

**Subject:** 190821 Official Communication; New Assistant General Governor Announced; A Message From HR;Deadline WV Of The Yr;Fall Mbrshp Wrkshp;990 IRS Time; WV Catalog Merch

## Official Communication for August 21, 2019

### New Assistant General Governor Announced

We are pleased to announce that Rick King is joining the General Governor's Office as our new Assistant General Governor on [August 26, 2019](#).

Rick joins us from the position of Moose International Territory Manager, Plains West Region – Territory No. 38 (Louisiana – Texas – Oklahoma – and south Kansas). Prior to being a Territory Manager, Rick was a Lodge Administrator and Association Secretary. Rick brings extensive expertise and experience in the Field and the Moose organization. We are excited to see his contributions the department – and the fraternity – in his new position.

Please join us in welcoming Rick to the General Governor's Office and in congratulating him on this new chapter!

### A message from Human Resources, Moose International

Current Moose International Field Employment Opportunities:

#### Territory Manager Position for the following locations:

Northeast Region – Territory No. 6 Central Pennsylvania

West Coast Region – Territory No. 45 North Central California and North Nevada

Deadline to submit: Until positions filled

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](mailto: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](http://www.mooseintl.org)

### Deadline to submit your "Valued Veteran of the Year" Honoree is September 1, 2019

The deadline to submit your "Valued Veteran of the Year" honoree to Moose International is September 1<sup>st</sup>. Please note that this MUST be done in the "ADMIN" menu, similar to the way the "Moose of The Year" is

selected. **As a reminder, only one Valued Veteran will be honored within the lodge/chapter.** If the honoree is a man; the lodge is responsible for reporting the Valued Veteran. Or, if the honoree is a woman; the chapter is responsible for reporting the Valued Veteran.

To report your Valued Veteran of the Year in ADMIN:

- Login to your ADMIN screen as you normally would do.
- Place your mouse-pointer over “Forms” on the menu bar.
- Left-Click on “Awards” for Valued Veteran of the Year; then select your Valued Veteran’s name in the “member” drop down screen.
- Once selecting your Valued Veteran, click “Save”, your request is automatically submitted to Moose International.

## Fall Membership Workshops Begin

Moose International will conduct six new Regional Membership Workshops beginning in September. Workshops cover topics such as recruitment and retention challenges, as well as methods to address common issues expressed by Lodges and Chapters throughout the Fraternity. 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:

- September 14<sup>th</sup> – Richmond East, VA Lodge #1947
- September 21<sup>st</sup> – Elgin, IL Lodge #799
- October 19<sup>th</sup> – Cheyenne, WY Lodge #257
- November 2<sup>nd</sup> – Sellersville, PA Lodge #1539
- November 3<sup>rd</sup> – Winter Haven, FL Lodge #1023
- November 16<sup>th</sup> – Vicksburg, MS Lodge #1581

## It’s IRS Form 990 Time! (United States Fraternal Units)

The annual IRS Form 990 can be filed for all fraternal units **beginning May 1, 2019**. Please be reminded that Federal Law requires all Moose Lodges, Chapters, Moose Legions, Associations, and any other unit that has a unique EIN, to file an annual IRS Form 990, 990-EZ or 990-N no later than **September 16, 2019**, for our fiscal year ending April 30, 2019. (As September 15 falls on a Sunday this year, our deadline has been extended to the following business day, Monday, September 16.) Filing a Form 990 is essentially filing income taxes for your fraternal unit. Failure to do so could result in fines, fees, or penalties, as well as the revocation of your unit’s tax-exempt status.

To assist you in completing the IRS Form 990, please refer to our online tutorials. Visit [www.mooseintl.org](http://www.mooseintl.org), enter the Members Area, and then click on **Moose Training > Moose Training Demos & Tools Page > 990 Tax Forms and Help Information**. From there, you can access everything a typical Moose Unit will need to complete their 990 filing. Select the appropriate 990 Tax Form for your Moose Unit based on your Unit’s gross receipts and assets. Click on the “Instructions” link to open the appropriate 990 help presentation. Your Territory/Regional Managers and Chapter Analyst Coordinators are able to provide assistance with your questions, as well as your State 990 or Government Relations Chairman. Should you require further assistance in filing your **Form 990** or **Form 990-EZ**, please contact a certified tax professional who is familiar with Fraternal Organizations. Assistance with **Form 990-N (ePostcard)** can be obtained through Moose International.

If you cannot file the 990 on time, it is essential that you file an extension by September 16, to avoid costly penalties from the IRS. Use Form 8868, which you can find on the IRS website, [www.irs.gov](http://www.irs.gov). All other schedules you may need are also available on the same IRS website.

**CAUTION:** It has been noted that a 'Fraternal Tax Service' has been contacting units across the Moose fraternity. This 'Fraternal Tax Service' usually indicates it will file a version of the Form 990 for a fee. Please note that this company is not in any way related to Moose International, or any of its subsidiaries. Our office has received reports of several incidences where a fraternal unit has utilized the 'Fraternal Tax Services' to prepare and file their Form 990, only to find that the unit's 990 was never filed. This company does not provide proof of filing, nor do they provide your unit with a copy of the 990 they filed on your behalf.

