

Subject: 18112918 Official Communication - A message from MI Human Resources; Recognition Plaques Available from Catalog Sales

Official Communication for November 29, 2018

A message from Human Resources, Moose International

Current Moose International Employment Opportunities:

Assistant General Governor – Moose International

Please send your letter of interest to Barbara Irving, Director of Human Resources at birving@mooseintl.org by December 7, 2018

Recognition Plaques Available from Catalog Sales

Need to show recognition to an outstanding moose member, officer, or community member? Catalog Sales has Moose Image Plaques available for purchase. For the low cost of \$42.95, you will receive a large 9" X 12" heavy wooden plaque. The plaque includes an engraving area of 5 ½" X 3", to be engraved locally. Order your Moose Image Plaques today, while supplies last. Contact Catalog Sales at 630.966.2250, catalogsales@mooseintl.org, or shop online at <https://shopmoose.mooseintl.org/Moose-Plaque-295>

MOOSE INTERNATIONAL, INC.
Assistant General Governor

11/29/18

GENERAL SUMMARY:

The Assistant General Governor is responsible for assisting the General Counselor/General Governor in the interpretation of and compliance with the Constitution and General Laws of the Order and Moose International policies.

ESSENTIAL JOB FUNCTIONS:

- Interprets laws of the Order and applies them to lodges, chapters, officers, members, associations and Moose International staff.
- Assists with the compliance of the Order's laws, policies and procedures including mandatory insurance requirements and collaborates with the Grand Chancellor regarding Women of the Moose related issues
- Provides General Governor with status reports and informs General Governor of significant issues or situations involving non-compliance with General Laws necessitating intervention by the General Governor's office.
- May assist in initiating and drafting amendments to the Order's laws which reflect changing conditions, trends, and organizational strategies and initiatives: facilitates internal draft review and participates in approval process through Judiciary Committee, Supreme Council and fraternal membership.
- Assists in approving association by-laws, ensuring association compliance with fraternal laws.
- Receives and evaluates requests for fraternal dispensations - real estate matters (e.g., sales; leases; improvements; new construction; mortgages), investment and reduction of lodge savings, purchase of personal property, contracts, activities and events involving the public, etc.
- Receives and addresses the handling of complex or unique complaints from members and fraternal units (either independently or in conjunction with the General Governor and/or the Membership Department); refers investigational support to fraternal regional management and oversees resolution as appropriate
- Works closely with Moose International staff to assist and educate fraternal units, officers and members in reference to the laws, policies and procedures and to investigate and resolve complaints.
- Plans, drafts, edits and recommends articles for Moose publications to inform, educate, and promote understanding of current and changes laws and policies of the Order.
- Represents the organization at official visitations on behalf of Moose International upon request.

PHYSICAL AND MENTAL REQUIREMENTS:

- Excellent written and verbal communication skills, including speaking before large groups.
- Ability to comprehend complex ideas, develop solutions to problems and analyze data.
- Ability to successfully handle multiple tasks and projects simultaneously.
- Ability to work in a fast paced environment and handle multiple tasks in a changing organization.

MINIMUM REQUIREMENTS:

- A loyal team player.
- Able to maintain confidentiality of sensitive information.
- Knowledge of General Laws and Moose International policies.
- Knowledge of Moose fraternal organization - its structure, leadership, history, rules, and formal/informal relationships within Moose International, Inc. and its subsidiaries, subordinate units and related organizations.
- Experience working with volunteers a plus.
- Excellent organizational and interpersonal skills, and detail oriented.
- Working knowledge of Windows XP and Microsoft Office products including Excel and PowerPoint.

BENEFITS (eligible first of month after date of hire):

- Free basic life, AD+D, Short and Long Term Disability, EAP
- Medical, Dental, Vol Life, Vision, FSA, Accident and Critical Illness options
- 401(k) with company match (after 1 year)
- Paid time off: holidays, personal time off, accrued vacation
- Fitness Center

Kindly submit letter of interest with qualifications to:

Barbara Irving, Director of HR, HR Dept., Moose Intl. birving@mooseintl.org

Position will be opened to Moose member candidates until Dec. 7, 2018

Moose Image Plaque



\$42.95

Item #295

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an outstanding member
or officer*

*Special award in
within the community*

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