



# **Ontario Moose Association, Inc**

**Progress through Leadership**

**Job Descriptions  
And  
Guidelines**

# ONTARIO MOOSE ASSOCIATION

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# ONTARIO MOOSE ASSOCIATION

## ***President***

This job description outlined for the specific position of the Association President and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. The President shall be the chief executive officer of the Association; Shall preside over all meetings of the Association, the Board of Officers and the Executive Committee.
3. Shall appoint officers and committees of the Association.
4. Shall call meetings of the Board of Officers and Executive Committee as such times as the business of the Association may require.
5. Shall with the Provincial Director/Special Representative supervise and coordinate the activities and visitations of the District Presidents and shall have authority to visit the lodges/chapters which are members of the Association.
6. Shall appoint a Sergeant-at- Arms, Assistant Sergeant At Arms, Inner Guard, Outer Guard, and assistants as they may deem necessary.
7. Shall make visitation to lodges/chapters promoting the purposes and goals of the Association and the goals of the Fraternity.
8. Shall report to the Executive Committee concerns and progress of the Association.
9. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.
10. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
11. Maintain confidentiality of Executive Committee.

# ONTARIO MOOSE ASSOCIATION

## ***Vice President***

This job description outlined for the specific position of the Association Vice President and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. The Vice President shall assist the President in the conducting of business of the Association at the Conferences or Conventions.
3. Shall in the absence of the President at stated meetings of the Association, preside over such meetings.
4. Shall be a major alternate to the President in making visitations and promoting the purposes and goals of the Association and the goals of the Fraternity.
5. Shall be in charge of all reports of the District Presidents, at the meetings of the Association.
6. Shall request periodic update reports from District Presidents and be responsible for guiding their duties to meet the goals of the Association and our Fraternity.
7. Shall report to the Executive Committee the progress of the District Presidents.
8. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.
9. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
10. Maintain confidentiality of Executive Committee.

# ONTARIO MOOSE ASSOCIATION

## ***Prelate***

This job description outlined for the specific position of the Association Prelate and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. The Prelate shall open and close all meetings of the Association with appropriate prayer.
3. Shall conduct Memorial Service at Annual Conventions.
4. Assist in promoting the purpose and goals of the Association and goals of the Fraternity.
5. Shall be in charge of all reports of the Committee Chairmen at the meetings of the Association.
6. Shall request periodic update reports from Committee Chairmen and be responsible for guiding their duties to meet the goals of the Association and our Fraternity.
7. Shall report to the Executive Committee the progress of the Committees.
8. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.
9. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
10. Maintain confidentiality of Executive Committee.

# ONTARIO MOOSE ASSOCIATION

## ***Jr. Past President***

This job description outlined for the specific position of the Association Vice President and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. Shall preside over meetings of the Association in the absence of the President, Vice President and Prelate of the Association.
3. Shall be Chairman of the Moose of the Year program. Give reports at meetings as necessary. Promote programs that will encourage all lodges/chapters to get their Moose/Coworker of the Year applications completed and turned in on time.
4. Continue to promote the Association purposes and goals.
5. Visit lodges/chapters as guest speaker and promote membership and fraternalism.
6. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.
6. Maintain good morals, honesty, and truthfulness and promote a positive attitude.
7. Maintain confidentiality of Executive Committee.

# ONTARIO MOOSE ASSOCIATION

## ***Association Secretary***

This job description outlined for the specific position of the Association Secretary and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. The Secretary shall keep a true and correct record of the proceedings of the Association, the Board of Officers and the Executive Committee, and promptly attend to all correspondence and perform all duties usually pertaining to the Office of Secretary.

Examples of some of the duties pertaining to the Office of Secretary:

- a. Mailings to:
    1. Association Officers
    2. Lodges
    3. Chapters
    4. Misc. mailings
  - b. Sends out membership awards
  - c. Sends requested information as the need arises.
  - d. Compiles the Association Officers Roster
  - e. Compiles the Lodge Roster
  - f. Compiles the Pilgrim Roster
  - g. Assist Vice President with district information.
  - h. Assist with purchasing of Association merchandise.
  - i. Assist Association Committees where required.
  - j. Maintains Association records and files.
  - k. Maintain up to date databases of Association information.
  - l. Prepares reports and agendas for Executive Committee meetings.
  - m. Prepares special information reports for Mooseheart as requested.
  - n. Purchase office and other supplies as needed and /or requested.
  - o. Makes room reservations for meetings of the Executive Committee.
3. Shall give adequate security bond in an amount to be fixed by the Board of Officers, the premium on which shall be paid for the treasury funds of the Association, which cheques shall then be countersigned by the Treasurer and or President.

