past The Moose Officers, Past Moose International Board of Directors, Past Supreme Governors/Past Chairmen of the Board of Directors, Past Grand Council members, Past Moose International Higher Degree Board members, Past Association Liaisons, and past members of the Mooseheart

Board, Moosehaven Board, Moose Charities Board, and Moose Foundation Board. The Committee acts in an advisory role only, and members are encouraged to offer their experience and advice to further the goals of the Association.

Assistant Territory Managers

The Territory Manager appoints volunteer assistants who are knowledgeable in the General Laws, OMA's By-laws and policies, and Lodge operations to assist in resolving fraternal and business issues and promoting The Moose initiatives.

Audio Visual Committee

This committee is responsible for addressing the audio visual needs of the OMA meetings, including but not limited to:

- Overseeing speech reinforcement and visual presentation at OMA board meetings, midyear conferences, annual conventions, OMA activities, and Moose International special meetings held within Oregon.
- Working and coordinating with designated personnel of venues where conventions and conferences will be held, to ensure OMA's audio visual requirements are available and can be achieved successfully.
- Maintaining and operating OMA audio visual equipment and inventory.
- Operating the audio visual equipment at OMA events.

Endowment Fund Committee

This committee maintains statuses of Lodge, District, and Association Endowment Fund contributions and reports summaries, as requested, to the Board of Officers. Additional duties include:

- 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 Programs.
- Presents Endowment Fund reports at Association conferences and 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

This committee gathers and maintains important historical written and media data, paraphernalia, and other inventory items pertaining to the legacy of the Association. The committee assists Lodges set up similar historical programs and encourages them to maintain scrapbooks of important events, awards, records, activities, and prominent Lodge members'

recognition. The Chairman provides reports to the Secretary for quarterly Board of Officers meetings and provides historical displays at Association conferences and conventions.

Loss Prevention Committee

The committee is a resource to Lodges for addressing safety and liability issues. The Chairman provides reminders to Lodges for meeting safety reporting requirements to Moose International and completing facility rental forms.

Member Recognition Committee

This committee manages the Association's program that recognize outstanding member contributions to their Lodge achievements for the current year. Award categories are established by the Board of Officers, as well as how winners and runners-up are selected. The Committee oversees award ceremony during the Annual Convention banquet.

Mooseheart and Moosehaven Representatives

These representatives are appointed by Moose International and serve as focal points for sponsoring potential residents to our Child City and City of Contentment. The appointments typically are multi-year assignments.

Nominating Committee

This Committee uses The Moose Lodge Election Handbook as a guide to conduct its assigned tasks. The Committee is comprised of the Association's elected officers, five Past Presidents in order of juniority, and five members appointed by the President who are either Association appointed officers, committee chairmen, or Advisory Committee members.

Oregon House Committee

This committee is the liaison between the OMA and the residents and house parents at the Oregon House at Mooseheart. It is responsible for communicating and coordinating with the administrative staff at Mooseheart to address Oregon House residents' needs and wishes and delivering timely reports of these requests to the OMA Board of Officers.

Photography Committee

This committee photographs as many OMA events and national events with OMA participation as possible. It is responsible for the Association's photographic history and assists to publicize Association efforts. The committee write and distribute articles and photos to the Moose International magazine.

Training Coordinator

The Training Coordinator is appointed by Moose International, as recommended by the Territory Manager. 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 Training Coordinator who oversees all Lodge related training, such as Lodge Leadership, 2-HOTT, Administrator School, MLEC, and SEC classes. In addition to providing leadership training, the Coordinator trains, qualifies, and oversees other Leadership Trainers who are certified by the Territory Manager. Other duties include:

- Maintain current applicable The Moose software, patches, and revisions that relate to Fraternal Units.
- Assist the Webmaster maintain the Association website, Fraternal Units on current computer technology, and presenters at conventions and conferences for graphic software applications and audio/visuals.

Leadership Trainers Session-related Duties

- Schedule training sessions with Fraternal Units.
- As required, order training materials from Moose International and provide copies of the orders to the Secretary.
- Register and keep rosters of attendees, provide copies of the rosters to the Territory Manager.
- Collect appropriate fees for training sessions and forward them to the Secretary.
- As required, use the Online Sign-In Sheet to register attendees so attendees can receive credit for the sessions; retain copies of Online Sign-In Sheets showing rosters of attendees, fees collected, and listings of certification periods for attendees.
- Arrange classrooms to ensure training can be accommodated and comfortable.
- Prepare and present, as requested, other classes, seminars, or presentations at conventions, conferences, or other Association meetings.
- Serve as a resource of information in the training areas of expertise.

2-HOTT Trainers

These Trainers attend Class 1 training sessions conducted by the Training Coordinator and hold training sessions on QuickBooks financial reporting software and The Moose LCL.net membership management software. They schedule session locations and dates and provide sessions information to the Training Coordinator who submits Class Scheduling Forms to Moose International.

Ways and Means Committee

This committee manages and implements Board of Officers approved fundraisers for the Association and proposes creative new and exciting ideas to raise Association funds. The Chairman ensures fundraising efforts do not violate local, state, and federal law and works closely with the Secretary to file annual reports as required by these agencies.

