



NEVADA STATE ELKS ASSOCIATION

TRAINING COMMITTEE MANUAL

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Past State Presidents Advisory Council

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1.0 Purpose

To develop and maintain training programs for the State Association, and to provide knowledgeable individuals as trainers for these programs. Provide experienced personnel in the area of business and finance to evaluate and train Lodge personnel needing business practice guidance.

2.0 Scope

To oversee and direct the activities of the Officer Training, Committee Training, and Business Practices Committees and assist these state chairmen in the performance of their duties.

To develop an annual training seminar to be held each January at the semi-annual convention, and/or at the request of authorized member.

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 Training 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 sent it to the committee's Liaison Officer at least ten days prior to the meeting. (Quarterly meetings are held on the 3rd weekend in June, October, January and April. The Secretary/Manager will provide notices of these meetings.)
- Establish a working committee made up of at least one member of the various activities under his direction.
- Provide Vice Presidents with agenda for convention programs and workshops 60 days prior to the semi-annual convention.
- Incoming State Chairman will provide detailed budget information to the President- Elect each February using the "Budget Request Form".

- File copies of all correspondence and reports with the State Association Secretary and the VP Liaison.
- At the conclusion of each Association year, visit the State Office and purge the files related to his committee.
- The State Chairman, with the assistance of the Business Practice, Committee Training and Officers Training Coordinators the working committee, continue to develop ideas to amend this state manual to insure it is updated or revised as needed.

3.3 Business Practices State Chairman

Business Practices - Evaluation

- Provides for the evaluation of Lodge and Club business practices through the use of audits and reviews based on establish criteria.
- Provides for the use of an established checklist and reporting document.
- Business Practices - Training
- Provides a program to train Lodge officers and related personnel.
- Provides a training program at the semi-annual state convention.
- Develops and uses training aids and handouts.
- Keep Lodges informed of today's current events and issues relative to proper business practices.

3.4 Committee Training State Chairman

- Provide committee training to State and District Chairmen and Working Committee Members.

3.5 Officer Training State Chairman

- Develop an officer-training program to be used at the semi-annual convention and/or presented at the district or local Lodge levels.

4.0 Procedure/Requirements

The Officer Training program is a valuable tool for current and future officers, to participate in a training seminar focusing on specific officer needs and requirements by presenting pertinent, factual information, from a variety of Grand Lodge, State Association, and other sources. Those participating will develop a greater understanding of our Order and the necessary skills to make it a continued success.

Sessions are presented by qualified Elks. Separate programs, developed for specific officers, are available for presentation at the semi-annual convention, or upon request.

4.1 Exalted Rulers

4.2 Leading Knights

4.3 Loyal Knights

4.4 Lecturing Knights

4.5 Secretaries & Treasures

4.6 Trustees, House Committees, and Audit Committees

4.7 Esquire, Inner Guard, and Tiler

4.8 Other Requested – Special Assignments

5.0 References

5.1 Grand Lodge Officer Training Manual

5.2 State Association Manuals

6.0 Appendix

Appendix A - Business Practices Handbook

Appendix B - Exalted Ruler's Handbook

Appendix C - "When My Spouse Becomes Exalted Ruler"

Advice and Suggestions for the Exalted Ruler's Spouse

Appendix D - Budget Request Form

Appendix D – NSEA 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)