

**Subject:** 180606 Official Communication 2018 MI Conv Pre Reg; 2018 MC March of Cks; Prep New Orleans HOC Drives; Lodge Ritual Comp; Message From HR;Lodge Orient/Enroll Info; 2018-19 MOY; Dbl MR Pts; Pilg Degree

## Official Communication for June 6, 2018

### 2018 Moose Convention Pre-Registration Open through this Friday, June 8, 2018

If you or other members are planning on attending the 2018 International Moose Convention in New Orleans, pre-registration for this event ends Friday, June 8th. Save money and time by registering now **(PRICES WILL INCREASE IN NEW ORLEANS)**! See below for details and visit [www.moose2018neworleans.org](http://www.moose2018neworleans.org) for access to registration, accommodations and other important convention information.

- Pre-Registration rates are:
  - Registration: \$50.00 online / \$60.00 by mail
  - Optional Breakfasts: \$30.00
  - Optional Luncheons: \$35.00
  
  - Optional Dinners: \$40.00
  
- All forms submitted electronically or **received** by mail after June 8, 2018 or onsite in New Orleans are considered regular registrations and will be assessed the following:
  - **Registration: \$100.00**
  - **Optional Breakfasts: \$45.00**
  - **Optional Luncheons: \$50.00**
  
  - **Optional Dinners: \$60.00**

As a reminder, Lodges are required to have a representative at the International Convention for the Premier Lodge Award.

### 2018 Moose Charities March of Checks

The annual March of Checks will be conducted at the Moose Charities Workshop during the International Moose Convention at 2:30pm, Friday July 13<sup>th</sup> in the New Orleans Convention Center's Great Hall. **All donations** need to be brought to the Moose Charities booth in the Great Hall's Pre-function area no later than noon on Friday. This will enable us to announce the total of all donations received at this convention. Donors of \$500.00 or more will receive a 'receipt' that permits the donors to take part in the March of Checks and be recognized on stage.

## **When Preparing for New Orleans, Don't Forget Our Heart of the Community Drives!**

As our International Convention in New Orleans quickly approaches we are excited to once again be finding ways to contribute to our host city. As part of these efforts, we will be collecting items for the many children and families of the Orleans Parish Schools – 39% are living below the poverty level. The national average is 21%. We encourage all lodges and chapters to consider holding a drive for school supply items locally throughout the month of June, and then bring the items along to New Orleans to be part of our collective donations. We will also have our annual Blood Drive to replenish and supply this much needed life-saving need for New Orleans and the surrounding area. Let's show NOLA that we are Moose on a Mission.

### **Lodge Ritual Competition**

Calling all Lodge Ritualists.....**Lodge Ritual Competition** will take place again this year at the International Convention in New Orleans. Moose Lodge staffs are encouraged to enter the competition and join us in New Orleans. Competition will be held on Friday, July 13<sup>th</sup> and Saturday morning July 14<sup>th</sup>. A ritual awards banquet will be held Saturday evening to announce the winners. Tickets to the event will be required and you can order them when you pre-register for the convention. Telling the story of the Moose is important and this program is designed to help our lodges do it even better in the spirit of competing for top honors. Our current reigning champion staff (Lauderdale Lakes, FL #2267) is planning to be there to defend their title. We hope your lodge will also be represented. Remember – one deviation from the printed rules in the book is that staffs can be made up of members of multiple lodges. So lets get some ritualists together, send an entry, practice your parts and come to New Orleans to compete!

And remember....**Moose Legion** Ritual Competition will be held at Oklahoma City in November 2018.

### **A message from Human Resources, Moose International**

Current Moose International Field Employment Opportunities:

#### **Territory Managers (4) for the following locations:**

Northeast Region      Territory No. 2      Massachusetts – Connecticut – SE New York

Deadline to submit: Wednesday, June 13, 2018.

Southeast Region      Territory No. 19      Western North Carolina

Deadline to submit: Wednesday, June 13, 2018.

Great Lakes Region      Territory No. 34      Central Illinois

Deadline to submit: Wednesday, June 13, 2018.

West Coast Region    Territory No. 46    South Central California

Deadline to submit: Wednesday, June 13, 2018.

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)

## **Instructions for Submitting Lodge Orientation/Enrollment Information**

Instructions are attached for Lodges to submit their Lodge Orientation/Enrollment Information. A new criteria was added to the Premier Lodge Award, which includes a minimum of 6 Lodge Orientations or Lodge Enrollments during the campaign year. If you have any questions regarding this program, please don't hesitate to contact your Territory Manager for assistance.

## **2018-2019 Moose of the Year Selection Open (Lodges only)**

This program recognizes each Lodge's selection of its most outstanding member as their **Moose of the Year**. Since ALL active members of the Order may be considered as a Lodge's Moose of the Year nominee, it is our belief that **no Lodge has an excuse to not participate in this recognition program**. Submitting a timely Moose of the Year is one of the criteria for a Lodge to earn the Premier Lodge Award.

