



## ADMINISTRATIVE POLICY STATEMENT

**Policy Title: Association Committee Chairpersons Assignment**

**Brief Description:** Assignment of Committee Chairs to Executive Board of Officers  
**Effective:** September 1, 2018  
**Approved by:** VMA Executive Board of Officers  
**Approval Date:** May 5, 2018  
**Policy Contact:** VMA State Secretary  
**Supersedes:** N/A  
**Last Reviewed/Updated:** May 5, 2018

**Applies to:**

- Executive Board of Officers
- Committee Chairperson

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**Reason for Policy:** To better manage the Association Standing Committees

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### I. INTRODUCTION

With the current structure of the Association Standing Committees, all the chairpersons report directly to the VMA President. The purpose of this policy is to assign committees to members of the VMA Executive Board and establish a reporting structure for each chair similar to the structure of the District Presidents.

### II. POLICY STATEMENT

This policy will assign association standing committee chairperson to a VMA Executive Board of Officer.

### III. DEFINITIONS

- Virginia Moose Association – refer to as VMA
- Executive Board of Officers of the Association (Executive Board)- shall consist of: Junior Past President, President, Vice President, Prelate, Treasurer, Secretary, and the Duly Authorized Representative of Moose International or Moose International Special Representative shall serve as Ex-Officio.
- Association standing committees (Committees):  Credentials  By-Laws & Resolutions  Rules & Orders  Training & Education  Audit  Heart of the Community  Activities  Membership  Government Relations  Moose Charities  Loss Prevention  Communications  Scholarships  Virginia House  Massey Cancer  Safe Surfin  Special Olympics Softball  Mooseheart Admissions  Moosehaven Admission  Youth Awareness  Raffle  Higher Degrees  Merchandise
- Subcommittees established –

Activities: o Sports o Family & Youth o Seniors o Mooseheart/Moosehaven  
Membership: o Conservation & Retention  
Government Relations: o Legal Advisor  
Moose Charities: o Endowment o Special Projects as directed by Moose Charities  
Communications: o Webmaster o Publications o Directory o Signs o Memorial o State Photographer o Audio/Visual  
Credentials: o Registration

#### IV. **PROCEDURES**

All Committee Chairmen shall be appointed by the President (with approval of the Executive Board of Officers) and shall serve a term prescribed as: at the conclusion of the Annual Convention until the adjournment of the next Annual Convention or until such time as their successor has been appointed, or until such time as the President removes the Chairman from his duties.

Each Executive Board of Officer will work with their assigned Chairperson and will be responsible for the success/challenge of the committee. The assign chairperson and Executive Board Officer will work together to create, initiate and monitor strategies of the committee. The Executive Board officer will be responsible to the Executive Board for updates, concern's, needs, etc. for each committee assigned to him and will be the face for that committee to the Executive Board. The Executive Board officer can make a recommendation to the President for removal of a Chairman but as describe above the final removal will be at the call of the President.

Committee assignments are as follows:

##### Jr. Past President

- 1) Nominating Committee
- 2) Election Committee
- 3) By-Laws & Resolutions

##### President

- 1) Membership
- 2) Government Relation
- 3) Moose Charities
- 4) Massey Cancer

##### Vice President

- 1) Activities
- 2) Heart of Community
- 3) Loss Prevention

##### Secretary

- 1) A/V
- 2) Convention Manager
- 3) Credentials
- 4) Merchandise
- 5) Raffle
- 6) Association State Trainer Coordinator
- 7) Webmaster
- 8) Signs

##### Prelate

- 1) Audit
- 2) Hospitality
- 3) Safe Surfin
- 4) Special Olympics
- 5) Youth Awareness

##### Treasurer

- 1) Mooseheart
- 2) Moosehaven
- 3) Photographer
- 4) Scholarship