



ADMINISTRATIVE POLICY STATEMENT

Policy Title: Association Provided Lodging & Meals for Conference and Convention

Brief Description: Mid -Year Conference and Annual Convention Lodging and Meal Provided
Effective: September 1, 2018
Approved by: Virginia Moose Association Executive Board of Officers
Approval Date: May 5, 2018
Policy Contact: Virginia Moose Association State Secretary
Supersedes: N/A
Last Reviewed/Updated: September 3, 2018

Applies to:

- Association Board of Officers
- Committee Chairmen

Reason for Policy: To assure funding for the Mid-Year Conference and Annual Convention is spent wisely, by controlling cost of staff lodging and meals that are provided by the association.

I. INTRODUCTION

The Executive Board of the association reviewed cost associated with the mid-year conference and the annual convention and came to the conclusion that there was a need to control staff room and meal cost.

II. POLICY STATEMENT

This policy will state when the Association Board of Officers and the Committee Chairman will have their lodging and banquet meal provided by the association.

III. DEFINITIONS

- Virginia Moose Association – refer to as VMA
- Association Board of Officers - shall consist of: Jr. Past President, President, Vice-President, Prelate, Treasurer, Secretary, and District Presidents. These officers shall be elected at the Annual Convention. Appointed officers shall be: Sergeant-At-Arms, Asst. Sergeant-at-Arms, Inner Guard, Outer Guard. The Duly Authorized Representative of Moose International, special representative(s) and appointee(s), and Supreme Lodge representatives and appointees, who are Active Members in their respective lodges, and whose lodges are in good standing with Moose International and the Association shall also serve on the Association Board of Officers of the Association. All Past Presidents of the Association will be members of the Association Board of Officers of the Association.

- Executive Board of Officers of the Association - 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: 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

A. Mid-Year Conference Lodging and Banquet Ticket (s) provided:

Lodging covering Wednesday night to Saturday night of the Mid-Year Conference will be provided for the following:

- 1) Executive Board of Officers of the Association
- 2) Executive Administrator
- 3) Convention Manager and Asst.
- 4) Audio/Visual Committee
- 5) Credentials Committee
- 6) Hospitality Room Committee
- 7) Merchandise
- 8) Deemed necessary by the Association President

****Anyone other than above checking in on Wednesday will be billed by the association for the one-night lodging payable within 30 days of invoice. Request for Wednesday night lodging must be made by contacting the VMA Office.***

The following listed below will receive lodging to cover Thursday Night – Saturday Night of the Mid-Year Conference:

- 1) Association Board of Officers
- 2) Official Visitor
- 3) Association Training Coordinator
- 4) Audit Chairman
- 5) Heart of the Community Chairman
- 6) Government Relations
- 7) Webmaster
- 8) Signs
- 9) State Photographer
- 10) Massey Cancer
- 11) Safe Surfin
- 12) Youth Awareness
- 13) Higher Degrees
- 14) Raffle
- 15) Moose Charities
- 16) Membership

17) Deemed necessary by the Association President

With the exception listed below, banquet ticket(s) must be picked-up at the registration ticket.

Banquet tickets will be with the registration badge for the following:

- 1) Executive Board of Officers of the Association
- 2) Executive Administrator
- 3) Official Visitor
- 4) Regional Manager
- 5) Territory Managers

B. Annual Convention Lodging and Banquet Ticket (s) provided:

Lodging covering Wednesday night to Saturday night of the Annual Convention will be provided for the following:

- 1) Executive Board of Officers of the Association
- 2) Executive Administrator
- 3) Convention Manager and Asst.
- 4) Audio/Visual
- 5) Credentials Committee
- 6) Hospitality
- 7) Merchandise
- 8) Deemed necessary by the Association President

****Anyone other than above checking in on Wednesday will be billed by the association for the one-night lodging payable within 30 days of invoice. Request for Wednesday night lodging must be made by contacting the VMA Office.***

The following listed below will receive lodging to cover Thursday Night – Saturday Night of the Annual Convention:

- 1) Association Board of Officers
- 2) Official Visitor
- 3) Audit Chairman
- 4) Heart of the Community Chairman
- 5) By-Laws & Resolution (when deemed by the Association President)
- 6) Rules & Orders
- 7) Elections
- 8) Government Relations
- 9) Loss Prevention
- 10) Webmaster
- 11) Publications
- 12) Directory
- 13) Signs
- 14) State Photographer
- 15) Virginia House
- 16) Massey Cancer
- 17) Safe Surfin
- 18) Mooseheart Admissions
- 19) Moosehaven Admissions
- 20) Youth Awareness
- 21) Higher Degrees
- 22) Raffle
- 23) Association Training Coordinator
- 24) Moose Charites
- 25) Membership
- 26) Deemed necessary by the Association President

With the exception listed below, banquet ticket(s) must be picked-up at the registration ticket.

Banquet tickets will be with the registration badge for the following:

- 1) Executive Board of Officers of the Association
- 2) Executive Administrator
- 3) Official Visitor
- 4) Regional Manager
- 5) Territory Mangers

V. Lodging Billed by the Association

The following will have their room reservations made by the Association and will be sent a bill payable within 30 days of Invoice:

- 1) Regional Manager
- 2) Territory Managers
- 3) District Presidents
- 4) District Secretaries

VI. **HISTORY**