

**Subject:** 180131 Official Communication - Mbr Can Sign Up For Auto Pay; Message from MI HR;DBLE Moose Rewards Begins 1-2018 thru 2-28-18;DBLE Moose Rewards to Sponors; Comm Heroe Pins; Lapel Pins

## Official Communication for January 31, 2018

### Members Have the Opportunity to Sign Up for Auto Pay

Members now have the opportunity to sign-up for Auto Pay via the My Membership Record link on our website. Members that sign up will have no further worries about if they have paid their dues. Prior to their expiration date, their updated membership card will arrive at their home.

Please post the attached flyer regarding Auto Pay so that your members are aware of this enhancement to our membership dues program.

### A message from Human Resources, Moose International

Current Moose International Field Employment Opportunities:

Territory Managers (4) for the following locations:

Mid East Region February 8, 2018	Territory No. 16	Western Virginia – deadline to submit: Thursday,
Great Lakes Region February 8, 2018	Territory No. 27	Southern Indiana – deadline to submit: Thursday,
Mid East Region February 14, 2018	Territory No. 11	West Virginia – deadline to submit: Wednesday,
West Coast Region submit: Wednesday, February 21, 2018	Territory No. 45	Central California/Northern Nevada – deadline to

Please note: An Associate's or Bachelor's Degree in Business Administration, Accounting or Finance are a preference for all field positions, but not required with documented on-the-job experience.

For more detailed information: visit employment opportunities at [www.mooseintl.org](http://www.mooseintl.org)

**Double Moose Rewards campaign began January 1, 2018 – February 28, 2018**



### **Double Moose Rewards Offered to Sponsors**

Double Moose Rewards can be earned by every sponsor, through the end of the February, 2018. For every new and former member reported and accepted in January and February double Moose Rewards will be given, getting you closer to redeeming valuable incentives. Encourage your membership to sponsor during these months to earn double Moose Rewards! Please print and post the attached flyer to help promote the double Moose Rewards!

### **Moose-Honoring Community Heroes sponsor pins**

Have you exhausted your supply of Moose-Honoring Community Heroes sponsor pins? If so, please contact Brian Schimek, Membership Department for additional sponsor pins by email: [bschimek@mooseintl.org](mailto:bschimek@mooseintl.org) or by telephone 630.966.2257. Lapel pins should be given out to your sponsors as a way of saying thank you for helping to grow our fraternity.

### **Looking for ways to help your membership become sponsors?**

The Membership Department has a "How To Sponsor Guide" brochure, which is available from Catalog Sales (Item #M7), 50 per package. They are free, but shipping charges do apply. The Sponsor Guide is a wallet size tool that can be quickly accessed to provide materials that will provide the new sponsor with suggestions and basic information on the fraternity. Order yours today, simply by contacting Catalog Sales at [catalogsales@mooseintl.org](mailto:catalogsales@mooseintl.org) or 630.966.2250.

### **New Member Lapel Pins**

Looking for that perfect inexpensive gift to give new members who have recently signed to your Lodge? Look no further. Moose Catalog Sales has Loyal Order of Moose lapel pins available at the low price of \$3.00 each, but wait! If you order 25 pins or more, we'll drop the price down to \$1.25 per pin. That's a small price to show appreciation to new members! Contact Catalog Sales today to order your stock of new member pins 630.966.2250 or email [catalogsales@mooseintl.org](mailto:catalogsales@mooseintl.org)



Your Membership  
Just Became  
More Valuable

## January/February Sponsorship Points Offer

**Each day, Moose members redeem Rewards points to renew dues, attend convention and buy gift cards.**

It's simple – you can earn points for sponsoring members, attending meetings, holding office or just renewing your dues. Every member has an opportunity to participate and your points are awarded automatically without any paperwork or submissions.

Better yet, you can redeem points for LOOM or WOTM dues; Moose Legion dues; registration for the International Moose Convention; contributions to Mooseheart and Moosehaven; Moose gift store merchandise; gift cards and even cash!

