

Subject: 181411 Official Communication; Database Upgrade Nov 17th 2018 Affects All MI apps; 2nd Qtr HOC Due THURS; Ddlne Submit Mbr Retention Wk Forms this FRI; Notice To Moose Riders and Units w/Moose; Mess From MI HR;Ddne Mbrshp Wrkshp; Ring in NYear

Official Communication for November 14, 2018

Database Upgrade on November 17, 2018 Affecting All Moose International applications

There is a scheduled upgrade of the Moose International database server on Saturday, November 17, 2018, 7 AM to 2 PM Central Standard Time. All applications are affected by this upgrade, including but not limited to LCL, QuickPay, MyRecord, FRUAdmin and Texas Hold 'Em Registration.

We apologize for any inconvenience this may cause.

Information Systems

Second Quarter Heart of the Community Report Due This Thursday, November 15, 2018

The second quarter Heart of the Community Report is due **November 15, 2018**. Remember when filling out the report ask these questions before entering your information 1) Is this item for our members only? If yes, **do not include** on your report. 2) Is this a member doing an item individually? If yes, **do not include** on your report. 3) Is this item our Lodge is doing for the community? If yes, **include** this on your report. 4) Have I included this in the right category? Placing items under the incorrect category is the error that is made the most.

Deadline to submit Member Retention Week Forms is this Friday, November 16, 2018

The deadline to submit your Member Retention form, via the Admin Menu, to be eligible for awards, is this Friday, **November 16, 2018**. We are looking for photos from Lodges/Chapters that have a 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.

Notice To Moose Riders and Units with Moose Riders

It has been addressed earlier this year that the only MOOSE RIDERS patch authorized for the MOOSE RIDERS is one that is indicated in the MOOSE RIDERS Guidelines. If there is to be any difference or alteration of the MOOSE RIDERS patch(s) worn by the members, it has to be, if not already, approved by the Activities department. Please notice that failure to follow the MOOSE RIDERS Guidelines and General Laws will result in your MOOSE RIDERS Lodge activity group being referred to the General Governor for *disbanding* the MOOSE RIDERS Lodge activity group.

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

Deadline for Two Membership Workshops is Today

Today is the deadline to register for the Regional Membership Workshops in Crawfordsville, IN and Chicopee Falls, MA. 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 17th – Crawfordsville, IN Lodge #6**
- **November 17th – Chicopee Falls MA Lodge #1849**
- December 8th – South Haven, MI Lodge #697

Ring in the New Year

The holidays are approaching fast, but it's never too early to start thinking about your Lodge's New Year's Eve Celebration. Let Catalog Sales solve all your party favor needs. Available for sale are party kits filled with tiaras, top hats, balloons, noise makers, leis, blowouts, a banner, and more. Everything your members will need to make ringing in the new year festive and fun! Choose between the Bonanza Party Kit(item # 180) containing party favors for up to 50 guests at just \$54.95 or the Bonanza Deluxe Party Kit(item # 181) for 100 guest at just \$84.95. Call Catalog Sales today to order your party kits and ensure delivery in time for your New Year's Eve Party. 630.966.2250 or email catalogsales@mooseintl.org

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:** _____

Bonanza Deluxe

Party for 100 People

Contents: Catalog #181

- 1 Top Hat (for Bartender)
- 1 Elegant Tiara (for Waitress)
- 5 Plastic HNY Top Hats
- 5 Plastic HNY Derbies
- 45 HNY Glittered Tiaras
- 45 Full Size Fancy Foil Hats
- 50 Colorful Plastic Noisemakers
- 25 Fancy Foil Horns
- 50 Assorted Color Poly Leis
- 25 Festive Party Blowouts
- 50 Assorted Color Balloons
- 1 10' Mylar Banner
- 200 Serpentine Throws

