



NEVADA STATE ELKS ASSOCIATION

PRESIDENT-ELECT AND PRESIDENT - SPOUSES GUIDELINE

Adopted By:
Past State Presidents Advisory Council

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1.0 Purpose

The NSEA will elect your spouse to be President Elect of their Association for the coming year, followed by President of their Association, for a year.

With the acceptance of the position of President Elect, you both will assume the responsibility of representing the membership of the NSEA to the members of the order, their spouses and the public in general.

This booklet will assist you with these responsibilities for the coming two years. Any addition by you will be appreciated by your successors. A separate “Protocol for First Lady – First Gentleman” is available for you from the current former Nevada First Ladies.

Congratulations to both of you.

2.0 Health

The NSEA President Elect and President are required to attend many functions. It is expected that the spouse/companion will attend these functions also. It is important for you to be in good health, and it is suggested that you be in touch with your physician prior to your extensive trips in case you need medication and assistance when you are away from home.

3.0 Miscellaneous Supplies

Useful items you will need are:

- Thank You Notes
- Diary or notebook
- Daily reminder calendar
- State Directories from Arizona, California-Hawaii, Nevada and Utah
- Return Address Labels
- Postage Stamps
- Camera and film

Thank you notes must be sent; within five days of the event, to each person who added to your comfort during your visit, such as the State President’s spouse/companion, and Exalted Ruler’s spouse/companion, the spouse/companion of your escorts etc. Nothing is appreciated like a heartfelt thank you from someone we have done our best to please.

4.0 Packing

Packing is a personal thing, but these suggestions might prove helpful. Certain items may be packed, re-packed or never unpacked. Items never unpacked could be cosmetics, shampoo, a robe, etc.

To assist with packing, a check list should be prepared and checked each time. Duplicate your make up etc. by purchasing small containers or filling small plastic containers, with an identification of the contents on each one.

Take your name badge (or badges) everywhere. It can be put in a handbag or cosmetic case.

When you are ready to leave home or a hotel room, make a last check of premises for forgotten items.

5.0 Out of State Visits

You your spouse, you will visit Arizona, California-Hawaii, and Utah State Associations. You will be provided with escorts during these visits. These people are there to help you and keep you informed as to what is happening.

Escorts are most often very attentive, so if you wish to stay in your room in the mornings, inform your escorts so they won't worry about you. However, you are requested to attend all activities whether for Spouses or Elks and Spouses. Wear your badge, smile and enjoy. And be sure you are dressed appropriately for all occasions.

6.0 Your Diary

Your diary will become most useful to you. It is a great place to record gifts given to you, names of people who have entertained you etc., and to consult when thank you notes are written.

7.0 Thank You Notes

Send them, promptly. Usually your spouse will thank the Lodge, but you must thank the spouses involved.

8.0 Visitations

Before you visit a Nevada Lodge, you should ask your spouse for any information that will be helpful to your portion of the visit, which will include the name, address and telephone numbers of you lodging place; scheduled functions, type of dress, and time of events.

Keep yourself informed and stay current on your spouse's correspondence where it concerns you.

Some people will be nervous and unsure of themselves in your presence. Help put them at ease by asking about their family, the community, Lodge activities or hobbies.

You will, sometimes, be given a corsage to wear. Place it where you won't forget it and pin it on just before you leave your quarters, the correct side is the left.

Don't forget your thank you notes to your Hosts, both oral and written.

9.0 Mid-Term Meetings

During November you will attend the NSEA Mid-Term Meeting at one of the Association Lodges.

When your spouse is President, cocktails will be served in your suite or the Hospitality Room. If you want hors d'oeuvres, you should be prepared to purchase them, however, you may ask the Host Lodge to provide them for you as they know the area and where they may be purchased. Someone can be appointed to see to this chore, if you desire, but it is your responsibility to pay for them.

Spouse's entertainment is, sometimes, scheduled. Plan to attend. Also, make sure you are ready, on time, to attend all scheduled events.

Ask the chairman of the spouse's functions for any special information you might require to do a good job.

10.0 NSEA Convention

Many of the suggestions for the Mid Term Meeting would also apply to this Convention. One big difference is the Grand Exalted Ruler attends the Mid Term Convention.

