

Subject:: 180725 Official Communication - 2019 MI TX Hold'Em Tourn Regis Open; Message From HR; New Orleans Conv Lost & Found Items; Premier Lodge Award & Ldershp Awards Accepted; 2018-19 Supreme Coun Grant Prog App Open; Catalog Sales

Official Communication for July 25, 2018

2019 Moose International Texas Hold 'Em Tournament Registration Now Open

Registration for the 2019 Moose International Texas Hold 'Em tournament is now open in the Members Area under the Sports tab. Both the online and mail-in registration is available. If you register before October 1st 2018, you will receive 1,000 Moose Rewards points. **Are you in?**

A message from Human Resources, Moose International

Current Moose International Field Employment Opportunities:

Territory Manager Position for the following location:

Northeast Region Territory No. 4 West New York and Northwest Pennsylvania

Deadline to submit: Friday, August 3, 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

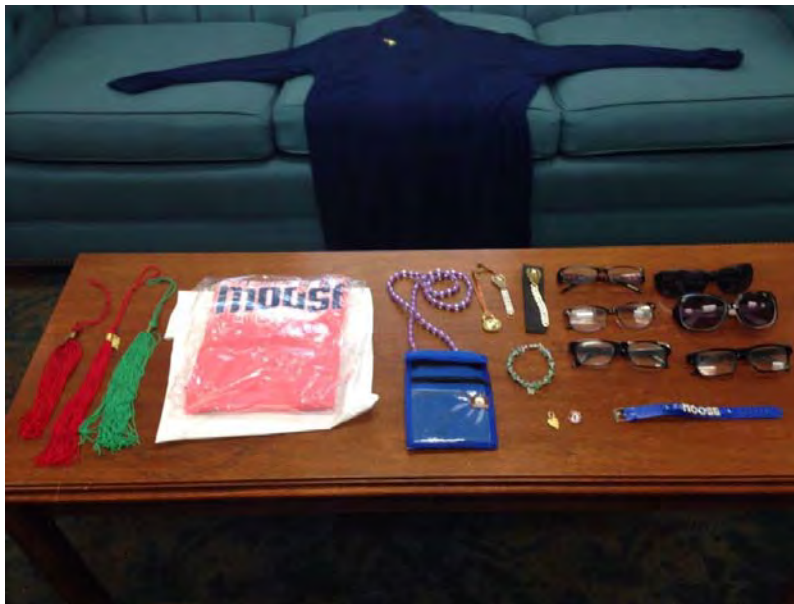
Please note: An Associate's or Bachelor's Degree in Business Administration, Accounting or Finance are a preference for all field positions, but not required with documented on-the-job experience.

For more detailed information: visit employment opportunities at www.mooseintl.org

New Orleans Convention Lost and Found Items:

- Navy Sweater w/New Jersey VIP pin
- Red tassels: 2013 2017

- Green Tassel
- XL WOTM Moose T-shirt (peach) in gift shop bag
- Blue Badge Holder with purple and clear beads
- Angel Pins
- Tammy
- JR Regent
- Peridot colored bracelet with butterfly charm
- Moose Legion Service Pin
- Junior Graduate Regent charm
- Dooney & Bourke All Weather Leather Handbag
- Accessory Blue band with the name "Moose" in rhinestones
- Reading glasses
- Rainbow Red (Foster Grand 1.5)
- Foster Brand Brown and gold
- Black 1.5
- Black 2.5
- Sunglasses
- Black Renegade Pro
- Black and White (Large)



To claim an item please contact Sandy Martin at 630-966-2243 or smartin@mooseintl.org.

Please provide your name, ID #, phone number and description of item that belongs to you in your correspondence or voicemail. Thank you.

Premier Lodge Award and Leadership Award appeals now being accepted

If your lodge was not among the 297 Premier Lodge Award recipients announced at the International Moose Convention in New Orleans, and you feel the lodge should have qualified to receive a Premier Lodge Award, you may request via e-mail, to have the lodge's award eligibility reviewed. Requests for review **must be received on, or before, Tuesday, July 31, 2018**. The Premier Lodge Award is a criteria to earn the Leadership Award. Governors and Administrators whose lodges earned the Premier Lodge Award may request a review of their Leadership Award status in the same manner.

Appeals should be sent to kthompson@mooseintl.org. E-mailed requests for review must be sent from the Lodge's official "mooseunits.org" e-mail address and response will be made back to that e-mail address. Supporting documentation must accompany all requests for review of Premier Lodge Award eligibility.

A listing of lodges earning the Premier Lodge Award and Administrators and Governors earning the Leadership Award are found on our website, under Loyal Order of Moose/Recognition programs.

2018-19 Supreme Council Grant Program Application Process Open

The Supreme Council has extended the Lodge Grant Program in order to assist more lodges throughout the Fraternity.

Lodges can now apply with the final date for submitting an application being the close of business on August 17th. No extensions will be granted.