Qty. _____ 100 People @ \$84.95 each

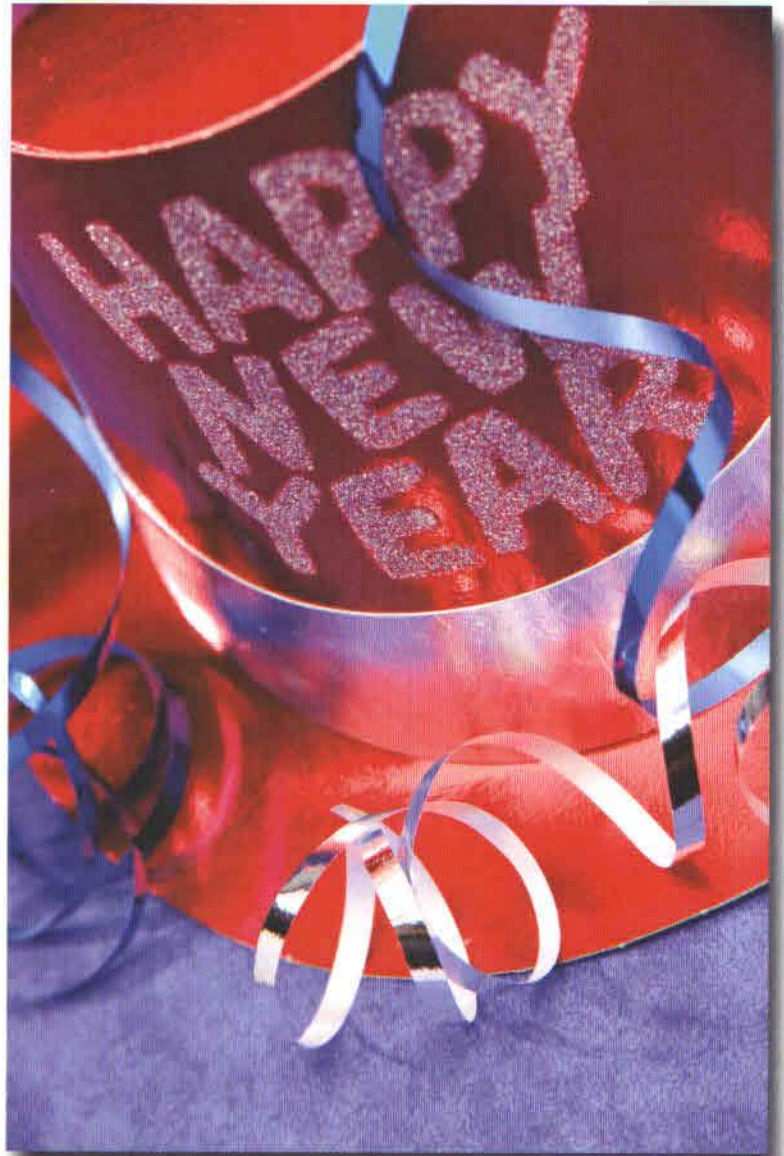
Bonanza -50

Party for 50 People

Contents: Catalog #180

- 1 Top Hat
- 1 Large Plume Tiara
- 3 Plastic Derbies with Happy New Year Band
- 2 Plastic Top Hats with Happy New Year Band
- 25 Happy New Year Tiaras
- 25 Happy New Year Large Foil Hats
- 25 Foil Horns
- 13 Party Blowouts
- 12 HNY Plastic Noisemakers
- 25 Balloons
- 25 Poly Leis
- 100 Throws (5 rolls of 20 throws)
- 1 Banner

Qty. _____ 50 People @ \$54.95 each



NEW YEAR'S EVE *Party Favors*

Send Orders To:

Moose International, Catalog Sales Department, Mooseheart, Illinois 60539-1171

Please ship the following order, for which you will find enclosed Check No.
_____ for \$ _____ (Illinois orders add 7% sales tax.)

Name _____ No. _____

Street No. _____ Box No. _____

City _____

State _____ Zip Code _____

Credit Card # _____ Exp. Date _____

Signature _____



Send check or money order - no CODs
CATALOG SALES DEPARTMENT
85 N. International Drive
Mooseheart, Illinois 60539-1171



PACKING & SHIPPING CHART
Please use this chart to compute
your packaging/shipping cost
These charges represent only part
of the actual cost ... we pay the rest

ORDERS	ADD
Up to \$15.00	\$6.30
\$15.01-\$25.00	\$9.50
\$25.01-\$35.00	\$12.35
\$35.01-\$50.00	\$13.75
\$50.01-\$75.00	\$15.75
\$75.01-\$100.00	\$18.50
\$100.01-\$125.00	\$20.25
\$125.01-\$150.00	\$22.75

Illinois residents please include
7% sales tax.



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:

- 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.