Please visit the Moose Rewards page, [www.mooserewards.org](http://www.mooserewards.org), for the complete official rules and information.

### **DOUBLE BONUS POINTS in January and February!**

Sponsor a new or re-enrolled member in the months of January and February and receive **double points** as a bonus.

[www.mooserewards.org](http://www.mooserewards.org)





# Forget to Renew Your Dues?

## Sign Up For Auto Pay Today!!!

**Tired of having to worry about sending in your dues in every year? No worries – sign up for Auto Pay today!**

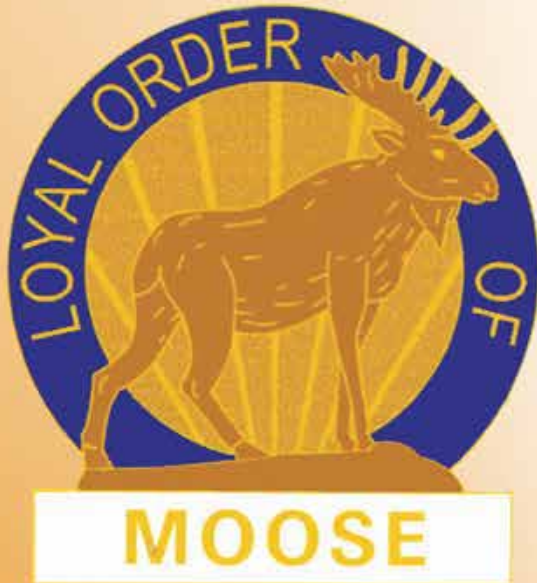
Moose members now have the opportunity to sign-up for Auto Pay via the My Membership Record link near the bottom of the Moose International website's homepage ([www.mooseintl.org](http://www.mooseintl.org)).

- If you are a returning user, enter your User Name and Password.
- If you are a first-time user, register your Moose ID as a new user.
- Once you are in My Membership Record, click on Manage Account on the top bar; then Manage Auto Pay from the dropdown menu; and then submit the required information.

You can also automate your payment by clicking on the “Pay Dues” link on the Moose International homepage. (This will take you to the My Membership Record link and you will follow the directions above.)

**For assistance, please contact Moose International Member Services at 630.906.3658.**





# LOYAL ORDER OF MOOSE LAPEL PIN

Tired of the one-color pin?  
This new four-color pin is \$3.00 each or  
for 25 or more just \$1.25 each.

## GREAT FOR NEW MEMBERS!

Catalog #535    Quantity \_\_\_\_\_

For more great Moose items visit our Moose International Catalog Sales web site [www.mooseintl.org](http://www.mooseintl.org)

Please ship the following order, for which you will find enclosed Check No. \_\_\_\_\_ for \$ \_\_\_\_\_ (Illinois orders add 7% sales tax.)

NOTE: Please remit in U.S. funds. Please state item number when ordering!

Prices and Shipping & Handling charges subject to change without notice

### PACKING & SHIPPING CHART

Orders	Add
Up to \$15.00 .....	\$6.30
\$15.01-25.00 .....	\$9.50
\$25.01-35.00 .....	\$12.35
\$35.01-50.00 .....	\$13.75
\$50.01-75.00 .....	\$15.75
\$75.01-100.00 .....	\$18.50
\$100.01-125.00 .....	\$20.25
\$125.01-AND ABOVE .....	\$22.75

Lodge Name & No. \_\_\_\_\_

Street No. \_\_\_\_\_ Box No. \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Via \_\_\_\_\_

Sorry, No CODs. Send check or money order to:  
Moose Gift Store  
Mooseheart, IL 60539-1171  
Phone 630-966-2250

Fax credit card orders to 630-859-3505. Include credit card number, expiration date and daytime phone number.