The process will be the same as last year:

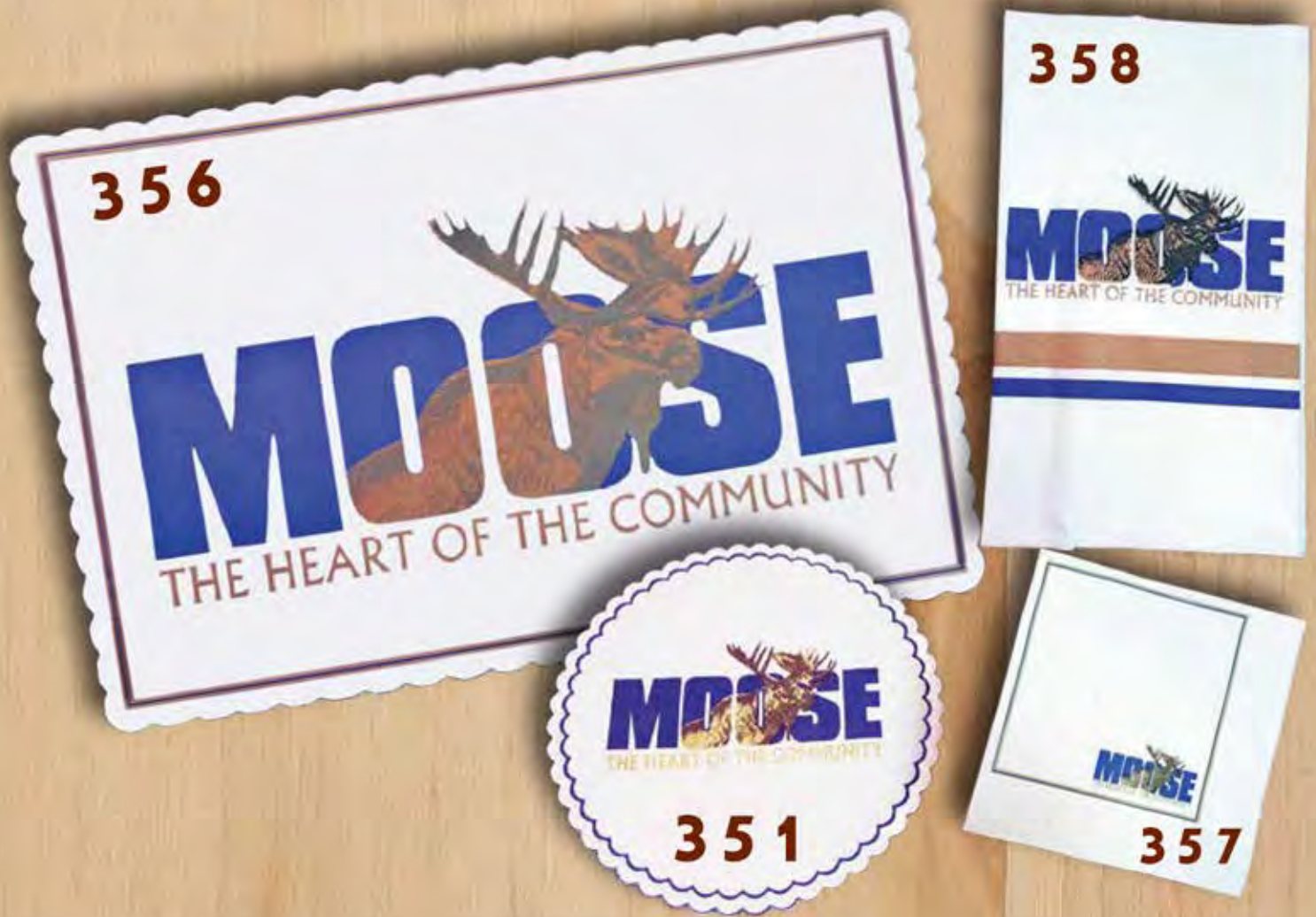
- Lodges must have been represented at the 2018 International Moose Convention in New Orleans;
- Applicants must identify actual costs and not estimates (bids should be attached);
- Lodges should indicate any areas where members will be supplementing the project(s) either financially or through active participation in construction or demolition;
- And, the lodge should make sure the Territory Manager is aware of its request and understand how it will benefit in membership growth

The application should appear within the lodge's [Moose Admin section](#) today. Once you enter information and *save* the file, it will automatically be uploaded to Moose International. You may update the information, if necessary, and save as often as you want up to August 17th and the last version will be the one that is submitted.

Full details on the Grant Program can be found in the Programs/Events section of the Moose International website (www.mooseintl.org)

Dinner is served.....

Is your Lodge or Chapter hosting an important dinner event like volunteer appreciation or a Pilgrim ceremony? Do you open your dining room for weekly or nightly meals? If so, then look towards Catalog Sales for all your table setting needs. We have drink coasters, dinner napkins, beverage napkins, and placemats. All of our paper goods are newly designed with The Heart of the Community Moose Logo and are available at great prices. Don't serve dinner? That's ok. Purchase coasters and beverage napkins for the bar, to show your members that little extra personal Moose touch. Contact Catalog Sales to order your table settings today. 630.966.2250 or email at catalogsales@mooseintl.org.



Moose THE HEART OF THE COMMUNITY TABLE SETTINGS

To Place Order:

Email:
Catalogsales@mooseintl.org
Call: 630.966.2250
Fax: 630.859.3505

351	COASTERS	3.375" Dia	\$23.95/1,000
356	PLACE MATS	10" X 14"	\$34.95/1,000
357	BEVERAGE NAPKINS	10" x 10"	\$58.95/5,000
358	DINNER NAPKINS	15.5" x 7"	\$99.50/4,000

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:** _____