

Subject: 181017 Official Communication; Ddline Fall Mbrshp Workshop; MI 2019 TX Hold'Em Open; Message From MI HR; Car Campaign Contest; MH Holiday Lights; Intl Open House; Mbr Reten Wk; Tommy Moose Halloween Bags

Official Communication for October 17, 2018

Deadline for Two Fall Memberships Workshop is Today

Today is the deadline to register for the Regional Membership Workshops, in Fort Myers Beach, FL and Henry County, GA. Workshops cover topics such as new trends, retention strategies, member study results, and more. Registration is free for these one-day, interactive sessions and both men and women can sign-up today. See attached form for additional information.

Scheduled workshops include:

- **October 20th – Fort Myers Beach, FL Lodge 964**
- **October 20th – Henry County, GA Lodge 2170**
- October 27th – Cedar Rapids, IA Lodge #304
- October 27th – Maysville, KY Lodge #1124
- November 3rd – Sylvania, OH Lodge #1579
- November 10th – Longmont, CO Lodge #1548
- November 17th – Crawfordsville, IN Lodge #6
- November 17th – Chicopee Falls MA Lodge #1849

2019 Moose International Texas Hold 'Em Registration Open

Registration for the 2019 Moose International Texas Hold 'Em tournament is open on our website, in the Members Area, under the Sports tab. Both the online and mail-in registration are available. Deadline for registration is December 4th, 2018. **Are you in?**

A message from Human Resources, Moose International

Current Moose International Field Employment Opportunities:

Territory Manager Position for the following location:

Southeast Region Territory No. 18 Eastern North Carolina and South Carolina
Deadline to submit: Friday, October 19, 2018

Interested parties should submit their Professional and Moose resumes', and submit a letter of interest, making certain to answer the following questions:

- Why are you interested in this Territory Manager position?
- What do you believe you will be able to contribute to the Fraternity if hired?

Submissions should be addressed to Dave Smoot, Assistant Director – Field Operations, Membership Department at Moose International; email to: dsmoot@mooseintl.org

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

Membership Campaign Car Contest!

Have you heard? Many are saying that we're the "best kept secret". Well, we want to try and change that! The attached flyer explains the **MEMBERSHIP CAMPAIGN CAR CONTEST** and could help us spread the word about the Moose. Please post this in your lodge and encourage the membership to participate. We can promote the Moose AND have some fun doing it. Good luck!

Mooseheart Holiday Lights

This year Mooseheart will be celebrating their 9th year in having the Holiday Lights Show. Lodges, Chapters, Moose Legions, Associations and even individual members have the opportunity to be a sponsor for the Holiday Lights Show. Sponsorship opportunities from \$100 - \$10,000 are available. Moose Charities are also sponsoring a family-friendly 5K Run/Walk to kick off the holiday season with the Mooseheart Community on Saturday November 17, 2018. Please visit Moose Charities Website, www.moosecharities.org or call 630.966.2200 for additional details.

International Open House Day – October 27th

Moose International has designated Saturday, October 27, 2018 as "**International Open House Day**" for lodge homes throughout the Fraternity. This date corresponds with Founder's Day, which celebrates the birth of James J. Davis, the driving force who brought purpose and meaning to the Fraternity during its earliest stages.

All lodges and chapters are encouraged to conduct events that will bring friends, family and local residents in touch with the Moose, our lodge homes, and the work we do on behalf of children, seniors and our communities. Additionally, lodges and chapters that conduct an Open

House on this day may use the event as one of their activities for Member Retention Week. Simply indicate your participation on your form following Retention Week.

The General Governor's Office has issued a blanket dispensation for all lodges and chapters to hold events on that day that are open to the public, as long as the Moose's general guidelines for public events are followed. Alcohol may or may not be served, based on the structure of the event, but cannot be sold to members or non-members during the event. Lodges and chapters should refer to Section 46.13 of the General Laws for guidelines to public events, such as Open Houses.

