

Subject: 181107 Official Communication: Mbr Retention Wk ; A Message From HR; Still Time To Participate in Car Contest; Deadline Colorado Fall Membership Workshop is Today; Catalog Sales FREE GIFTS with all qualifying orders

Official Communication for November 7, 2018



How's your Member Retention Week progressing? Your Lodge/Chapter should be considered the friendliest place in town during this week's special effort in retaining your membership. Remember to enjoy your events and be proud of all the hard work you have done preparing for this week. It will have a positive payout for you and the fraternity. Every member that chooses to become active in YOUR Lodge/Chapter also becomes an active member in our fraternity. A win/win situation that also is a win for the member – as they now have the opportunity to become active in your Lodge/Chapter and take advantage of the many benefits provided to our members. Please remind them to go on-line to view the many benefits offered to our Moose members.

Moose International is proud to be participating in Membership Retention Week as well. Your headquarters staff are making calls to our General Assembly and Allheart expired members throughout the week. We are collecting mittens, hats and scarves for those in need as a community service project. Dress down on Friday is another opportunity to provide donations to our monthly service project. Excitement is in the air here at Moose International and we hope that you are also experiencing this upbeat positive feeling.

We are looking for photos from Lodges/Chapters that have successful events that we can share on our website and also our Heard of Moose Facebook pages. Please e-mail digital photos, along with a description of your events to Kim Thompson at kthompson@mooseintl.org.

We are looking forward to hearing about your week! Remember to submit your Member Retention information/results via the Admin. Menu, under reports.

One week focus – Year-Long Commitment

A message from Human Resources, Moose International

Current Moose International Field Employment Opportunities:

Territory Manager Position for the following location:

Great Lakes Region Territory No. 36 Missouri – eastern Kansas – Iowa
Deadline to submit: Friday, November 16, 2018

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

There's Still Time to Participate in the Membership Campaign Car Contest!

Don't let this opportunity pass you by! You still have time to participate in the Membership Campaign Car Contest. The attached flyer explains the **MEMBERSHIP CAMPAIGN CAR CONTEST** and could help us spread the word about the Moose. Please post this in your lodge and encourage the membership to participate. We can promote the Moose AND have some fun doing it. Good luck!

Deadline for Colorado Fall Membership Workshop is Today

Today is the deadline to register for the Regional Membership Workshop, in Longmont, Colorado. Workshops cover topics such as new trends, retention strategies, member study results, and more. 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:

- **November 10th – Longmont, CO Lodge #1548**
- November 17th – Crawfordsville, IN Lodge #6
- November 17th – Chicopee Falls MA Lodge #1849
- December 8th – South Haven, MI Lodge #697

Tis the season for giving

Catalog Sales has been bitten by the giving bug. While supplies last, we are giving away **FREE GIFTS** with all qualifying orders received between November 7, 2018 and December 31, 2018. Orders totaling \$50 or more (not including S&H/tax) will receive a FREE 5" plush moose key ring. As an extra bonus this year, any order totaling \$100 or more (not including S&H/tax) will receive the FREE key ring and a FREE 7" plush moose. This is a limited time offer.

As a double extra bonus, we are also discounting the Community Service Tommy Moose Plush from \$80/dz. to \$75/dz. on all orders placed between November 7, 2018 and December 31, 2018. Not only are you saving \$5 on every dozen, but you are also getting free shipping on the Tommy Moose Plush because Catalog Sales already covers the shipping costs of Tommy!

Hurry to the online Moose Gift Store to place your orders today! Thank you again for your continued support of our children, seniors, and communities.

<https://shopmoose.moosintl.org/Supply>

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 Auditing 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 region
- 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

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 region 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:** _____

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* With Qualifying Purchase
of Official Moose Merchandise

JUST TO SAY
**THANK
YOU**

Stuffed Moose
5" Key Ring



Orders of \$50 or
more will receive
5" Stuff Moose
Key Ring

Orders of \$100 or
more will receive
BOTH 5" Stuff
Moose Key Ring
& 7" Stuffed Moose

7" Stuffed Moose



**THANK
YOU**

*FOR YOUR CONTINUED SUPPORT OF OUR
YOUTHS, SENIORS, AND COMMUNITIES*

*Free gifts not available for purchase

*Limited Time Only *While Supplies lasts

*Orders Must be received NOV 7, 2018 - DEC 31, 2018

*Must meet minimum order amount - Not including S&H/Tax

Phone Orders:

630.966.2250

Shop Online:

WWW.MOOSEINTL.ORG

Mail Orders:

Catalog Sales






85 N International Dr.

Mooseheart, IL 60539

Show your MOOSE PRIDE

Decorate your vehicle and compete in the Membership Campaign Car Contest!



-  Vehicle must be licensed and "road worthy" as a daily driver.
-  All expenditures will be at the members' expense.
-  Includes cars, trucks SUV's and Motor Homes.
-  Specialty custom vehicle "wraps" are encouraged and allowed.
-  An individual can have more than 1 entry. (No "group" entries.) *(Groups may sponsor and assist an individual.)*




FIRST PLACE: Free registration and 5 nights lodging (for the winner and a member/guest) to attend the 2019 International Convention in Las Vegas, Nevada and a prize packet consisting of Moose memorabilia to include campaign pins and membership promotion items (value not to exceed \$100.00).

SECOND PLACE: Free registration and 5 nights lodging (for the winner and a member/guest) to attend the 2019 International Convention in Las Vegas, Nevada.

THIRD PLACE: Free registration (for the winner and a member/guest) to attend the 2019 International Convention in Las Vegas, Nevada.

HONORABLE MENTION: A prize packet consisting of Moose memorabilia to include campaign pins and membership promotion items (value not to exceed \$50.00).

Contest is open to all active Lodge/Chapter members. Winners will be announced on December 7, 2018 and included in the 2019 Association Mid-Year Conference (Membership Department) video. Prizes will be awarded by the Territory Manager/Association Liaison at an appropriate local/State event and winners will be acknowledged at the 2019 International Convention as well.

-  All photo entries must be submitted by e-mail to the Membership Director (mrios@mooseintl.org) by midnight on November 30, 2018.
-  Photos must include all sides of the vehicle, front and back (and the hood, roof and trunk if decorated) to include license plate to prove eligibility as a daily driver.
-  Submission must include the name of the member, MID #, city, state, and address and Lodge/Chapter affiliation and telephone number.

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:

- November 10th – Longmont, CO Lodge #1548
- November 17th – Crawfordsville, IN Lodge #6
- November 17th – Chicopee Falls MA Lodge #1849
- December 8th – South Haven, MI Lodge #697

What you will learn from attending:

- New trends to help attract and retain members in 2018 and make your lodge more profitable.
- Strategies for retaining members through a monthly program of communication, programming, and activity tracking.
- Review of the Member Rewards program and how you can take advantage.
- 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 \$7.00 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 Longmont: bcavanaugh@mooseintl.org (RSVP Deadline: Wednesday, November 7th)
- For Crawfordsville: dobrien@mooseintl.org (RSVP Deadline: Wednesday, November 14th)
- For Chicopee Falls: bpowell@mooseintl.org (RSVP Deadline: Wednesday, November 14th)
- For South Haven: joconnor@mooseintl.org (RSVP Deadline: Wednesday, December 5th)

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