Remember – the appropriate IRS Form 990 for your Moose Unit **must be filed by September 16, 2019.**

### **Valued Veterans**

They fight to keep us safe. They sacrifice to give us freedom. They are the men and women who fight, through the military, for your country. Moose International is doing their part to show appreciation for those men and women through the Valued Veterans Program. Attached is a flyer showing the current merchandise available, displaying the Valued Veterans logo. We've recently added a new knit cap and a women's style polo shirt. Give thanks to those who have fought and sacrificed to keep us safe and free by purchasing a piece of Valued Veterans merchandise for your veterans to proudly wear. Also, print the attached flyer and post in your social quarters for the members to see the new Valued Veterans merchandise. Contact Catalog Sales to place orders: 630.966.2250

<https://shopmoose.mooseintl.org/Our-Products/Valued-Veterans>



# Valued Veterans

Moose Members Serving Then ... and NOW!



#VVWP

Valued Veterans Women's  
Light Grey w/ Pink Camo Polo  
100% Polyester  
Embroidered Logo  
S-XL \$35.95 2XL \$37.95  
3XL \$39.95 4XL \$41.95  
5XL \$43.95



#VVT

Valued Veterans Grey T-Shirt  
90% Cotton 10% Polyester  
Screen Printed Logo  
S-XL \$13.95 2XL \$15.95  
3XL \$17.95 4XL \$19.95  
5XL \$21.95



#VVP

Valued Veterans Grey with  
Snow Camo Polo Shirt  
100% Polyester  
Embroidered Logo  
S-XL \$35.95 2XL \$37.95  
3XL \$39.95 4XL \$41.95  
5XL \$43.95



#VV-1

Valued Veterans  
US Flag/Camo Cap  
Embroidered Logo  
\$17.95



#VV-4

Valued Veterans  
Khaki Knit Cap  
Embroidered Logo  
\$15.95



#VV-3

Valued Veterans  
Can Cooler  
\$1.75



#VV-2

Valued Veterans  
Tan/Camo Cap  
Embroidered Logo  
\$15.95

QTY	ITEM#	DESCRIPTION OF ITEM/SIZE	PRICE	QTY	ITEM#	DESCRIPTION OF ITEM/SIZE	PRICE
SHIPPING AND HANDLING							
TOTAL							

Send Order with Payment to: Catalog Sales  
85 N International Dr. Mooseheart, IL 60539

Please ship the following order, for which you will find  
Check # \_\_\_\_\_ for \$ \_\_\_\_\_ (IL orders add 7% sales tax)

Name: \_\_\_\_\_  
Street No: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Credit Card No: \_\_\_\_\_ Exp Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Please state ITEM # when  
ordering:  
PHONE (630) 966-2250  
FAX (630) 859-3505  
or EMAIL us at:  
catalogsales@mooseintl.org  
www.mooseintl.org

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

PAYMENT BY CREDIT CARD  
WITH AMERICAN EXPRESS,  
MASTERCARD, AND VISA ARE  
ACCEPTED

Orders	Add
Up to \$15.00	\$6.30
\$15.01 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 and up	\$22.75

# 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 14<sup>th</sup> – Richmond East, VA Lodge #1947
- September 21<sup>st</sup> – Elgin, IL Lodge #799
- October 19<sup>th</sup> – Cheyenne, WY Lodge #257
- November 2<sup>nd</sup> – Sellersville, PA Lodge #1539
- November 3<sup>rd</sup> – Winter Haven, FL Lodge #1023
- November 16<sup>th</sup> – Vicksburg, MS Lodge #1581

What you will learn from attending:

- New programs to help attract and retain members and make your lodge more profitable.
- Marketing ideas for the fraternity.
- Strategies for retaining members through a monthly program of communication, programming, and activity tracking.
- Review of the all new Online Mobile Application.
- 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 \$8.00 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 Richmond East: [lmeade@mooseintl.org](mailto:lmeade@mooseintl.org) (RSVP Deadline: Wednesday, September 11<sup>th</sup>)
  - For Elgin: [sbaikie@mooseintl.org](mailto:sbaikie@mooseintl.org) (RSVP Deadline: Wednesday, September 18<sup>th</sup>)

- For Cheyenne: [bcavanaugh@mooseintl.org](mailto:bcavanaugh@mooseintl.org) (RSVP Deadline: Wednesday, October 16<sup>th</sup>)
- For Sellersville: [bpowell@mooseintl.org](mailto:bpowell@mooseintl.org) (RSVP Deadline: Wednesday, October 30<sup>th</sup>)
- For Winter Haven: [rsaindon@mooseintl.org](mailto:rsaindon@mooseintl.org) (RSVP Deadline: Wednesday, October 30<sup>th</sup>)
- For Vicksburg: [lriddler@mooseintl.org](mailto:lriddler@mooseintl.org) (RSVP Deadline: Wednesday, November 13<sup>th</sup>)

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

# 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 Financial Review 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 assigned Territory; including the coordination of transportation by Association representative or Deputy Supreme Governor appointees.
- Verifies information on Recommendation Forms and 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
- Must possess the ability to receive/send communication via phone and e-mail from both home and while traveling in the field.
- If employed in the Quebec province of Canada must be bi-lingual in English and French.

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