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4. Shall submit an annual report to the Association showing the condition thereof and of the lodges/chapters within jurisdiction of the Association so far as they are able to ascertain; Shall receive and account for all monies turned in to the Association and shall furnish the Treasurer with duplicate deposit slips and or records showing all funds deposited to Association accounts, and shall perform such other duties as may be properly required of them.
  - a. Maintain financial records
  - b. Deposits Association funds
  - c. Invests Association funds as approved by the Executive Committee.
  - d. Pay Association bills as approved.
  - e. Assist Treasurer with budget
  - f. Maintain required committee financial records and disperse funds as approved by the Executive Committee.
  - g. Send periodic computer update of financial records for Treasurer to review
  - h. Assist Executive Committee by advising of financial status.
5. Maintains equipment and office of the Association.
6. Promotes membership programs, fraternal programs and fraternal operations of lodges/chapters of the Association.
7. Shall keep true records of lodge/chapter attendance at officer schools, district meetings, conferences and conventions. Shall determine those lodges/chapters in “good standing” and send written notices of lodge/chapter “not in good standing”.
8. Locate proper meeting sites for Association business and sign contracts as required for locations with the approval of the Regional Director.
9. Signs all contracts where needed for the Association.
10. Attends special meetings:
  - a. Institution of new lodges and chapters.
  - b. New pilgrim recognition at Mooseheart and lodges/chapters when possible.
  - c. International conventions.
  - d. Misc. meetings where duties of secretary are required.
  - e. Guest speaking engagements as requested.
11. Schedule help as needed.
12. Assists Executive Committee and Regional Director where needed and keep them informed of Association business as required.



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13. Shall receive such compensation for their services as may be determined by the Board of Officers.
14. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.
15. Maintain good morals, honesty and truthfulness and promote a positive attitude.
16. Maintain confidentiality of Executive Committee.

# ONTARIO MOOSE ASSOCIATION

## *Treasurer*

This job description outlined for the specific position of the Association Treasurer and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. Collect all money due the Association at all meetings, conferences and conventions and issue receipts.
3. Keep accounting of all receipt books by receipt number.
4. Issue all authorized cheques at meeting of the association as directed by the Executive Committee.
5. Assist the Association Secretary with bank deposits at meetings of the Association.
6. Maintain current copy of all Association purchased equipment, (Computers, laptops, radios, pilgrim paraphernalia, computer software) and report to the Executive Board annually at the Annual Convention the status of all current equipment and the need for replacement. Keep a record of all computer software.
7. Assist the Executive Committee and Secretary in acquiring meeting sites and finalizing contracts with hotels.
8. With the assistance of the Association Secretary, prepare an annual budget. Give budget report at annual conventions.
9. Be one of the contacts with the host hotels for meeting functions, rooms, meals & entertainment at all conventions, along with the Secretary and Convention Services Coordinator.
10. Review all current bills with the Executive Committee. (Phone, credit card statement, office equipment, office supplies, transportation cost and meals) The bills to be checked against the receipts for auditing purposes.

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11. Have knowledge of how to access all Association records, books, computer files, credit cards, checking accounts, saving accounts, certificates of deposit, location and combination numbers of all safes, safe deposit boxes and any other information in possession of the Association Secretary's office.
12. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.
13. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
14. Maintain confidentiality of Executive Committee

# ONTARIO MOOSE ASSOCIATION

## ***Committeeman***

This job description outlined for the specific position of the Association Committeeman and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. Shall visit assigned lodge/chapter/District Meetings, at least twice yearly or as requested and/or needed to promote the purposes and goals of the Committee.
3. Shall encourage each District and Lodge/Chapter to appoint a chairman/Committee corresponding to the committee.
4. Shall make visitation to lodges/chapters promoting the purposes and goals of the Association and the goals of the Fraternity.
5. Shall make monthly reports to the Association Chairman/Co-Chairman.
6. As you were appointed for a term of satisfactory service, if for some reason you need to be replaced, please help find a suitable replacement and recommend to Chairman/Co-Chairman and Executive Committee.
7. Your cooperation and insight will greatly help your committee to achieve the goals of success for the Lodges, Chapters, Districts, Association and our Fraternity.
8. Shall report to the Association Chairman/Co-Chairman concerns and progress of the Association.
9. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.
10. Maintain good morals, honesty and truthfulness and promotes a positive attitude.