# Moose International, Inc.

## Job Description

<b>Job Title:</b>	<b>Territory Manager</b>
<b>Department:</b>	<b>Membership</b>
<b>Reports to:</b>	<b>Regional Manager – Field Operations</b>
<b>FLSA Status:</b>	<b>Exempt</b>

### **GENERAL SUMMARY:**

A multifaceted position with the principle responsibility to assist Moose Lodges in improving their Fraternal and Business operations. He/she will provide leadership and direction to encourage and assist in implementing programs consistent with the laws and policies of the fraternity which will enhance fraternalism, improve operations, and satisfy the needs of the members and their families. Success is measured by the performance of each assigned Lodge in his/her territory in increasing active membership, increasing donations to Moose Charities, decreasing indebtedness to Moose International and building the net equity of the Lodge.

### **ESSENTIAL JOB FUNCTIONS:**

- Works with Lodge leadership to ensure that each Officer understands and fulfills his/her duties towards the benefit of the Lodge and its members
- Assists Lodges in creating and implementing mentoring and leadership training initiatives that will help develop capable officers and volunteers
- Interacts with Lodge Officers, members and staff to identify areas of fraternal/operational inefficiencies and/or member dissatisfaction, then moderates discussion with Lodge Officers in effort to resolve identified issues
- Provides for immediate individualized training in areas identified as a critical deficiency and recommends appropriate training through other resources for areas of routine operations
- Regularly examines the books and records of assigned Lodges and makes recommendations on: improvements to recordkeeping; business operation changes; and the development and implementation of programs to maximize Lodge membership and profitability in every business segment in which a Lodge is involved
- Utilizes reports provided by Moose International to actively monitor progress of the Lodges within his/her territory; makes recommendations and suggestions based on information contained in reports
- Identifies negative trends that indicate that the Lodge may encounter financial issues in the future and communicates that information to both Lodge leadership and the appropriate departments within Moose International
- Reviews duties of the Auditing Committees with the committee's members of each Lodge within assigned territory, and provides training as necessary

- Promotes all annual and periodic membership campaigns from Moose International and assures that the information is passed on to Lodge members through materials in the Lodge home, as well as print and electronic communications
- Assures that Lodges and individual members are properly recognized for maintaining or increasing active membership
- Assists Lodges in creating fraternal programming and community service initiatives which engage members and create a positive public impression of the Lodge
- Recruits and trains volunteers to assist with the monitoring of Lodges in assigned territory or remotely located Lodges identified as requiring frequent monitoring, or those with specialized needs that a particular volunteer can offer
- Communicates regularly with Chapter Analyst Coordinators to ensure that Lodge and Chapter members are working together to advance the goals of the fraternity
- Communicates all findings, recommendations and progress reports to appropriate Moose International staff, Lodge Officers and other support personnel
- Actively creates new Service Centers and Lodges within assigned territory

#### **SECONDARY JOB FUNCTIONS:**

- Monitors payments of Moose International loans and accounts receivable by Lodges within the territory
- Promotes advancement of Lodge members to the Moose Legion and Higher Degrees
- Assists other Moose International departments in promoting, implementing and/or achieving compliance with their respective programs within assigned territory
- As required, assists in the planning of Association Annual Conventions and Mid-Year Conferences, as well as assuring that agendas are properly completed
- As required, represents Moose International at Moose Association meetings and other events of significance to the organization, its mission and purposes
- Assists in planning visits of the Supreme Governor to Associations within the region
- Approves recommendations for the Fellowship Degree of Honor (provided Territory Manager is a Fellow)
- Assists in actively contacting delinquent Pilgrims on list provided periodically by Director General's office
- Interacts with various creditors, regulators and vendors in determining assigned lodges' status with financial obligations
- Testifies in criminal, civil and/or fraternal judicial proceedings, as required
- Submits recommendations for Deputy Supreme Governor, as required
- Other duties as assigned

