Maine Elks Association



Officer & Committee Chair

Duties & Responsibilities

Recommended by the
MEA Past State President’s Association

Revised 2023

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# Introduction

For many years, the Maine Elks Association has operated under the premise that the duties and responsibilities of each Officer and Committee Chairman are passed on through word of mouth. Unfortunately, not all information is passed on to an Officer or Committee Chairman’s successor. Because of this, many of the State Officers and Committee Chairmen do not have a full understanding of what is expected of them to fulfill their duties and responsibilities.

In 2022, the MEA Past State President Association began an effort to reach out to the members of that association to share their extensive knowledge and experience to establish a definitive list of the duties and responsibilities of the Officers and Committee Chairmen. A web page on the MEA Website was created to provide for a standardized form that recorded their input and placed it into a database on the website.

After the Past State President’s provided their input, we asked the current Officers and Committeemen for their input as well. The information from both groups was compiled, and the results were reviewed by the Past State President’s Association and are included in this booklet. The booklet was presented to the Maine Elks Association for their approval and adoption.

For some officers, duties and responsibilities are outlined in the association’s bylaws. However, not all duties and responsibilities that are expected of those officers are included in those bylaws. All duties and responsibilities as required by the bylaws, and the additional duties assigned to these officers have been included in this booklet. In addition, other duties and responsibilities in this booklet also can be found in the Grand Lodge Program manuals.

Once the definitive list of the duties and responsibilities were established and approved, changes to this document can be made at any time in the future as needed, including the addition of new committees, merging of committees, or the removal of committees. Officer positions are expected to remain constant throughout the years, but these too can be modified as needed to meet the demands of the association.

We hope that this document will help answer any questions that Officers, and Committee Chairmen may have regarding what is expected of them, and that they have a definitive resource that will be available that lists their duties and responsibilities so that they can fulfill their position to the fullest for the Maine Elks Association.

# Maine Elks Association Officers

The Officers of the Maine Elks Association hold have an important role in leading the organization, and many of them have duties and responsibilities that are outlined in the Association’s Bylaws. Those duties and responsibilities will be included here, along with other assigned duties and responsibilities that have traditionally been held by the various positions.

The Officers of the Maine Elks Association that are listed in this booklet include:

* State President
* President-Elect
* 1st Vice-President
* 2nd Vice-President
* Secretary
* Treasurer
* Administrative Assistant
* Sergeant-at-Arms
* Tiler
* Chaplain
* Board of Trustees Chairman
* Board of Trustees Secretary
* Board of Trustees Member

On the following pages, you will find the recommended duties and responsibilities for each of the Officer Positions listed above.

# State President

The State President is the Chief Executive Officer of the Maine Elks Association and has oversight of the entire operation of the State Association. Their role is to lead, organize, and motivate the members of the association to promote the programs of the Grand Lodge and State Association, and further the purposes of the Order.

**Duties & Responsibilities**

* Attend and Preside over all Maine Elks Association Meetings including the preservation of order, decisions on all questions of order subject to the appeal to the association.
* Make a report at each state meeting of his/her activities since the previous report.
* Appoint the following officers: Administrative Assistant, Sergeant-at-Arms, Chaplain, and Tiler.
* Appoint all Committees, unless otherwise specified in the Bylaws
* Fill all committee and officer vacancies unless otherwise specified in the Bylaws
* Perform all other duties that may be imposed upon him/her by law, and are customarily performed by presiding officers
* Communicate regularly with the appointed Administrative Assistant on matters affecting the association, and state president visitations.
* Communicate regularly with all State Committee Chairs to assure they have the resources they need, to determine if they are having any difficulties, and to assure that they are fulfilling their duties and responsibilities as outlined in this guidebook.
* Communicate regularly with the members of the association through the Public Relations team. Produce a monthly message to the members be published on the MEA Website and the electronic newsletter.
* Call for Special Meetings of the Association as needed.
* Make Official Visitations to the Local Lodges, or if unable to direct the President-Elect or Vice-Presidents, or any other Officer of the Association to make the visitation on his/her behalf.
* Attend all State Trustee Meetings
* Attend all State Sponsored activities and events if scheduling allows. This includes the State Hoop Shoot, Soccer Shoot, Ritual Contest, GER Banquet, State Convention, and any other major events that support the objectives of the State Association and its Major Project.
* Serve as the host for the annual visitation of the Grand Exalted Ruler and assure that the guests are treated well according to Elk protocol throughout their visit.
* Attend the annual Grand Lodge Session, including the attendance at all business sessions and any other duties that may be asked of him/her by the Grand Lodge such as the parade of flags, seminars, and other events.
* Coordinate with the State Secretary to develop an agenda for upcoming state association meetings including the order of business.
* Prepare for the State Convention by communicating with the State Convention Director as to the presentation of special awards and their recommended requirements. These include the State Elk of the Year, Officer of the Year, Committeeman of the Year, Spouse of the Year. The State President should provide the State Convention Director with the list of recipients no later than March 15th so that they can order the awards.
* Prepare a final speech to the membership to be presented at the Saturday Night banquet during the State Convention. The speech should be uplifting, motivational, and offer a brief review of the accomplishments during the past year. No time limit is specified, but it is recommended that the State President speak for no more than 15 minutes.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Coordinate with the State Memorial Service Director and serve as the presiding officer over the annual Memorial Service at the State Convention
* Be prepared to speak to the members during State President visitations to congratulate them on their good works, and encourage them to continue supporting the Lodge, our Charitable work, and the Programs of the Order.

