



NEVADA STATE ELKS ASSOCIATION

VICE-PRESIDENT PRESIDENT-ELECT PRESIDENT

GUIDELINES

Adopted By:
Past State Presidents Advisory Council

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Revised 12-02-09

Congratulations to you on being elected VICE PRESIDENT. Your selection indicates that you have demonstrated your dedication to the principles of our Order and your abilities of leadership.

This recognition is an honor and a privilege which is extended to a very few and affords you an opportunity of service to the Order that is desired by many. The demands on your time and energy will be extensive and you should make every effort to ensure your good health.

In this regard you should make arrangements with your business to take the necessary times off to carry out and perform the duties and obligations you have assumed. If employed, it would be advisable to meet with your supervisor and/or employer and review a prepared, tentative schedule for the current year and the next two years. This will enable your employer to plan operations and schedule around your absences when attending to the affairs of the State Association.

This guide has been compiled to assist you in preparing for and planning your year as Vice President. Since circumstances change the times and/or activities involved in certain events you should avail yourself of the advice and counsel of the Advisory Council and the Area 7 Past Grand Exalted Ruler as often as practical in finalizing your plans.

YEAR AS VICE PRESIDENT

MAY

The State President will have already appointed the State Chairs and Vice-Chairs for all the committees; however, you are responsible for many of these committees. You should make contact with these Lodge Chairs.

Begin implementing the Business Practices, Flag Day, Lodge Activities, Elks Training, Major Project Ways & Means, Credentials, Government Relations, Citizen of the Year, Lodge Brochures, and NSEA Photographer. (These programs should already have been developed and formulated.)

JUNE

As Chairman of Ways and Means, help formulate preliminary plans for the Major Project Ways and Means Luncheon for the Mid-Term meeting in November, working with the Chairman of the State Major Project.

Develop a tentative list of Committee Chairs and appointive Officers for the year you serve as State President. It is suggested that during this year as Vice President and next year as Vice President-Elect you write to the Past State Presidents requesting that they submit names of members in their Lodges that would be excellent choices for Committee Chair and appointive Officers.

JULY

Begin preparation of Vice President's Report to be given at the Mid-Term Meeting in November.

Plan to attend as many visitations as possible to the Lodges in your District while they are visited by the State President

Immediately after the Grand Lodge Convention you should get in contact with the State President and have him/her give you the Grand Lodge Elks Training questions and answer sheet. The answer sheet may have to be requested from the Grand Lodge. You should then make copies of these documents and forward a copy of the questions and answers to the individual Lodge Training Chairs. You should also have a cover letter stating when you must receive the names of those who have taken the exam and passed. You are responsible for obtaining the certificates from Grand Lodge and placing the individual's name on the certificate. **Certificates should be presented at the State Convention.**

AUGUST

Continue duties and assignments. Continue preparation of your Vice President's Report to be given at the Mid-Term Meeting in November.

SEPTEMBER

Attend the Advisory Council Meeting (usually in Tonopah). Ask for suggestions if you are uncertain or require names for any committee.

OCTOBER

Submit your written Vice President's Report to the State President and the State Secretary. Finalize your arrangements for the other Mid-Term presentations for which you are responsible.

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Contact all the chairpersons of those committees you are responsible for, and have them submit a written report to you to be presented at the Mid-Term Convention. It is good to have this written report even if the Committee Chairs will be at the Mid-Term and will give their own report.

Contact the State Major Project Committee and make arrangements for the Major Project Luncheon. You are the Ways and Means Chair.

NOVEMBER

Attend the Mid-Term Meeting. Give the reports for those committees under your purview that are not in attendance.

DECEMBER

While continuing your Vice President's tasks, begin developing your program for your year as President-Elect. Give some thought to a slogan. Give some thought as to who will be on the committees during your year.

JANUARY

The home Lodge of the Vice President should pass a resolution presenting its candidate for President-Elect at one of the meetings of the Lodge in January. The home Lodge should send a letter to all Lodges and Past State Presidents nominating you for President-Elect. .

FEBRUARY

Continue duties and assignments.

MARCH

By this time you should have selected an Elk in good standing to nominate you at the State Convention in April as well as having chosen an Elk in good standing to second the nomination. The total time of nominating and seconding speeches should not exceed five (5) minutes.

APRIL

Attend the State Convention. Make sure someone is prepared to nominate you for President-Elect. Give your report as Vice President. Give the written reports of those committees under your purview not in attendance.

