

Exalted Ruler-Elect Checklist

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| <input type="checkbox"/> | Register at Elks.org |
| <input type="checkbox"/> | Review Section 12.020 of the Statutes-Exalted Ruler Duties & Responsibilities |
| <input type="checkbox"/> | Review Section 16.040 of the Statutes (House Committee/Governing Body) |
| <input type="checkbox"/> | Review all other Grand Lodge Statutes, including opinions and decisions as time allows |
| <input type="checkbox"/> | Review Bylaws of the Lodge |
| <input type="checkbox"/> | Read Exalted Ruler's, Officers, and Committee Members Manual (elks.org) |
| <input type="checkbox"/> | Review Rituals of Local Lodges-Rehearse the Opening, Closing, and Initiatory Rituals (elks.org) |
| <input type="checkbox"/> | Review Robert's Rules of Order (elks.org) |
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| | Program Manuals (available through Elks.org or your Lodge Secretary) |
| <input type="checkbox"/> | Read Auditing & Accounting Manual—Auditing & Accounting Committee, Business Office |
| <input type="checkbox"/> | Read Rituals of Special Services—Flag Day Service, Memorial Service, and Funeral Service |
| <input type="checkbox"/> | Read Grand Lodge Program for 2015/2016 |
| <input type="checkbox"/> | Read Americanism Manual-Americanism Committee |
| <input type="checkbox"/> | Read Lodge Activities Manual—Lodge Activities Committee |
| <input type="checkbox"/> | Read Membership Program & Planning Manual—Membership Committee |
| <input type="checkbox"/> | Read Government Relations Manual—Government Relations Committee |
| <input type="checkbox"/> | Read Investigation Interview Committee Manual-Investigating Committee |
| <input type="checkbox"/> | Read National Veterans Service Committee Manual—Veterans/National Service Committee |
| <input type="checkbox"/> | Read Media Relations Handbook—Public Relations Committee |
| <input type="checkbox"/> | Read Elks Drug Awareness Manual—Drug Awareness Committee |
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| | Obtain and Review Lodge Financial Documents |
| <input type="checkbox"/> | YTD Profit & Loss Statement (Bar, Bingo, Games of Chance, Banquet/Catering/Function Hall, Lodge, etc.) |
| <input type="checkbox"/> | Most Recent Monthly Profit & Loss Statement (for each operational area of the Lodge) |
| <input type="checkbox"/> | Current Annual Budget (work with committee chairmen to propose changes for coming year) |
| <input type="checkbox"/> | Most Recent Treasurer's Report |
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| <input type="checkbox"/> | Appoint Lodge Officers |
| | <input type="checkbox"/> Esquire |
| | <input type="checkbox"/> Chaplain |
| | <input type="checkbox"/> Inner Guard |
| | <input type="checkbox"/> Tiler |
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| <input type="checkbox"/> | Appoint Lodge Committees |
| | <input type="checkbox"/> Auditing & Accounting Committee (See 13.040) |
| | <input type="checkbox"/> Public Relations Committee (See 13.024) |
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| | <input type="checkbox"/> Activities Committee (See 13.021) |
| | <input type="checkbox"/> Community Projects & Activities Subcommittee |
| | <input type="checkbox"/> Youth Activities Subcommittee |
| | <input type="checkbox"/> Hoop Shoot Subcommittee |
| | <input type="checkbox"/> Drug Awareness Subcommittee |