# President-Elect

The President-Elect is primarily responsible for serving in place of the State President should they be unable to perform their duties, to prepare for their year as State President, and to run the hospitality room at the Grand Lodge Convention.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on their activities since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* It shall be the duty of the President-Elect to assist the State President in conducting the business of the Association, and to preside over State Meetings in his/her absence.
* In the absence or inability of the President to act, the President-Elect shall perform the duties of the President.
* Make official visitations to the Local Lodges on behalf of the State President at his direction.
* Organize and run a Pre-Convention Meeting in coordination with the incoming State President. At this meeting, the topic of discussion will be on what to expect at the Grand Lodge Convention and determining needs for the hospitality room.
* Organize and run the state hospitality room at the Grand Lodge Convention, which includes fundraising to offset the hospitality room costs.
* Prepare and present a report of the state hospitality room income & expenses at the August State Meeting.
* Review and fully understand the MEA Bylaws
* Review the Grand Lodge New Lodge Development Manual and become thoroughly familiar with its contents. Work with the Vice-Presidents to develop a plan to create new Lodges within the State of Maine.
* Discuss potential Officer and Committee Chair appointments for the upcoming year with the current State President and obtain recommendations from him/her as well as the Past State President’s Association advisors.
* Develop a list of all proposed appointments to be made to fill all appointive officer and committee chair positions before the MEA State Convention, and communicate this to the State Secretary, Incoming Administrative Assistant, State Sponsor and Special Deputy for their review and input.
* Discuss appointments and re-appointments directly with all incoming officers and committee chairs and discuss with them your plans and goals for the upcoming year. Also, obtain their input on how the association can improve its service to the people of Maine through the work of the association and its committees.
* Prepare an acceptance speech to explain the goals of the association for the coming year and to motivate the members.
* Prepare for the installation of officers by designating an installing officer for the ceremony.
* Coordinate with the President-Elect’s Lodge and the State Convention Director regarding an incoming state president’s reception and toast to assure that food, beverages, and space has been arranged.
* Send invitations to all Grand Lodge Dignitaries of the State Association (PGER Sponsor, Current Grand Lodge Officers, Current Grand Lodge Committeemen, Special Deputy, District Special Representatives), Past State Presidents, Current State Officers and Committee Chairs, and incoming State Officers and Committee Chairs. Also, dignitaries from the President Elect’s Local Lodge, Family Members, Friends, and any other person the President-Elect would like to share in this special event.
* Develop an optional pin design for distribution during the State President year. Pins are traditional, but purely optional as the cost is borne by the officer.
* Develop a pin design for a State President Coin and coordinate with the Past State President’s Association to create the coin. The Past State President’s Association will bear the cost of creating and selling the coin.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Participate in the ritual of the annual Memorial Service held during the annual State Convention.
* With input from the District Deputy, decide on a recipient for the Exalted Ruler of the Year in the President-Elect’s district. Communicate the name of the recipient to the State Convention Director by March 15th so that the award can be ordered.
* Consult with the Special Deputy and/or Sponsor should the State Convention Committee inform him/her of the need to use a backup venue or an alternative one-day Annual Meeting event due to circumstances beyond the control of the State Convention Committee or the venue hosting the event. After consultation with the Special Deputy and/or Sponsor, inform the State Convention Committee of their decision, and arrange to have the information disseminated to the association membership.