YEAR AS PRESIDENT-ELECT

MAY

Begin implementing the Accident Prevention, Elks National Foundation, New Lodges, Blue Pig, National Home Coordinator, Soccer Shoot, Insurance Risk, Hides, Ritual Hoop Shoot, NSEA News Editor and Vocational Scholarships committee assignments. (These programs should already have been developed and formulated.)

JUNE

Formulate preliminary plans for the Lodge Development Seminar for the Mid-Term meeting in November. Develop a tentative list of Committee Chairs and appointive Officers for your year as State President. Suggest you write to Past State Presidents requesting that they submit names of members in their Lodges who would be excellent choices for Committee Chairs and appointive Officers.

JULY

Continue duties and assignments. . Begin preparation of President-Elect's Report to be given at the Mid-Term Meeting in November.

AUGUST

Continue duties and assignments. Continue preparation of President-Elect's Report to be given at the Mid-Term Meeting in November.

SEPTEMBER

Attend the Advisory Council Meeting (usually in Tonopah). Go over proposed committee appointments and appointive State Officers with Past State Presidents. Ask for suggestions if you are uncertain or require names for any committee.

OCTOBER

Submit your written President Elect's Report to the State President and the State Secretary. Finalize your arrangements for the Lodge Development Seminar and other Mid-Term presentations for which you are responsible. Contact all the Committee Chairs under your purview and obtain a written report to be presented at the Mid-Term

NOVEMBER

Attend the Mid-Term Meeting. Confirm as many appointments (appointive officers and committee chairs) as possible at the time. Find an opportunity to talk with the President's spouse/companion or close friend to determine what type of gift he/she would appreciate as outgoing President at the State Convention in April. Give the report for those committeemen under your purview who are not in attendance.

DECEMBER

Begin sending letters to the proposed selected Committee Chairs requesting written confirmation and acceptance of the positions (a form letter with space for reply is convenient). While continuing your President-Elect's tasks, begin developing your program for your year as President. Give some thought to a slogan.

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JANUARY

Write your soon-to-be appointed Committee Chairs and request them to be prepared to give an approximately 5 minute talk on their committee programs for the coming year at the State Convention in April. Coordinate the time schedule for this part of the convention agenda with the State President. Begin working on your acceptance speech to be given in April upon installation as President.

FEBRUARY

Continue duties and assignments. Ensure that the Committee Chairs have accepted their duties and that the appointive officers are willing to assume the duties and responsibilities of their office.

MARCH

Finalize your acceptance speech; this talk should contain an outline of your programs for your year as President and what part the member Lodges should play in achieving the goals of that program. The speech should be limited to fifteen (15) minutes and should include time for recognition of special guests, Grand Lodge and State Elk Leaders. The gift for the outgoing State president and spouse should have been acquired by this time and presented by you and your spouse/companion at the Installation and Awards Banquet.

APRIL

The State Convention is an opportune time and place to begin making plans and arrangements for the Lodge visitations you will make as State President. If possible, try to arrange to visit each Lodge at a major social function on a weekend. Conduct the forthcoming Association Year Program Seminar utilizing your appointed Committee Chairs. Finalize preparations for your attendance and trip to the Grand Lodge Convention in July. Set up a meeting with the State Convention and Housing Chair to confirm hotel, banquet and party arrangements as well as the stocking and staffing of the State Hospitality Room at Grand Lodge. Give the reports of those Committee Chairs under your purview who are not in attendance.

YEAR AS STATE PRESIDENT

MAY

Upon your installation as President, or soon thereafter, the immediate past President should turn over to you copies of pertinent letters, agendas and other files and material which will be necessary and helpful for your year as President. Attend the Arizona Elks Association meeting. Attend the California-Hawaii Elks Association meeting, and the Utah State Elks Association Meeting.

JUNE

JULY

Attend the Grand Lodge Convention. This is an opportune time to meet with the Presidents of the Arizona, California-Hawaii and Utah Elks Associations to exchange and confirm the dates and places of their Mid-Term and State Conventions. It is also a good time to meet with potential guests and speakers of the Grand Lodge level to be invited to the Nevada State Elks Association Mid-Term Meeting in November. In this regard, a special effort should be made to confer with and set up arrangements with the Nevada Sponsor who will best augment and enhance your programs at Mid-Term. Make it a point to meet the newly-elected Grand Exalted Ruler and his Personal Secretary. Ask the Nevada Sponsor to make the introductions. In this way you will get a "feeling" for the GER and will undoubtedly come away from the meeting with some information that will make your preparations for his visitation to the Mid-Term meeting that much easier. Make sure that information given to you at Grand Lodge is promptly distributed to the responsible State Officers and Committee Chairs.