# ONTARIO MOOSE ASSOCIATION

## ***Chairman/Co-Chairman***

This job description outlined for the specific position of the Association Committee Chairman/Co-Chairman and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. The Committee Chairman/Co-Chairman shall meet with their committee and outline the purposes and goals of said committee.
3. Shall report to the Association Prelate the progress of their committee in meeting the goals of the committee, the Association and the Fraternity.
4. Shall send to the Association Prelate, copy of reports for meetings of the Association, as the Association Prelate shall be in charge of all reports of the committee Chairman/Co-Chairman.
5. Shall visit and encourage committee members to visit as many district meetings and lodges/chapters as possible for the purpose of encouraging and promoting progress of said committee and the development of fraternal programs.
6. Shall request periodic update reports from committee members and be responsible for guiding their duties to meet the goals of the Association and Fraternity.
7. Shall schedule committee members into areas where assistance needed and/or requested.
8. Shall encourage all committee members to attend District, Lodge, Chapter and special meetings in their area.
9. Shall encourage and assist in the development and efficiency of committee members. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.
10. Maintain good morals, honesty and truthfulness and promotes a positive attitude.

# ONTARIO MOOSE ASSOCIATION

## ***Sergeant at Arms***

This job description outlined for the specific position of the Association Sergeant at Arms and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. Shall execute the orders of the President during the sessions of the Association and/or Board of Officers, act as Marshall on public occasions and in parades, and in case of executive sessions shall, with the assistance as they may select, examine all present as to their qualifications to remain.
3. Shall present the flag and lead the members present in the pledge of allegiance.
4. Shall meet with Assistant Sergeant at Arms Committee members and outline the purposes and goals of said committee.
5. Shall encourage and assist in the development and efficiency of Assistant Sergeant at Arms.
6. Shall be responsible for the setting up and taking down, Association paraphernalia at meetings of the Association.
7. Shall report to the Association President/Executive Committee concerns and progress of the Association.
8. Shall visit and encourage committee members to visit as many district meetings and lodges/chapters as possible for the purpose of encouraging and promoting the development of fraternal programs.
9. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.
10. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
11. Maintain confidentiality of Executive Committee.

# ONTARIO MOOSE ASSOCIATION

## *Inner and Outer Guards*

This job description outlined for the specific position of the Association Inner and Outer Guards and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. The Inner and Outer Guard: shall take charge of all doors during the sessions of the Association and shall permit only such persons to enter as they are duly qualified representatives or as may be directed by the President of the Association.
3. They shall request assistance from the Sergeant at Arms when additional help needed.
4. They shall report to the Association President/Executive Committee concerns and progress of the Association.
5. They shall visit as many district meetings and lodges/chapters as possible for the purpose of encouraging and promoting the development of fraternal programs.
6. They shall perform other such duties, as the Board of Officers may consider necessary to the Association.
7. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
8. Maintain confidentiality of Executive Committee.

# ONTARIO MOOSE ASSOCIATION

## ***District President***

This job description outlined for the specific position of the Association District President and covers a vast majority of the duties, but as new circumstances arise, may not always cover all aspects and duties of the position.

1. Shall take an active role in increasing membership in the lodges/chapters of the Association by promoting membership and signing members.
2. Visit lodges/chapters in their district as often as possible for the purpose of encouraging and promoting progress in the development of fraternal programs.
3. Encourage each lodge/chapter in their district to be active in the Association and cooperate with the Secretary of the Association in the collection of dues.
4. Cooperate with the Association Officers in the collection of funds in connection with any program sponsored by the Association.
5. Encourage membership promotion with the Membership Department of Moose International and the Regional Director/Provincial Director/Special Representative.
6. Cooperate with the Association Ritual Chairman in encouraging the formation of Ritual Staffs and to encourage perfection and efficiency by the Officers in their charges as well as the exemplification of the ritual in all lodge ceremonies.
7. Attend Board of Officers meetings of the Association.
8. Cooperate with the Association Chairmen in all authorized activities in his district.
9. Prepare a written report to be given at the meetings of the Association covering all phases of activities within their district.
10. Send written reports to the Association Vice President of all district meetings and keep Vice President informed of progress of district.
11. Send complete district report with Endowment collection cheque to Association Secretary in a timely manner after each district meeting.
12. Shall perform other such duties, as the Board of Officers may consider necessary to the Association.



## **ONTARIO MOOSE ASSOCIATION**

13. Maintain good morals, honesty and truthfulness and promote a positive attitude.

14. Maintain confidentiality of Board of Officers.

# ONTARIO MOOSE ASSOCIATION

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Ontario Moose Association, Inc.

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