# 1st Vice-President

The 1st Vice-President is primarily responsible for assisting the MEA State President and other officers to help fulfill their duties & responsibilities.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the officer since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Make official visitations to the Local Lodges on behalf of the State President at his direction.
* Review and fully understand the MEA Bylaws
* Review the Grand Lodge Developing New Elk Lodges Manual and become thoroughly familiar with its contents as the 1st Vice-President has been designated to be a standing member of the New Lodge Development Committee.
* In the absence or inability of the State President and President-Elect to act, the 1st Vice-President shall perform the duties of the President.
* Monitor the performance of State Association Committee Chairman and make recommendations to the President-Elect and State President.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Participate in the ritual of the annual Memorial Service held during the annual State Convention.
* With input from the District Deputy, decide on a recipient for the Exalted Ruler of the Year in the 1st Vice-President’s district. Communicate the name of the recipient to the State Convention Director by March 15th so that the award can be ordered.

# 2nd Vice-President

The 2nd Vice-President is primarily responsible for the State Association’s major fundraiser which is currently the Calendar Raffle.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the officer since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Make official visitations to the Local Lodges on behalf of the State President at his direction.
* Organize and Conduct the State Association’s Major Fundraiser
* Review and fully understand the MEA Bylaws.
* Review the Grand Lodge Developing New Elk Lodges Manual and become thoroughly familiar with its contents.
* In the absence or inability of the State President and President-Elect, and 1st Vice-President to act, the 2nd Vice-President shall perform the duties of the President.
* Monitor the performance of State Association Committee Chairman and make recommendations to the President-Elect and State President.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Participate in the ritual of the annual Memorial Service held during the annual State Convention.
* With input from the District Deputy, decide on a recipient for the Exalted Ruler of the Year in the 2nd Vice-President’s district. Communicate the name of the recipient to the State Convention Director by March 15th so that the award can be ordered.

# State Secretary

The State Secretary is primarily responsible to serve as the State Association’s keeper of records and correspondence and is the primary point of contact for the State Association.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Keep a true record of the proceedings of all State Association Meetings
* Preserve all books, records, and documents of the State Association
* Maintain up-to-date copies of the Grand Lodge Statutes, State Association Bylaws, and Grand Lodge & State Association Directory.
* Maintain the State’s Charity Records Book, including the entry of data received from State Officers and Committee Chairs and enter this into the Grand Lodge’s Charity Record system.
* Provide the Grand Lodge with updated contact information pertaining to the officers and state committees of the association annually for the Grand Lodge & State Association Directory and Grand Lodge Directory on Elks.org.
* Attend to all correspondence with the State Association both internal and external. Any response provided should be made with the approval of the State President.
* Prepare and submit an annual report to the Association on all monies received.
* Record all monies received by the Association and turn them over to the State Treasurer.
* Send invoices to each Lodge for their annual state per-capita dues, provide credentials to each Lodge based on the number of delegates they are entitled to have for the annual meeting.
* Make a report of the activities of the office of State Secretary and to bring attention to issues affecting the business office of the State Association and the association in general.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review and fully understand the MEA Bylaws
* Assist the State Auditing & Accounting Committee in their review of the State Association’s finances, and ~~to~~ assist with the preparation of the annual audit.
* Prepare and distribute the MEA State Directory to all Grand Lodge Representatives, State Officers, and State Committee Chairmen. Up-to-date PDF Versions of the Directory are to be sent to the MEA Public Relations Team for uploading to the association’s website.
* Participate in the ritual of the annual Memorial Service held during the annual State Convention.

# State Treasurer

The State Treasurer is primarily responsible for maintaining the financial records of the State Association and to receive and pay bills.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Receive and be the custodian of all money belonging to the State Association.
* Pay out of the money of the association upon proper warrant drawn by the Secretary and countersigned by the President.
* Prepare and present a Treasurer’s Report of the status of the State Association’s finances at each State Meeting. The Treasurer’s report to include all bank and investment balances.
* Submit a report to the Annual Meeting showing the transactions of the office during the preceding year.
* Provide the State Trustee Chairman and Board of Trustees the year-to-date budget and assist with the preparation of the annual state budget.
* Provide financial reports to Grand Lodge representatives, State Association Officers, State Committee Chairman, and Members upon request.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Assist the State Auditing & Accounting Committee in their review of the State Association’s finances, and to assist with the preparation of the annual audit.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Attend in the annual Memorial Service held during the annual State Convention.