AUGUST

Finalize your Lodge visitation schedule, being careful to avoid conflicts with other required meetings and functions. Prepare a preliminary agenda for the Mid-Term meeting in November and send copies to the host Lodge Convention Chair and Advisory Council Chair. Also request a meeting with Convention Chair(s) in the host Lodge city to (1) coordinate scheduling and events, and (2) to inspect the convention, hotel, banquet and other facilities. Make Lodge visitations as scheduled.

SEPTEMBER

Attend the Advisory Council Meeting in Tonopah. At that meeting, having sufficient copies for those in attendance, go over preliminary plans and agenda for the Mid-Term Meeting.

The Advisory Council Chair will usually request the host Lodge Convention Chair to be at this meeting. This is where your talks with the VIPs at Grand Lodge Convention pay off as the Council will, at this meeting, make tentative plans for assignments of escorts for your invited guests (actually the District Leader of District in which the Convention is held) assigns the escorts, however, the Council should have the right of approval of the escorts. (A reminder, the Nevada State Elks Association has set a policy of no more than 9 complimentary guests.) Send copies of your revised agenda and list of invited guests to Nevada Sponsor for his comments and approval. Send invitations to guest following the okay from the Nevada Sponsor. Make Lodge visitations as scheduled.

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OCTOBER

Finalize and confirm arrangements for outside speakers and seminar leaders for the Mid-Term meeting in November. Finalize details for the Mid-Term meeting with the host Lodge Chair. Check with the District Leaders for escort assignments lists to confirm that all invited guests have been accommodated. Have an adequate number of finalized agenda printed for distribution at the meeting. Lodge visitations as scheduled.

NOVEMBER

Normally the District Deputy North and/or District Deputy South will escort the GER at the Mid-Term meeting. The Nevada Sponsor will normally be escorted by a Past District Deputy Grand Exalted Ruler or a District Leader. (Some of the NSEA Officers have plenty of work conducting the meeting and therefore should not be escorts.) Customarily, the GER arrives in Nevada accompanied by the Nevada Sponsor. The NSEA President, and other distinguished Nevada Elks, are to be at the airport to greet the Official Family upon arrival. (By this time, you and the host Lodge Chair will have made arrangements for the President's Hospitality Suite, Past State presidents' meetings, the gifts for the Grand Exalted Ruler and his wife, any side trips and dinner shows, baskets of fruit, flowers and libation in the guests' rooms, place cards for the banquets and dinners, seating for the business meetings and banquets arranged according to protocol, transportation, list of room numbers of the VIPs to be distributed to them and others on a need-to-know basis, and all other amenities contained in the Manual on Protocol.) You will preside at all business sessions, act as, or appoint a Parliamentarian, make introductions at the proper times, etc. It is essential that you and the host Lodge Convention Chair work closely to solve any problems that may arise and to see that everything runs smoothly.

After the Mid-Term, review all committee reports and assess and evaluate your programs' progress and success rate. Replace Committee Chairs, if necessary. Insure that the State Secretary distributes the minutes and the proceedings of the Mid-Term meeting in a timely manner to the Coordinator. Make Lodge visitations as scheduled.

NOTE: When the GER is speaking at the banquet, have all service stopped. Do not have wait staff picking up dishes, taking orders, etc.

DECEMBER

Begin making preparatory plans for the State Convention in April. Start compiling a list of guests to be invited. The Vice President at Large of the California Hawaii Elks Association, the First Vice President of Arizona Elks Association, and the First Vice President of the Utah State Elks Association along with the Nevada Sponsor and the Vice President and President-Elect of the Nevada State Elks Association. Including you, this leaves two guests who may be invited. Sometimes the two guests are the ritual judges from other states. There are several PSPs from Utah, Arizona, and California who are willing to travel to Nevada at their own expense as approved by the Nevada Sponsor. Prepare a preliminary agenda for the State Convention and mail copies to the President of the Advisory Council, the State Vice President, State President-Elect, State Secretary and the host Lodge Convention Chair. Visit Lodges as scheduled.

