

Subject: 191002 Official Communication-Town Hall Meeting deadline;Fall Mbrshp Wrkshp;MH Holiday Lights;Message From MI HR;Mbr Ret Wk;Catalog Sale Entry Mats

Official Communication for October 2, 2019

“One Moose” Town Hall Meeting – deadline to register is this Sunday, October 6th

In November, Moose International will be hosting a “One Moose” Town Hall Meeting in Orlando, Florida to discuss the idea of establishing a single membership model that will provide enhanced opportunities for all members of the Fraternity. For the past two years, the Grand Council of the Women of the Moose and Supreme Council of the Loyal Order of Moose have worked hand-in-hand to establish a strategic plan for women and men to have an equal voice, standing, and opportunity in every Moose Lodge throughout our Fraternity. The time has come for our Fraternity to take action and establish a path forward whereby a husband and wife, brother and sister, and female and male friends have the same opportunity to serve on the Board of Officers and have a lawful vote and voice into the business, programs and activities of the Lodge.

Any interested member of the Fraternity is invited to participate. The Town Hall will take place at the Rosen Shingle Creek Orlando on the weekend of November 1-3, 2019.

Your attendance at this event will provide you with the latest information on unifying our Fraternity into a stronger and more influential voice in more than a thousand communities across the United States, Canada and Great Britain. It is an exciting time to be a Moose member and we hope you join us as we Create Our Future! **Hotel Room Registration closes on Sunday, October 6th – so register now!**

For more information and to register for the event, go to the Programs and Events section of the Moose International website (www.mooseintl.org)

Fall Membership Workshops

Moose International will conduct Regional Membership Workshops, with the next workshop on October 19th. 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:

- October 19th – Cheyenne, WY Lodge #257
- November 2nd – Sellersville, PA Lodge #1539
- November 3rd – Winter Haven, FL Lodge #1023
- November 16th – Vicksburg, MS Lodge #1581

Scheduled workshops include:

- October 19th – Cheyenne, WY Lodge #257
- November 2nd – Sellersville, PA Lodge #1539
- November 3rd – Winter Haven, FL Lodge #1023
- November 16th – Vicksburg, MS Lodge #1581

Mooseheart Holiday Lights

This year Mooseheart will be celebrating their 10th 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 23, 2019. Please visit Moose Charities Website, www.moosecharities.org or call 630.966.2200 for additional details.

A message from Human Resources, Moose International

Current Moose International Field Employment Opportunities:

Territory Manager Position for the following locations:

West Coast Region – Territory No. 42* Washington-North Idaho-Alberta and British Columbia
* This TM position requires the individual to have a valid Passport for travel between U.S. and Canada.

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

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



Member Retention Week, November 3 – 9, 2019

Member Retention Week materials are available on our website and can be accessed through Forms & Documents/Membership/Member Retention Week Materials. Printed materials will not be mailed automatically, but are available, upon request, by contacting Member Services at 630.906.3658 or memberservices@mooseintl.org. This week long program should be embraced by the membership, as it is their week to focus on the fraternal aspects of the fraternity. Remember, four events held during this week will make your lodge/chapter eligible for cash prizes!

Entry Mats

Fall is here and winter is coming fast. Help keep your lodge clean with fresh, new, custom ordered entry mats! Entry mats include standing moose imprint, with option of Lodge/Chapter name and number customization. Several color options available in 3 sizes of mats. Orders take 4-6 weeks for delivery. Return attached order form to Catalog Sales 85 N. International Dr. Mooseheart, IL 60539; catalogsales@mooseintl.org; or fax to 630.859.3505

ORDER FORM

MOOSE LODGE

ENTRYWAY MATS



HORIZONTAL



VERTICAL

Above are reproductions of our fine quality entryway mats that are backed by a **one year** guarantee against wear. The fiber is 100% high density olefin that is soil resistant and will absorb one gallon of water per square yard. The backing is a pliable vinyl that grips even the slickest floor and has a tapered edge to eliminate trip hazards.

These mats are functional, attractive and best of all cost effective.

The Trademark can be applied on a vertical and horizontal mat. Use the term **V** for vertical and **H** for horizontal when ordering.

SPECIAL OFFER

		H	V	SIZE		
_____	#297	<input type="checkbox"/>	<input type="checkbox"/>	3X5'	SINGLE DOOR	\$95.00
_____	#298	<input type="checkbox"/>	<input type="checkbox"/>	4X6'	DOUBLE DOOR	\$130.00
_____	#299	<input type="checkbox"/>	<input type="checkbox"/>	4X8'	SINGLE DOOR RUNNER	\$160.00

MOOSE MAT COLORS



MOOSE IMPRINT COLORS

• Black • Brown • Royal Blue • Beige • Gold • Maroon • Red • Gray • Navy Blue

SPECIFY CHOICE

Mat Color _____ Imprint Color _____

Optional Imprint Lodge Name & No (20 letters maximum \$25.00 per mat) _____

**Maintenance sheets are enclosed with each mat.*

NOTE: Customer will be responsible for proper selection of mat & imprint color.
Allow 4 to 6 weeks delivery. (No Freight Allowed) (Illinois residents add 7% sales tax)

Lodge Name & No. _____

Street No. _____

City _____ State _____ Zip Code _____

Credit Card # _____ Exp. Date _____

Signature _____



Send check or money order - no CODs
CATALOG SALES DEPARTMENT
 Mooseheart, Illinois 60539-1171



PACKING & SHIPPING

**Will be charged at
 ACTUAL SHIPPING COST**



PLEASE STATE CATALOG NUMBER WHEN ORDERING

Phone 630-966-2250
 Fax 630-859-3505

Website catalogsales@mooseintl.org



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 14th – Richmond East, VA Lodge #1947
- September 21st – Elgin, IL Lodge #799
- October 19th – Cheyenne, WY Lodge #257
- November 2nd – Sellersville, PA Lodge #1539
- November 3rd – Winter Haven, FL Lodge #1023
- November 16th – 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 (RSVP Deadline: Wednesday, September 11th)
 - For Elgin: sbaikie@mooseintl.org (RSVP Deadline: Wednesday, September 18th)

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

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

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 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:** _____