**Note, if October 27th is unavailable to conduct an Open House, the blanket dispensation allows lodges and chapters to hold the event a week earlier, on Saturday, October 20th.

Please check the Moose International website periodically for information pertaining to this coordinated Open House initiative at www.mooseintl.org.



Member Retention Week, November 4 – 10, 2018

Plans should now be in place for Member Retention Week. Lodges and Chapters will receive their multiple month expired member kit tomorrow, via e-mail. This will allow time to contact expired members prior to the start of Member Retention Week by inviting them to stop in and pay their dues and enjoy one of the fun-filled events planned during Member Retention Week. Need help? Please contact your Territory Manager for ideas and suggestions!

Tommy Moose Halloween Bags

Mooseheart is starting to show signs of fall. The tree leaves are beginning to change color, and the air is getting cooler. Soon the streets will be filled with ghosts, witches, and super heroes running house to house, looking for candy. Halloween is approaching. Prepare your local trick-or-treaters with their very own Tommy Moose Halloween Bag. Each bag is designed with safety tips to keep kids alert while collecting candy and is large enough to hold an entire night's collection of sweets and treats. Tommy Moose Halloween Bags are available in bundles of 50

for only \$11.00/pack (plus shipping and handling). Order your supply today to guarantee delivery before Halloween. Contact Catalog Sales at 630.966.2250 or order online <https://shopmoose.mooseintl.org/Tommy-Moose-Halloween-Treat-Bags-185>

Moose International, Inc.

Job Description

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

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:** _____

HALLOWEEN TREAT BAGS

TOMMY MOOSE



* Bag Features Safety Tips for Trick-Or-Treating

* \$11.00 per bundle of 50 bags PLUS shipping & handling

* Bags Measure 12.5" X 18"

* Catalog #185

___ Qty #185 @ \$11.00 ea

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

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Credit Card: _____ Exp Date: _____

Signature: _____

Mail Orders & Payments to:

Catalog Sales
 85 N International Dr
 Mooseheart, IL 60539

PACKING & SHIPPING CHART

Please use this chart to compute your packaging/shipping cost. These charges represent only part of the actual cost, we pay the rest. Illinois residents please include 7% sales tax.

ORDERS	ADD
Up to \$15.....	\$6.30
\$15.05 to \$25.00.....	\$9.50
\$25.01 to \$35.00.....	\$12.35
\$35.01 to \$50.00.....	\$13.75
\$50.01 to \$75.00.....	\$15.75
\$75.01 to \$100.00.....	\$18.50
\$100.01 to \$125.00.....	\$20.25
\$125.01 to \$150.00.....	\$22.75








Please state Catalog # when ordering.
 Phone (630)966-2250
 Fax (630)859-3505
 catalogsales@mooseintl.org

Show your MOOSE PRIDE

Decorate your vehicle and compete in the Membership Campaign Car Contest!



-  Vehicle must be licensed and "road worthy" as a daily driver.
-  All expenditures will be at the members' expense.
-  Includes cars, trucks SUV's and Motor Homes.
-  Specialty custom vehicle "wraps" are encouraged and allowed.
-  An individual can have more than 1 entry. (No "group" entries.) *(Groups may sponsor and assist an individual.)*




FIRST PLACE: Free registration and 5 nights lodging (for the winner and a member/guest) to attend the 2019 International Convention in Las Vegas, Nevada and a prize packet consisting of Moose memorabilia to include campaign pins and membership promotion items (value not to exceed \$100.00).

SECOND PLACE: Free registration and 5 nights lodging (for the winner and a member/guest) to attend the 2019 International Convention in Las Vegas, Nevada.

THIRD PLACE: Free registration (for the winner and a member/guest) to attend the 2019 International Convention in Las Vegas, Nevada.

HONORABLE MENTION: A prize packet consisting of Moose memorabilia to include campaign pins and membership promotion items (value not to exceed \$50.00).