JANUARY

It is important that you review the preliminary agenda not only with the Past State Presidents, but with the President Elect, as well, to insure that his plans for election and installation are properly

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incorporated therein and arranged. If feasible, set up a meeting with the host Lodge Convention Chair to visit his city and inspect the meeting facilities, ritual competition rooms, hotels, banquet accommodations, etc. As an economy measure, it would be worthwhile to set this meeting in conjunction with your official visitation to his Lodge. Make scheduled Lodge Visitations

FEBRUARY

Start work on your agenda with the State Secretary for the April Convention. The State Secretary under your direction mails letters of invitation and a convention packet to invited guests. The guest forms are returned to the State Secretary, who in turn makes copies and mails them to the District Leaders. The District Leaders in the District where the convention is held, is responsible for getting the guest information to the Escorts, and the Escort information back to the State Secretary.

Be sure and include copies of your proposed agenda and guest list to the Nevada Sponsor, for his review and comments. Send copies of the guest list and escort list to the President of the Advisory Council.

Maintain contact with the host Lodge Convention Chair to insure details and plans for the convention are running smoothly. Make Lodge visitations as scheduled.

MARCH

The State Secretary mails letters to your Committee Chairs reminding them to submit written reports and to review the (enclosed if ready) agenda for their oral remarks and awards presentations times. As State President you should mail a letter thanking the Committee Chairs for the hard work they put forth during your year as President.

The State Secretary mails letters to the reminding them of registration, election of delegates, ritual competition, and the submitting of their brochures to be judged for the various State awards. As State President you should check with the host Lodge Convention Chair on the progress of convention arrangements and any last minute details that need attending. Try to complete your Lodge visitation by the end of March.

APRIL

Preside at all sessions of the business meetings at the State Convention. Review your notes for the awards banquet with the President-Elect who will be installed as President, who will give an acceptance speech, and will make introductions and presentations of his/her own.

Instruct your Committee Chairs, who will be presenting awards, to have their trophies and plaques ready and sorted ahead of time and to make the presentations in a timely manner (especially those making presentations at the Installation and Awards Banquet).

Complete any official visits. Send letters of congratulations and/or thank you to all those deserving.

You are now an official member of that august group who are called Past State Presidents.

**GUIDELINES FOR THE NEVADA STATE ELKS ASSOCIATION
PRESIDENT'S VISITS**

In order to assist the Association President in scheduling his various required and optional visits during his term in office, and to conform with necessary budget limitations, the Advisory Council of the Nevada State Elks Association have agreed that the following guidelines should prevail:

1. Lodge Visits. It is contemplated that in Nevada, the President will make one official visit to each member Lodge.

These visits should be scheduled early in the year. Whenever practicable and possible, close or adjacent visits should be scheduled for the same trip in order to minimize travel from one part of the State to another. The President should try to schedule his visitation in conjunction with a major social event of the Lodge visited preferably on a weekend.

2. Official Meetings. The President will be expected to be at each of two annual meetings in Nevada, the annual meeting in Arizona and California, and either the fall or spring meeting in Utah, in addition to attending the Grand Lodge session. (Attendance at all Grand Lodge business sessions is expected).
3. The President, as an ex officio member, is encouraged to attend all State Major Project meetings. He is also encouraged to be present at the District(s), State and Regional Hoop Shoots. New Lodge Institutions, Elks building dedications and special memorials are events the President should attempt to fit into his schedule. Proximity of travel and budgetary considerations should be the guidelines when attending non-mandatory, out-of-state Elks functions.

SAMPLE LETTERS

1. Letter of Invitation to the Grand Exalted Ruler
2. Letter of Invitation to the Nevada Sponsor
3. Letter of Invitation to Invited Guests
4. Letter of Invitation to Guest paying their own expenses.
5. Letter to Committee Chairs.
6. Letter to All Lodges.
7. Letter to Guest Speakers (Mayors, Governors, etc)
8. Letter to the Nevada Sponsor with agenda, guest list, etc.
9. Letter to the endorsed candidates for President (Arizona, California, and Utah)
10. Letter in reply to Invitees who are unable to attend
11. Letter to All Lodges with agenda
12. Letter of Thank You to Lodges
13. Letter to Ladies organization RSVP
14. Sample Guest list
15. Agenda Mid-Term
16. Agenda State Convention