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| | <u>Appoint Lodge Committees</u> |
| <input type="checkbox"/> | Fraternal Committee (See 13.022) |
| <input type="checkbox"/> | Americanism Subcommittee |
| <input type="checkbox"/> | Elks National Foundation Subcommittee |
| <input type="checkbox"/> | Flag Day Subcommittee |
| <input type="checkbox"/> | Elks Memorial Day Subcommittee |
| <input type="checkbox"/> | Membership Subcommittee (Membership, Lapsation, Orientation, Investigation) |
| <input type="checkbox"/> | Lodge Activities Subcommittee |
| <input type="checkbox"/> | Veterans/National Service Subcommittee |
| <input type="checkbox"/> | Accident Prevention Chairman (see 12.070) (responsibility of Board of Directors or Trustees) |
| <input type="checkbox"/> | PER Association President (see 13.190) |
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| | <i>Other Committees & Positions</i> |
| <input type="checkbox"/> | Presiding Justice (See Section 13.020) |
| <input type="checkbox"/> | Lodge Mediator (See Section 13.020) |
| <input type="checkbox"/> | House Committee (If Lodge required by the Lodge Bylaws) |
| <input type="checkbox"/> | Soccer Shoot Chairperson |
| <input type="checkbox"/> | Government Relations Chairperson |
| <input type="checkbox"/> | State Major Project Chairperson (Maine Children's Cancer Program) |
| <input type="checkbox"/> | MCCP Elliott & Friends Chairperson (MEA) |
| <input type="checkbox"/> | Scholarship Committee (ENF & MEA) |
| <input type="checkbox"/> | MCCP Major Project Endowment Fund (\$100k Club) Chairperson |
| <input type="checkbox"/> | Bingo Committee (If your Lodge has Bingo) |
| <input type="checkbox"/> | Ritualistic Chairperson (Consider entering Ritual Contest) |
| <input type="checkbox"/> | MEA Motorcycle Riders Representative |
| <input type="checkbox"/> | MEA State Trustee (State Officer, may be an elected position in your Lodge) |
| <input type="checkbox"/> | Membership Management Team (ER, Leading Knight, Secretary, Membership Chair, plus 1 member for every 100 members in the Lodge) |
| <input type="checkbox"/> | Newsletter Editor |
| <input type="checkbox"/> | Any other Local Lodge Committees not Listed Above (e.g. special events, projects, etc.) |
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| | <u>Planning Documentation</u> |
| <input type="checkbox"/> | Obtain Pocket Calendar or use Calendar on Smart Phone or other device |
| <input type="checkbox"/> | Obtain Binder for all Lodge Documents and Plan |
| <input type="checkbox"/> | Fill out Calendar with the following Items (You can use Lodge Planning Calendar): |
| <input type="checkbox"/> | Officer Installation (per 12.010 of the Statutes-Between 3/15 and 4/15) |
| <input type="checkbox"/> | Regular Lodge Meetings (Lodge Bylaws) |
| <input type="checkbox"/> | Board of Director/Trustee Meetings (12.070) |
| <input type="checkbox"/> | Governing Body/House Committee Meetings (16.040) |
| <input type="checkbox"/> | Flag Day Services (on or near June 14 th) |
| <input type="checkbox"/> | Elk Memorial Services (1 st Sunday in December) |
| <input type="checkbox"/> | Grand Lodge & State Contest and Award Deadlines (visit elks.org) |
| <input type="checkbox"/> | Regular Lodge Events |
| <input type="checkbox"/> | New Lodge Events |