## **DEPARTMENT GOALS:**

- Develop capable leadership teams for each Lodge within an assigned territory
- Improve Fraternal and Business Operations primarily within in assigned Lodges and secondarily organization wide
- Aid in increasing Active Members, primarily in assigned Lodges and secondarily within the Loyal Order of Moose as a whole
- Decrease outstanding indebtedness of assigned Lodges to Moose International
- Increase Lodge giving by assigned Lodges in support of Moose Charities
- Increase number and quality of fraternal programs and community service efforts for each Lodge within an assigned territory
- Identify, recruit and train qualified volunteers to support the paid staff in the achievement of departmental goals

## **SUPERVISORY REQUIREMENTS:**

- Oversees the activity of volunteers within their territory

## **INTERNAL INTERACTIONS:**

- Regional Manager – daily to weekly
- Director of Field Operations – weekly to as needed
- Membership Department Staff Management – weekly to as needed
- Other Territory Managers – as needed
- General Governor's Office Staff – as needed
- Other Department Directors and Staff – as needed

## **EXTERNAL INTERACTIONS:**

- Moose Lodges, their Officers and members - daily
- Moose Associations – as needed
- Banking/Financial Services Representatives – as needed
- Realtors and related professionals – as needed
- Vendors supplying Lodges in assigned territory – as needed
- Governmental investigative, regulatory and taxation representatives – as needed
- Judicial bodies and representatives – as needed

## **MINIMUM REQUIREMENTS**



- High school diploma or equivalent, some college preferred
- Experience using personal computers utilizing a Microsoft Windows operating system, MSOffice Suite, and Internet Explorer
- Experience writing comprehensive reports and observations
- Comprehensive knowledge and ability to use QuickBooks Pro 2007 or above, and the skills to teach others the proper utilization of this software; or the ability to attain this knowledge in an expedient manner
- Prior management experience, preferably in Lodge, food and beverage, or other hospitality-related environment
- Strong organizational and interpersonal communication skills
- Ability to routinely manage multiple tasks simultaneously, to quickly adapt to changing situations and to solve problems with minimal supervisor intervention
- Ability to work both independently and cooperatively within a team environment
- Use of a personal vehicle; a valid driver's license, a good driving record, and the ability to drive in daylight or nighttime
- Able to work away from home as necessary, occasionally up to several weeks at a time

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Associate's or Bachelor's degree in Business Administration, Accounting or Finance are preferred but will accept documented on-the-job experience
- Self-motivated and results oriented
- Effectively expresses ideas and facts in a succinct, organized manner
- Makes clear and convincing oral presentations
- Considers and responds appropriately to ideas and thoughts expressed by others
- Ability to persuade others, gain cooperation, and influence outcomes as well as foster commitment and team spirit
- Adaptable to new information and ideas, changing conditions, unexpected obstacles and different leadership styles
- Experience recruiting and training volunteers
- Detailed and comprehensive knowledge of Moose fraternal organization—its structure, leadership, history, rules, new lodge/chapter/service center policies and procedures, and formal/informal relationships within Moose International, Inc. and its subsidiaries and related organizations, or the ability to develop this knowledge quickly
- Experience in collection of delinquent debts
- Direct supervisory experience, including feedback, coaching, and developing staff
- If assigned to a region outside the U.S., a valid passport and the ability to travel outside the country

**WORKING CONDITIONS:**

- Frequent travel by car; travel by watercraft or aircraft in a variety of weather conditions required on occasion
- Moose Lodge work locations include offices and work areas typical of a food and beverage establishment, which can be in multi-story buildings and may not have an elevator.
- Able to carry approximately 20 pounds of computer equipment and other work supplies over a variety of possibly uneven surfaces, up and down stairs or inclines, for distances typically under 100 yards.
- Additional assignments in hotel/convention center-type venues

**This job description in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow other instructions or perform other duties as requested by his/her supervisor or manager. Essential duties may change.**

**The undersigned have reviewed the contents of this job description and believe it to be accurate.**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_