Your V.I.P. Hospitality Room is still your responsibility when your spouse is President. Make sure that the Host Lodge has food prepared as required and that the room is open during scheduled hours.

Be sure to attend all functions and be on time. There is no excuse for being late. **DON'T DO IT!**

Make sure your attire is appropriate for the occasion. A formal gown is a must, so make sure that you have two, at least when your husband is elected President Elect. Blue Jeans are a no, no. Dressy pants suits are okay but only for certain functions. Nice dresses are always appropriate, so be prepared.

11.0 Grand Lodge Convention

The first or second week in July should be reserved for Grand Lodge Convention.

Remember; get your shower, nails, hair or whatever else you need, in the morning. Your schedule will be busy.

Tours are nice, but usually, **DO NOT** allow time to prepare yourself for other activities that you are expected to attend, so, unless they are specially arranged for your schedule, **DO NOT GO.**

As the spouse/companion of the NSEA President you will be invited to a luncheon hosted by the Grand Exalted Ruler's spouse. Your invitation will be sent to you from Grand Lodge approximately three weeks in advance, containing time and location. Be prompt with your R.S.V.P. and remember, your attire must be appropriate.

You should obtain a copy of the schedule of events from your registration packet and be sure you are ready, **ON TIME**, to attend each function.

12.0 A Word to the Wise

The Past Presidents' spouses have gone before you, and are a fantastic source of knowledge and assistance when you need it. Don't hesitate to ask, these spouses are, usually more than happy to help.

At all times...**BE YOURSELF.** Be informed about your spouses' task, but don't try to do it for them. Be conscientious, do your job and enjoy yourself.

13.0 Clothing and Accessories

Remember... your wardrobe is of utmost importance. Sometimes there will be a theme associated with the meal/banquet, and it will be stated on the invitation.

When out of state it is suggested that you not wear jeans. Your wardrobe need not be expensive or flamboyant, but leave your blue jeans at home.

COFFEE'S Skirts, slacks, Capri's, crop pants and walking shorts, blouse, T-shirts (long or short sleeve without slogans or writing).

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LUNCHEON Sometimes for women's luncheon there will be a theme associated with the luncheon. The theme and dress code will be stated on the invitation.

For other luncheons depending on where they are being held will determine what you wear.

Skirts, slacks, dresses, suits, jackets, sweaters, blouse. For gentlemen, slacks, shirt, with tie and jacket is always appropriate. The host Lodge is to consult with the First Lady/Gentleman as to all aspects of the luncheon, theme, menu, etc.

DINNERS Generally, a dinner has a theme to it, i.e. Western, Mexican, 50's Sock Hop, or barbeque, etc. It is up to you if you want to participate and dress for the theme of the dinner. If in doubt about your clothing for the dinner, consult your escort.

FORMAL DINNERS Sometimes dinners are more formal than others. In this case you would want to wear something suitable for the occasion. When an invitation reads "semi-formal" or "cocktail". It usually means that a dressier dress or cocktail wear would be appropriate. When in doubt, ask your escort for advice. For gentlemen, it may mean a dark suit or tuxedo – winter black jacket, summer white jacket.

Note: At the Southwest Party held at the Grand Lodge Convention, dress is usually long dresses or long skirts with appropriate tops. The gentlemen wear tuxedo with white jacket. It is suggested that you wear comfortable shoes, as you will be standing in a receiving line for an extended time.

COCKTAIL PARTIES A cocktail party can be for an hour before dinner or it can be just a simple stand alone social gathering cocktail party. It may be informal or formal. Typically, an invitation would be sent with all the important information necessary to dress appropriately.

HINTS

- Wear comfortable/appropriate shoes
- Accessories can make all the difference – a scarf can highlight your face and make that simple dress look like a million dollars.
- From casual wear to evening clothes, jewelry can make clothes look elegant and classic.
- Jackets and Tunics (Long or Short) can be magic – changing that simple black dress or a pair of slacks into three different outfits.

DRESS CODE NO-NO'S FOR WOMEN

- Do not wear short shorts or short skirts
- Do not wear jeans, unless very dressy jeans if appropriate for the occasion
- Do not wear clothes that are dirty or have holes
- Do not wear your bedroom slippers in public