



# NEVADA STATE ELKS ASSOCIATION

## LODGE ACTIVITIES COMMITTEE MANUAL

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## **1.0 Purpose**

- To assist Lodges in establishing a strong Lodge Activities Program that will encourage Lodge membership participation.
- To promote participation by Lodges in Grand Lodge and State Association Contests.

## **2.0 Scope**

- Lodge Activities includes all functions that foster fellowship and promote good will amongst the membership.
- Grand Lodge and State Association Contests encourage Lodge participation in sponsored programs and recognize individual and group efforts.

## **3.0 Responsibilities**

### 3.1 Vice President Liaison

- The VP liaison, with the assistance of the State Chairman, will provide a written quarterly report to the Executive Committee.
- The VP liaison will assist in coordinating details and arrangement for all state convention programs and workshops.
- The VP liaison will assist the State Chairman designee in coordinating funding activities through the use of the "Budget Request Form" each February.

### 3.2 State Chairman and Vice-Chairman

- Each quarter attend a meeting with the Executive Committee and provide a report of your committee's actions, achievements and/or challenges. If unable to attend the Quarterly meeting, a member of the committee may represent the State Chairman. If the Chairman or a member of the committee cannot attend the Quarterly, the Chairman will submit a written report outlining the Committee's actions, successes, failures and send it to the committee's Liaison Officer at least ten days prior to the meeting. (Quarterly meetings are held on the 3<sup>rd</sup> weekend in June, October, January and April. The Secretary/ Manager will provide notices of these meetings.)
- Write article to the State Newspaper as needed. Articles need to be send directly to State Newspaper (Nevada Elks News - issued quarterly) by the 10<sup>th</sup> day of the preceding month of publication.
- Monitor the activities of the Working Committee and assist in finding volunteers to serve on this committee who will fulfill duties and responsibilities as outlined in this manual.
- Provide Vice President with agenda for convention programs and workshops 60 days prior to convention. January workshop should focus on committee training. June workshop should highlight last year's successes and then a detail description of new programs.

- Committee reports must be presented to the State President, in writing, 60 days prior to a convention. The State President will make final determination on all committee reports and presentations to be given at the state conventions. Speeches on the convention floor will be limited and must be vital information for the whole assembly.
- Incoming State Chairman will provide detailed budget information to the President-Elect each February through the use of the "Budget Request Form".
- File copies of all correspondence and reports with the State Association Secretary and the VP liaison.
- Obtain stationary, forms and reports as required from the State Association Secretary.
- Turn over all files and records in his charge to the succeeding State Chairman.
- Provide committee training to the Working Committee and Lodge Chairman.
- The Vice Chairman shall aid the State Chairman in the performance of the above duties.
- At the conclusion of each NSEA year, he will visit the State Office and purge the files related to his Committee.

### 3.3 Working Committee

- Coordinate with and report on a bi-monthly basis to the State Chairman Lodge Activities Committee in writing.
- Attend State Association conventions, workshops and training seminars.
- Make and report on such special inquires as requested by the State Chairman.
- Make certain that each Lodge Chairman in his district has a copy of the latest Lodge Activities Manual.
- Work with and train your Lodge Chairman to improve their performance in the Lodge Activities program at the local lodge level.
- Request permission to promote the Lodge Activities program at District Deputy Clinics.
- Assist the State Chairman in finding your replacement upon your retirement.

### 3.4 Lodge Chairman

- Obtain and familiarize yourself with the Lodge Activities Committee Manual.
- Seek training and advice from the Working Committee and the State Chairman.
- Promote the Lodge Activities program in your lodge through meetings, Lodge Bulletins, personal contacts, posters and other methods.

## **4.0 Procedure/Requirements**

### 4.1 See Lodge Activities Program "Attachment A"

**5.0 References**

- Grand Lodge Activities Manual
- Grand Lodge Program

**6.0 Appendix**

Attachment A - NSEA Lodge Activities Program Handbook

Attachment B - NSEA Budget Request Form

**7.0 Glossary & Acronyms**

NSEA - Nevada State Elks Association

Appendix B – Budget Request Form

Nevada State Elks Association
Budget Request Form

Committee
State Chairman

Specific Program Goals for Fiscal Year : Date:

- 1.
2.
3.

Will your Committee generate any funds? Yes No How Much? \$
How will these funds be raised?

State Association Funds required to accomplish the goals:

Committee Operations: (Postage, Phone, Copies, etc.) \$

Awards: (Plaques, pins, etc. – Please specify.)

1. \$

2. \$

Grants – Please specify District or State \$

Other requests – Please specify:

\$

\$

Do you plan for any Capital Expenditures? Yes No

Specify: \$

TOTAL REQUESTED \$

Signature of State Chairman

Endorsement by Liaison Officer

Approval by President-Elect

Approval by Board of Trustees

(ATTACH ADDITIONAL INFORMATION AS NEEDED TO SUPPORT REQUESTS)