The Moose of the Year is selected by the Lodge's Junior Past Governor, serving as Chairman, and at least three other Past Governors of the Lodge. If three (3) active Past Governors are not available, the Governor may appoint other Lodge Officers to the selection committee. Additionally, if the Junior Past Governor is not available to serve as Chairman, the Governor may appoint any Past Governor of the Lodge to serve in this capacity. The Moose of the Year selection should be based upon the member's overall record as a Moose during the past year, with particular attention paid to his membership efforts, his support of Moose Charities and his contributions to his Lodge and community.

**Electronic Submission**. The Lodge's Moose of the Year selection will be submitted to Moose International electronically, via the Admin Menu. **Submissions are being accepted through Monday, July 2, 2018.**

The Junior Past Governor may convene this committee and identify their Lodge's Moose of the Year selection any time after May 1, 2018, so their selection is ready to be submitted between June 1, 2018 and July 2, 2018.

As a reminder, Lodges are required to submit a Moose of the Year nominee as part of the criteria for the Premier Lodge Award.



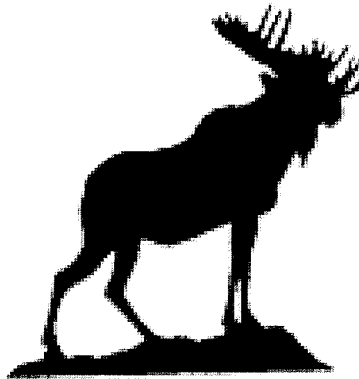
### **Double Moose Rewards Points for Training During June and July**

Moose International is offering double Moose Rewards points for officer training during June and July. Complete any Instructor led class or complete an on-line training class and you will receive double Moose Rewards points. This is the perfect time for new officers to attend the required officer classes and get double Moose Rewards points too!

### **Pilgrim Degree Anniversary**

The Pilgrim Degree of Merit is the highest honor a moose member can achieve. It is reserved for those members who give many years of service to and for the Loyal Order of Moose. Help your Pilgrims celebrate 100 years of excellence with Pilgrim Anniversary Merchandise. For a limited time only, Pilgrim Members can purchase an anniversary cap, tumbler, or pin through the Catalog Sales Department, 630.966.2250. Quantities are limited, so order today! Also available are Pilgrim 100<sup>th</sup> Anniversary neck ties. These ties are approved to be worn with the official Pilgrim Degree Regalia and must be purchased through the Business Operations Department at 630.966.2230

INTERNATIONAL "LODGE"  
RITUAL COMPETITION  
HELD IN CONJUNCTION WITH THE 130<sup>TH</sup>  
MEETING OF THE SUPREME LODGE,  
LOYAL ORDER OF MOOSE  
HILTON HOTEL  
NEW ORLEANS, LA  
FRIDAY / SATURDAY  
JULY 13 & 14, 2018  
(AWARDS PROGRAM ON JULY 14TH)



LODGE MOOSE RITUAL COMPETITION  
2018 ENTRY FORM

INTERNATIONAL MOOSE LODGE RITUAL COMPETITION  
New Orleans, LA – Friday - SATURDAY, JULY 13 & 14, 2018

**LODGE TEAM**  
**OFFICIAL ENTRY FORM**

~~ REQUEST FORM BE POSTMARKED BY May 31, 2018 ~~

To enter competition, the following items must be submitted:

- Team Entry Form and \$60.00 team entry fee
- ALL competing Ritualists must pay for & be registered for the convention.

Entry form and fee must be completed and received by Moose International by May 31, 2018 to be included in the printed program.

A Ritual Staff shall request dates & times in order of preference. Date & time will be assigned based on postmark. To eliminate errors, please type or print neatly and clearly all information requested on the entry form. A team will not be assigned a time to compete if the form is not complete and appropriate check is not received – or - if a competing Ritualist's Lodge dues are not current. (Please type or clearly print all information)

MOOSE LODGE NAME \_\_\_\_\_ ST/PROV \_\_\_\_\_ No. \_\_\_\_\_

**Names of Moose Lodge Members participating in Ritual Competition:**

(Use Name and MID Number as they appear on Membership Card ONLY - NO NICKNAMES)

	<u>Name</u>	<u>Member ID #</u>	<u>Lodge #</u>
GOVERNOR	_____	_____	_____
SGT @ ARMS	_____	_____	_____
ORATOR	_____	_____	_____
PRELATE	_____	_____	_____
JR. GOVERNOR	_____	_____	_____
PAST GOVERNOR	_____	_____	_____

Team Captain Name \_\_\_\_\_ Lodge Name & No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

*"I certify the above are in good standing in their respective Lodge(s)."*

(Signature of Lodge Administrator): \_\_\_\_\_ Date: \_\_\_\_\_

**Return Team Entry Form & Check for \$60.00 (US) team entry fee to:**

Moose International  
M L Ritual Competition  
Finance Department  
155 S International Drive  
Mooseheart, IL 60539-1173