Webmaster

The Webmaster is under the direction of the Secretary and Territory Manager maintaining the Association's Web domain registration, site hosting, and the Website database which includes:

- A listing of Association officials.
- The Association's current calendar and newsletter.
- A listing of Fraternal Units including mailing and physical addresses, phone numbers, membership meeting dates and times, and contact information for Lodge Presidents and Administrators and Chapter Senior Regents and Treasurers.
- 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 of Order) – 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 the TM/ATM/CA is present and has something to report, it should be prepared prior to the meeting and provided to the President in advance)*
11. OMA Officer Report *(optional. If OMA Board members have something to report, they should prepare it and provide the President an advanced copy – the President may present the report or have the Board member present it according to protocol)*
12. Higher Degree Report
13. District Committee Reports *(optional. 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. Unfinished Business
16. New Business
17. Report of Nominating Committee *(when necessary)*
18. Elections *(when necessary)*
19. Installation of Officers *(when necessary)*
20. Announcements
21. Nine O'clock Ceremony
22. Good of the Order
23. Next Meeting
24. Adjournment

Attachment (b)

Lodge Visitation Report

Lodge Name: _____ Number _____ Date of Report _____

Meeting Type _____

Membership Activities

Membership Chairman Name: _____

Is Chairman active? _____ Is The Moose campaign displayed? _____

Is Preferred Members roster displayed? _____ Is OMA campaign displayed? _____

Types of internal campaigns: _____

Date started? _____ Ended? _____ Awards? _____

Future internal campaigns planned? _____

What campaigns did District President recommend? _____

What is Lodge doing for retention? _____

Additional remarks: _____

Attachment (b)

Lodge Visitation Report

(Page 2)

Heart of the Community

Heart of the Community Chairman Name: _____

Is Chairman active? _____ Has monthly/quarterly report been completed? _____

What Community Service activities are being held? _____

Orientation

Have installations/orientations been held? _____

Dates and number of attendees: _____

Programs presented: _____

Next orientation date: _____ How notified: _____

Additional remarks: _____

Submitted: _____ Date: _____

Attachment (c) Hosted Fundraisers

All fundraisers at Association meetings and functions must be prior approved by the OMA Board of Officers. A completed Attachment (d) form must be submitted to the OMA Ways and Means Committee at least thirty days prior to a then-upcoming OMA Board of Officers quarterly meeting. The proposal must include:

- A description of the fundraiser and date(s) it will be held.
- When applicable, the name of the event associated with the proposed fundraiser (e.g., raffles on Thursday and Friday at the Midyear Conference).
- Beneficiaries of the fundraiser and, if more than one, a percentile breakdown of the proceeds.

All raffles and drawings are held under OMA's Oregon Department of Justice Raffle Gaming License and conducted under Department of Justice raffle rules and guidelines. Fundraising proposals must include details of participation (e.g., ticketing, auctioning, etc.), prizes, and prize/funds accountability.

Fundraising hosts are under direct supervision of OMA's Ways and Means Committee, which has overall responsibility for Department of Justice compliance and Association fundraising accountability.

Attachment (d)

OMA Chairman Midyear/Annual Fundraising Request for Projects

OREGON MOOSE ASSOC
PO BOX 22731
EUGENE, OR 97402-2754



RETURN TO:
ORASSOC@mooseunits.org

COPIES OF THIS FORM MAY BE MADE AND PROVIDED TO OREGON MOOSE ASSOCIATION CHAIRMEN TO ASSIST THEM IN PRESENTING PROPOSALS FOR APPROVAL. ALL FUNDRAISING MUST BE PRE-APPROVED

CHAIRMAN: _____ DATE OF REQUEST _____
CHAIRMAN TELEPHONE #: _____ COMMITTEE: _____
CHAIRMAN EMAIL: _____

INSTRUCTIONS: SUBMIT FORM AT LEAST 2 MONTHS PRIOR TO THE CONFERENCE.
PRINT 2 COPIES, ORIGINAL AND A COPY FOR YOUR RECORDS.
NOTE: COMMITTEE IS RESPONSIBLE FOR TABULATING ALL RECEIPTS AND EXPENDITURES.
OBTAIN OFFICIAL RECEIPT FROM ASSOCIATION SECRETARY.

COMPLETE DETAILS OF THE PROJECT BELOW:

- DESCRIPTION OF FUNDRAISING PROJECT: _____

- WE ANTICIPATE TOTAL PROCEEDS IN THE AMOUNT OF: \$ _____
- THE FOLLOWING ESTIMATED EXPENSES WILL BE INCURRED IN THIS PROJECT: _____

WE PROPOSE THAT THE NET PROCEEDS OF OUR FUNDRAISING PROJECT BE USED FOR THE FOLLOWING:

- ASSOCIATION CAPITAL PROJECT FOR MOOSE CHARITIES \$ _____
- MOOSEHEART/MOOSEHAVEN - OTHER _____ \$ _____
- OMA GENERAL FUND (OR SPECIFY) _____ \$ _____

(COMMITTEE CHAIRMAN SIGNATURE)

(DATE)

*APPROVED REQUEST

REQUEST APPROVED	
Initials _____	Date _____
Initials _____	Date _____