| <u>GOAL SETTING</u> | |
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| <u>MEMBERSHIP</u> | |
| <input type="checkbox"/> | Net membership gain of 3% (or more based on April 1 st totals) GOAL _____ |
| <input type="checkbox"/> | Gross membership gain of 10%: GOAL _____ |
| <input type="checkbox"/> | Lapsation <2% of membership as of April 1 st GOAL _____ (no more than this dropped) |
| <input type="checkbox"/> | Delinquents as of July 1 st GOAL _____ (15% of April 1 st Membership) |
| <input type="checkbox"/> | Delinquents as of August 1 st GOAL _____ (13% of April 1 st Membership) |
| <input type="checkbox"/> | Delinquents as of September 1 st GOAL _____ (12% of April 1 st Membership) |
| <input type="checkbox"/> | Delinquents as of October 1 st GOAL _____ (10% of April 1 st Membership) |
| <input type="checkbox"/> | Delinquents as of November 1 st GOAL _____ (8% of April 1 st Membership) |
| <input type="checkbox"/> | Delinquents as of December 1 st GOAL _____ (6% of April 1 st Membership) |
| <input type="checkbox"/> | Delinquents as of January 1 st GOAL _____ (5% of April 1 st Membership) |
| <input type="checkbox"/> | Delinquents as of February 1 st GOAL _____ (3% of April 1 st Membership) |
| <input type="checkbox"/> | Delinquents as of March 1 st GOAL _____ (2% of April 1 st Membership) |
| <input type="checkbox"/> | Every Lodge Officer (Elected & Appointed) brings in 1 new/reinstated member |
| <u>ELKS NATIONAL FOUNDATION</u> | |
| <input type="checkbox"/> | ENF Per-Capita Goal of \$4.75 per member (April 1 st Membership X \$4.75 = \$ _____) |
| <input type="checkbox"/> | If goal above is reached, shoot for double at \$9.00 x April 1 st Membership = \$ _____ |
| <input type="checkbox"/> | If goal above is reached, shoot for triple at \$14.00 x April 1 st Membership = \$ _____ |
| <input type="checkbox"/> | 100% of Officers participating (making donations to ENF) |
| <input type="checkbox"/> | Foundation Pledge by Lodge Auxiliary/Emblem Club |
| <input type="checkbox"/> | 5 New Subscribers <input type="checkbox"/> 10 New Subscribers <input type="checkbox"/> 15 New Subscribers <input type="checkbox"/> 20 New Subscribers |
| <u>GRAND LODGE PROGRAMS</u> | |
| <input type="checkbox"/> | Americanism Programs (50 total for the year or 4 per month) <input type="checkbox"/> Essay Contest |
| <input type="checkbox"/> | Youth Activities (50 total for the year or 4 per month) |
| <input type="checkbox"/> | Veteran Programs (50 total for the year or 4 per month) |
| <input type="checkbox"/> | Veteran Donations (Cash or Other, \$5000 for the year) |
| <input type="checkbox"/> | Public Relations Media for each event (50 Total for the Year or 4 per month) |
| <input type="checkbox"/> | Drug Awareness Program <input type="checkbox"/> Coloring Contest, <input type="checkbox"/> Poster Contest, <input type="checkbox"/> Essay Contest, <input type="checkbox"/> Red Ribbon |
| <input type="checkbox"/> | Hoop Shoot Program (Assigned to: _____, Date: _____) |
| <u>OTHER GOALS</u> | |
| <input type="checkbox"/> | Lodge Scholarship Program (not MVS) (Assigned to: _____) |
| <input type="checkbox"/> | Eagle Scout Recognition (Assigned to: _____) |
| <input type="checkbox"/> | Girl Scout Gold Recognition (Assigned to: _____) |
| <input type="checkbox"/> | Lodge Newsletter/Bulletin Published each Month (Assigned to: _____) |
| <input type="checkbox"/> | Lodge Virtual Home Page on Elks.org (Assigned to: _____) |
| <input type="checkbox"/> | Organ Donor Program (Assigned to: _____) |
| <input type="checkbox"/> | Citizen of the Year (Awarded to: _____) |
| <input type="checkbox"/> | Elk of the Year (Awarded to: _____) |
| <input type="checkbox"/> | Officer of the Year (Awarded to: _____) |
| <input type="checkbox"/> | Outstanding Member Awards (Awarded to _____ & _____) |

COMMITTEE ASSIGNMENTS

| <u>COMMITTEE</u> | <u>CHAIRMAN</u> |
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| Auditing & Accounting (REQUIRED) | |
| Public Relations (REQUIRED) | |
| Activities Committee (REQUIRED) (Oversees Community Projects, Youth Activities, Hoop Shoot, Drug Awareness) | |
| Fraternal Committee (REQUIRED) (Oversees Americanism, ENF, Flag Day, Elks Memorial Day, Membership, Lapsation, Orientation, Investigating, Veterans) | |
| Accident Prevention (REQUIRED) (chosen by BOD/Trustees) | |
| Presiding Justice (REQUIRED) | |
| Lodge Mediator (REQUIRED) | |
| Community Projects & Activities | |
| Youth Activities | |
| Hoop Shoot | |
| Drug Awareness | |
| Americanism | |
| Elks National Foundation | |
| Flag Day | |
| Elks Memorial Day | |

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| Membership | |
| Lapsation | |
| Orientation | |
| Investigating | |
| Lodge Activities | |
| Veterans/National Service | |
| PER Association President (May be elected by PER Association) | |
| Ritualistic | |
| Soccer Shoot | |
| Government Relations | |
| State Major Project (Maine Children's Cancer Program) | |
| MCCP Elliott & Friends | |
| Scholarship Committee (MVS & Lodge) | |
| MCCP Major Project Endowment (100K) | |
| MEA Motorcycle Riders Representative | |
| House Committee (if required by Bylaws) | |
| Bingo (If your Lodge has Bingo) | |

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| Newsletter Editor | |
| Membership Management Team (ER, Leading Knight, Secretary, Membership, and one per 100 members of your Lodge) | Exalted Ruler: Leading Knight: Secretary: Membership Chair: Member: Member: Member: Member: Member: |
| ENF Grant Coordinator | |
| Website Administrator/Cyber-assistant for Elks.org Lodge Virtual Home Page | |
| Other Lodge Committees | |
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