# Administrative Assistant

The State Administrative Assistant is primarily responsible for providing advice and counsel to the State President during his/her term in office, and to serve as a liaison between the State President and the Local Lodges.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the officer since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster on the activities of the State President and the Association.
* Provide advice and counsel to the MEA State President as needed.
* Inform Elk Lodges of the State President and First Lady’s (or First Man’s) preferences to prepare for their official visitation.
* Provide amenities for Grand Lodge dignitaries in their hotel rooms when they attend the State Convention.
* Monitor the performance of State Association Committee Chairman and make recommendations to the President-Elect and State President.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Attend the annual Memorial Service held during the annual State Convention.
* Collect information on the President-Elect and future First Lady (or First Man) on the preferences of bed, location of room (i.e., 1st Floor, near elevator, etc.), favorite beverages, colors, shirt sizes, flowers, and if they prefer cheese and crackers or veggie tray in their room. Also, to determine if there are any dislikes or allergies to foods and have other special preferences such as coffee or tea after dinner. Determine if the State President and First Lady (or First Man) have a special charity that they would like donations made on their behalf if a Lodge does not have a specific gift for them.
* Have Lodge make room reservations for the State President, and anyone else traveling with them. Provide them with the location of their hotel including physical address, telephone number, and check-in and check-out times.
* Have Lodge place refreshments in their room before the State President and First Lady arrive, and to fill their ice bucket.
* Have the Lodge contact the State President and determine their arrival time at the hotel so that members from the Lodge can meet and visit with them when they arrive.
* Have the Lodge inform the State President and First Lady if there will be someone taking them to and from the Lodge during their visit.
* Have the Lodge inform the State President of the schedule of events and activities during their visit at least two weeks in advance. The state President and First Lady should be made aware of what attire will be for each event or activity. If the President is to speak or recite the 11 O’clock Toast, the Lodge should inform the State President of this before they arrive at the event.
* Remind the Exalted Ruler of the Lodge that they are to be attentive to the State President and First Lady during the entire visit. If they are unable to do this themselves, they should appoint another member to perform this duty as they are a guest in the Lodge.
* Send copies of the letter to the Lodge to the State President, Vice-President, and District Deputy in that District, Exalted Ruler, Lodge Secretary through the Lodge e-mail address. Also send a copy to Grand Lodge Officers and Committeemen who reside in the district.

# State Sergeant-at-Arms

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the officer since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Conduct a 50/50 raffle at each State Association meeting with the assistance of the State Tiler.
* Participate in the ritual of the annual Memorial Service held during the annual State Convention.

# State Tiler

The Tiler shall have charge of the doors of the hall in which meetings are held.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the officer since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Conduct a 50/50 raffle at each State Association meeting with the assistance of the State Sergeant-at-Arms.
* House and maintain the State Associations equipment needed for all State Association meetings including sound system, flags, banners, and other regalia.
* Attend the annual Memorial Service held during the annual State Convention.

# State Chaplain

The State Chaplain provides uplifting spiritual guidance to the members of the State Association by providing an invocation and benediction at all state meetings and functions.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare an invocation and benediction to be given at each State Meeting and at State Functions.
* Prepare and Present a Report on activities of the officer since the last meeting and present a written report to the State Secretary.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Participate in the ritual of the annual Memorial Service held during the annual State Convention.

# State Board of Trustees Chairman

The association’s Board of Trustees consist of representatives from each Elk Lodge in the State of Maine. The Trustees take general charge of the association’s property and provide direction in its affairs. It is the governing body of the association. The Chairman is elected annually by the Board following the installation of officers at the State Convention. The Chairman primarily serves as the liaison between the State Trustees and the Association and presides over the State Trustee Meetings.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Attend and Preside over all State Trustee Meetings
* Call for Special Trustee Meetings as needed and ensure that all State Trustee and State Officers are notified well in advance.
* Coordinate and provide information and communications from the State Association to the Board of Trustee members.
* Prepare an annual budget in March of each year with the assistance of the State Treasurer.
* Prepare and Present a Report of the activities and decisions of the MEA Board of Trustees at each meeting, including recommendations on the expenditure of money and/or changes to the annual budget.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Attend the annual Memorial Service at the State Convention.
* Monitor State Budget

# State Board of Trustees Secretary

**Duties & Responsibilities**

* Attend all State Association Meetings
* Attend all State Trustee Meetings
* Maintain the meeting records of all State Trustee meetings and report the previous meeting’s minutes at each State Trustee Meeting.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Attend the annual Memorial Service at the State Convention.
* As a member of the Board of Trustees, assist with the preparation of an annual budget in March of each year with the assistance of the State Treasurer.
* Maintain an inventory of all Maine Elks Association physical assets.
* Monitor State Budget

# State Board of Trustees Member

Members of the State Board of Trustees are either elected or appointed by their Local Lodge to represent them at the Maine Elks Association. The duties of a State Trustee are as follows:

**Duties & Responsibilities**

* Attend all State Association Meetings
* Attend all State Trustee Meetings
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Serve as the Representative of the Trustee’s Lodge to the Association and State Board of Trustees
* Attend the annual Memorial Service at the State Convention.
* Assist the MEA 2nd Vice-President by promoting and participating in the association’s major fundraising campaign.
* As a member of the Board of Trustees, assist with the preparation of an annual budget in March of each year with the assistance of the State Treasurer.
* Analyze the MEA Budget and make recommendations to the Board of Trustees on changes to keep the budget in line with expectations.
* Monitor the State Budget

# Committee Chairmen

The Committees of the Maine Elks Association serve an important role in conducting the Programs of the Grand Lodge and the State Association. Many of the committees have duties and responsibilities that are outlined in the Association’s Bylaws. Those duties and responsibilities will be included here, along with other assigned duties and responsibilities that have traditionally been held by the various positions.

