Subject: 190612 Official Communication; Las Vegas Credentials MAILED; MI HR Job Opp; 2019-20 MOY; DBL Moose Rewds; Submittin Orient Enrollment Info; HOC Drive Las Vegas; Higher Degree Pens

**Official Communication for June 12, 2019**

**Pre-registered? Your credentials packet has been mailed.**
Credentialed packets/badges, for all members that pre-registered for the International Convention in Las Vegas have been mailed. Please let your members know that are attending to keep a look out for this envelope. For our Canadian members attending the convention, your packet will be available for pickup in the registration area. For those that did not have the opportunity to pre-register and plan to attend, they can register on-site. See you in Vegas!

**A message from Human Resources, Moose International**
Current Moose International Employment Opportunities:

Assistant General Governor – Moose International

If interested, submit resume and letter of interest detailing history Moose membership and qualifications to: Barbara Irving, CHRO, Moose Intl. birving@mooseintl.org

**2019-2020 Moose of the Year Selection (Lodges only)**
This program recognizes each Lodge’s selection of its most outstanding lodge 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. On-line entry is open, via the Admin menu and submissions are being accepted through **Friday, July 5, 2019.**

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 April, May, June and July
Moose International is offering double Moose Rewards points for officer training during April, May, 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! Attached is a flyer that can be printed and shared with your membership.

Instructions for Submitting Lodge Orientation/Enrollment Information
Instructions are attached for Lodges to submit their Lodge Orientation/Enrollment Information. This is a criteria for 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.

Don’t Miss Out - Remember Our Las Vegas Heart of the Community Drive!
As our International Convention in Las Vegas quickly approaches we are excited to once again to contribute to our host city. We will be volunteering at Three Square food bank boxing supplies for the hungry. We are limited to 100 volunteers and no open toed shoes nor tank tops are allowed at this venue. Monday, July 1st, 2019. To volunteer please email to Gordie Dailey, gdailey@mooseintl.org your name, Moose ID number, Lodge or Chapter name and number, along with your telephone number.

Higher Degree Ink Pens
New!! Loyal Order of Moose Higher Degree Ink Pens are now available in Catalog Sales. Available in Moose Legion, Fellowship Degree, and Pilgrim Degree, these ink pens make great gifts for your hard working members, who are earning their degrees this season. These pens can also be purchased as giveaways during your Association conferrals. At the low price of just $0.99 each, these pens won’t last long. So contact Catalog Sales today to place your orders....call 630.966.2250, email Catalogsales@mooseintl.org or shop online at https://shopmoose.mooseintl.org/supply/
LOYAL ORDER OF MOOSE HIGHER DEGREE INK PENS

# 678 Moose Legion
# 679 Fellowship Degree
# 680 Pilgrim Degree

Great gifts for your members earning their higher degrees

Great giveaways for new enrollment ceremonies

ONLY $0.99 ea.
+ Shipping & Handling

To order contact
Catalog Sales
630.966.2250
catalogsales@mooseintl.org
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 2019, for the 2019-2020 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.
INTERNAL / EXTERNAL POSTING

MOOSE INTERNATIONAL, INC.

6/12/19

ASSISTANT GENERAL GOVERNOR
Due to a pending retirement

GENERAL SUMMARY:
The Assistant General Governor is responsible for assisting the General Counselor/General Governor in the interpretation of and compliance with the Constitution and General Laws of the Order and Moose International policies.

ESSENTIAL JOB FUNCTIONS:
- Interprets laws of the Order and applies them to lodges, chapters, officers, members, associations and Moose International staff.
- Assists with the compliance of the Order’s laws, policies and procedures including mandatory insurance requirements and collaborates with the Grand Chancellor regarding Women of the Moose related issues.
- Provides General Governor with status reports and informs General Governor of significant issues or situations involving non-compliance with General Laws necessitating intervention by the General Governor’s office.
- May assist in initiating and drafting amendments to the Order’s laws which reflect changing conditions, trends, and organizational strategies and initiatives: facilitates internal draft review and participates in approval process through Judiciary Committee, Supreme Council and fraternal membership.
- Assists in approving association by-laws, ensuring association compliance with fraternal laws.
- Receives and evaluates requests for fraternal dispensations - real estate matters (e.g., sales; leases; improvements; new construction; mortgages), investment and reduction of lodge savings, purchase of personal property, contracts, activities and events involving the public, etc.
- Receives and addresses the handling of complex or unique complaints from members and fraternal units (either independently or in conjunction with the General Governor and/or the Membership Department); refers investigational support to fraternal regional management and oversees resolution as appropriate.
- Works closely with Moose International staff to assist and educate fraternal units, officers and members in reference to the laws, policies and procedures and to investigate and resolve complaints.
- Plans, drafts, edits and recommends articles for Moose publications to inform, educate, and promote understanding of current and changes laws and policies of the Order.
- Represents the organization at official visitations on behalf of Moose International upon request.
- Other responsibilities as assigned.

PHYSICAL AND MENTAL REQUIREMENTS:
- Excellent written and verbal communication skills, including speaking before large groups.
- Ability to comprehend complex ideas, develop solutions to problems and analyze data.
- Ability to successfully handle multiple tasks and projects simultaneously.
- Ability to work in a fast paced environment and handle multiple tasks in a changing organization.

MINIMUM REQUIREMENTS:
- A loyal team player.
- Able to maintain confidentiality of sensitive information.
- Knowledge of General Laws and Moose International policies.
- Knowledge of Moose fraternal organization - its structure, leadership, history, rules, and formal/informal relationships within Moose International, Inc. and its subsidiaries, subordinate units and related organizations.
- Experience working with volunteers.
- Excellent organizational and interpersonal skills, and detail oriented.
- Working knowledge of Windows XP and Microsoft Office products including Excel and PowerPoint.

COMPENSATION AND BENEFITS:
- Compensation doq
- Full benefits in the first of the month following doh: free life/ad+dp, short/long term disability, EAP, paid vacation, PTO and holidays, voluntary medical, dental, vision, life, critical illness, accident and FSA.

If interested, submit resume and letter of interest detailing history Moose membership and qualifications to: Barbara Irving, CHRO, Moose Intl. birving@mooseintl.org

Interviews will be arranged for those qualified until the position is filled. Don’t delay submitting interest.
Your Membership Just Became More Valuable

April/May/June/July Bonus Points Offer*

Earn points for helping the Moose grow and prosper, then redeem your points for valuable awards, gifts and experiences.

Moose International is offering double points for officer training during April/May/June/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!

Please visit the Moose Rewards page, www.mooserewards.org, for the complete set of official rules and information.

*Moose Rewards for officer training are only given every 30 months; therefore if classes are taken within this time frame no Moose Rewards points are given.

Questions? Contact Member Services at 630-906-3658.

www.mooserewards.org