Contest is open to all active Lodge/Chapter members. Winners will be announced on December 7, 2018 and included in the 2019 Association Mid-Year Conference (Membership Department) video. Prizes will be awarded by the Territory Manager/Association Liaison at an appropriate local/State event and winners will be acknowledged at the 2019 International Convention as well.

-  All photo entries must be submitted by e-mail to the Membership Director (mrios@mooseintl.org) by midnight on November 30, 2018.
-  Photos must include all sides of the vehicle, front and back (and the hood, roof and trunk if decorated) to include license plate to prove eligibility as a daily driver.
-  Submission must include the name of the member, MID #, city, state, and address and Lodge/Chapter affiliation and telephone number.

Attend A Regional Membership Growth & Retention Workshop!

This fall, Moose International's Membership Department will be conducting a series of regional workshops to discuss recruitment and retention challenges, as well as methods to address common issues expressed by Lodges and Chapters throughout the Fraternity.

Scheduled workshops include:

- September 8th – Frederick, MD Lodge 371
- October 13th – Chehalis, WA Lodge #1109
- October 20th – Fort Myers Beach, FL Lodge 964
- October 20th – Henry County, GA Lodge 2170
- October 27th – Cedar Rapids, IA Lodge #304
- October 27th – Maysville, KY Lodge #1124
- November 3rd – Sylvania, OH Lodge #1579
- November 10th – Longmont, CO Lodge #1548
- November 17th – Crawfordsville, IN Lodge #6
- November 17th – Chicopee Falls MA Lodge #1849

What you will learn from attending:

- New trends to help attract and retain members in 2018 and make your lodge more profitable.
- Strategies for retaining members through a monthly program of communication, programming, and activity tracking.
- Review of the Member Rewards program and how you can take advantage.
- Communicating the value of the Moose to potential members.
- Best membership practices from around the Fraternity.

Details:

- All interested Loyal Order of Moose or Women of the Moose members are invited to participate.
- There is no fee to attend.
- You may attend any workshop on the schedule, regardless of your location.
- All workshops run from 10:00am – 3:00pm, allowing most individuals the option of driving in and out the same day.
- A working lunch is provided by each Lodge at a cost of \$7.00 per attendee. Cash will be collected at the Lodge the day of each workshop.
- All workshops are business casual-to-casual dress.
- Sessions are meant to be interactive between participants and presenters. Please bring questions and suggestions.
- Please check the Lodge websites for any evening activities prior to or following the workshops.

- RSVP's are required to attend in order to allow for the proper amount of materials and food.
 - **Email the following information to the appropriate address below:**
Membership Growth & Retention workshop (followed by):
Your name; MID#; Lodge/Chapter #; Lodge/Chapter office you hold (if any); names of others accompanying you; a contact phone #; and an email address

 - For Frederick: mstumbaugh@mooseintl.org (RSVP Deadline: Wednesday, September 5th)
 - For Chehalis: ndean@mooseintl.org (RSVP Deadline: Wednesday, October 10th)
 - For Fort Myers Beach: rsaindon@mooseintl.org (RSVP Deadline: Wednesday, October 17th)
 - For Henry County: lridder@mooseintl.org (RSVP Deadline: Wednesday, October 17th)
 - For Cedar Rapids: rking@mooseintl.org (RSVP Deadline: Wednesday, October 24th)
 - For Maysville: rpollitt@mooseintl.org (RSVP Deadline: Wednesday, October 24th)
 - For Sylvania: lmeade@mooseintl.org (RSVP Deadline: Wednesday, October 31st)
 - For Longmont: bcavanaugh@mooseintl.org (RSVP Deadline: Wednesday, November 7th)
 - For Crawfordsville: dobrien@mooseintl.org (RSVP Deadline: Wednesday, November 14th)
 - For Chicopee Falls: bpowell@mooseintl.org (RSVP Deadline: Wednesday, November 14th)

Questions? Please email the contacts above for information pertaining to a specific site.