**Office Use Only:**  
Postmark Date \_\_\_\_\_

**INTERNATIONAL MOOSE "LODGE"  
RITUAL COMPETITION**

Hilton Hotel  
New Orleans, Louisiana  
Friday & Saturday, July 13 & 14, 2018

**PLEASE INDICATE YOUR 1<sup>st</sup>, 2<sup>nd</sup> AND 3<sup>rd</sup> CHOICES BY PLACING THE APPROPRIATE NUMBER IN THE SPACE NEXT TO THE TIME DESIRED. If possible - Selecting a Friday time would help us greatly with scheduling. The award presentations will be Saturday evening so we are limited on times.**

**SCHEDULED STARTING TIMES ARE:**

**FRIDAY - July 13, 2018**

\_\_\_ 08:00 AM           \*  
\_\_\_ 08:45 AM           \*  
\_\_\_ 09:30 AM           \*  
\_\_\_ 10:15 AM           \*  
\_\_\_ 11:00 AM           \*  
\_\_\_ 11:45 AM           \*

----Judge's Lunch----

\_\_\_ 01:15 PM           \*  
\_\_\_ 02:00 PM           \*  
\_\_\_ 02:45 PM           \*  
\_\_\_ 03:30 PM           \*  
\_\_\_ 04:15 PM           \*  
\_\_\_ 05:00 PM           \*  
\_\_\_ 05:45 PM           \*

**SATURDAY - July 14, 2018**

\_\_\_ 08:00 AM  
\_\_\_ 08:45 AM  
\_\_\_ 09:30 AM  
\_\_\_ 10:15 AM  
\_\_\_ 11:00 AM  
\_\_\_ 11:45 AM

---Judge's Lunch ---

\_\_\_ 01:15 PM  
\_\_\_ 02:00 PM  
Winner announcements and  
Awards program  
(by ticket only)  
will be at the Hilton at 5:00PM  
on Saturday, July 14th

*If available time slots fill up – we will try to add other times on Friday.*

**Ritual Awards Dinner – Saturday, July 14TH – Entry by Ticket only**

**REMEMBER: Times are slotted based on postmark date and receipt of appropriate fees. Teams accepting the last posted time on each day may be moved to an earlier time on the same day if late cancellations are received, or if all earlier times are not filled. Every attempt to notify Teams so affected of such change will be made prior to their scheduled appearance.**

**SPECIAL NOTES TO RITUAL TEAMS**

- Ritual entry / participation is subject to all team members being individually registered for the International Convention.
- Forward completed form and team entry fee (\$60.00) to Moose International prior to April 30, 2018 in order to be included in the printed schedule.
- Champion Ritual Medallions are awarded to the top placing individual members in each part and to the Top finishing team. – No cash / other awards.
- THANK YOU to all Moose LODGE Ritual Staffs for enrolling our new members during the year. Properly done –it does have a positive influence on all members – and helps to retain them as members!
- A Lodge Ritual Awards Banquet is scheduled for Saturday, July 14th. Each member should order tickets when they pre-register for the convention. All registered attendees are welcome.

● Good luck to all competing staffs.

## Instructions for submitting Orientation/Enrollment Information

Lodge will submit information via the Admin Menu. Once they have completed their Orientation/Enrollment ceremony, they click on "Forms". Scroll to Member Orientation/Enrollment Meetings. This will display the entry screen. Fiscal Year should be 2018, for the 2018-2019 campaign year. Choose the Orientation type (2 options: Enrollment or Orientation), Click on Meeting Date and either type in date, or select using the calendar. Click on Save.

Once it has been saved, it will appear on the lower portion of the screen. If you entered incorrect information, simply click delete and re-enter.

Lodges should notify their Territory Manager with the date, time and copy of invite prior to the event date, which will provide them the opportunity to attend, if possible.

After the event, lodges then need to e-mail their Territory Manager, providing information on the results of the Orientation/Enrollment, such as: number of invites sent, number that participated, etc.

If acceptable, the Territory Manager will then approve the event. The approval date will then appear on the history of each event.

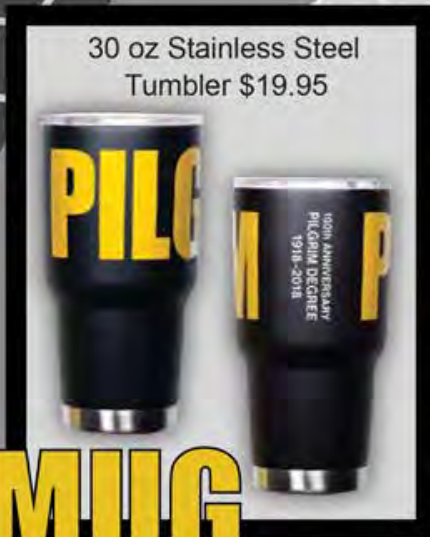
6 Orientation/Enrollments (1 every two months) need to be held to qualify for the Premier Lodge Award.





# PILGRIM DEGREE

## 1918-2018



30 oz Stainless Steel  
Tumbler \$19.95

# MUG

# CAP



Embroidered Logo \$15.00



\$5.00

# PIN

Contact Catalog Sales to Order  
85 N International Dr  
Mooseheart, IL 60539  
630.966.2250  
[www.mooseintl.org](http://www.mooseintl.org)

*Available while supplies lasts  
Limited Quantities*

# 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:** \_\_\_\_\_