The Committees of the Maine Elks Association that are listed in this booklet include:

* Accident Prevention
* Activities
* Americanism
* Antlers Committee
* Auditing & Accounting
* Committee on Laws
* Drug Awareness
* Elks Learning Seminar
* Endowment Fund
* Elks National Foundation
* Fraternal
* Government Relations
* Hoop Shoot
* Maine Children’s Cancer Program
* Membership
* Memorial Service
* Maine Elks Motorcycle Riders
* Ritualistic
* Scholarship
* Soccer Shoot
* State Convention
* Veterans/National Service

On the following pages, you will find the recommended duties and responsibilities for each of the Committee Chairman for Committees listed above.

# Accident Prevention & Insurance Risk

The Accident Prevention & Insurance Risk Committee shall promote ways that Local Lodges can preserve and protect their property, assets, and members from unnecessary claims and lawsuits.

The Committee helps Elk Lodge Officers and Members to understand four insurance programs: property plus, liability, workers compensation and directors’ and officers’ coverage.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the Accident Prevention Committee since the last meeting and present a written report to the State Secretary.
* Provide the State Association Lodges with information that can help reduce accidents and liabilities that the Lodges may incur.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge Accident/Claim Prevention Manual and become thoroughly familiar with its contents.
* Review the Grand Lodge Liability Insurance Program Manual and become thoroughly familiar with its contents.
* Review the Grand Lodge Property Plus Program Manual and become thoroughly familiar with its contents.
* Review the Grand Lodge Responsible Beverage Service Manual and become thoroughly familiar with its contents.
* Provide the State Secretary with information on hours, mileage, and money spent to attend meetings or events that are charitable in nature for the State Charity Records Book.
* Read the Grand Lodge Accident Prevention Newsletter, and share pertinent information with the membership via the MEA Website and at State Meetings
* Communicate to the Lodges and membership about ways they can reduce liability caused by accidents and neglect. This should be done at each State Meeting as well as through the MEA Website.
* Develop a rapport and communicate with Local Lodge Accident Prevention Managers regarding hot button issues related to Accident Prevention
.
* Work with Lodge Accident Prevention Managers to investigate any incidents to determine actions that the Lodge can take to prevent the incident from happening again.
* Analyze liability losses at Lodges throughout the State and recommend actions to avoid future occurrences.
* Communicate Accident Prevention and Insurance issues with District Deputies to be incorporated into Clinics and the inspection of the Lodges.
* Remind Lodges that Bar managers and staff must be fully trained on liability issues.
* Assist Lodges with their accident claims if requested and respond to any inquiries they may have regarding the Accident Prevention Program.
* Encourage Lodges to obtain Directors & Officer Insurance policies, and to establish policies within the Lodge that prevent sexual harassment and discrimination.
* Create and disseminate additional checklists for Lodges that have higher risk activities (Swimming Pools, RV’s, Ball Parks, etc.)

# Activities Committee

The Activities Committee is responsible for promoting and conducting state level programs that coincide with the Grand Lodge Activities Committee that have not been assigned to another separate committee. The Activities Committee primarily focuses on Youth Programs and those that serve communities across the State of Maine.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the Activities Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge Youth Activities Program Manual and become thoroughly familiar with its contents.
* Provide information to the Local Lodges on how to conduct the following programs in their communities: Community Project Contest, Elks & Scouting, Medals of Valor & Service, Junior Golf Program, Student Recognition Program, JROTC Awards Program, Dictionary Project, and Youth Week.
* Encourage Local Lodges to nominate an Elk member who has provided significant service as a Scouting Leader in the Boy Scouts of America in their community for the Marvin Lewis Award through the Grand Lodge Activities Committee.
* Promote the following programs to the Local Lodges and encourage them to conduct them in their communities: Community Project Contest, Elks & Scouting, Marvin Lewis Award, Medals of Valor & Service, Junior Golf Program, Student Recognition Program, JROTC Awards Program, Dictionary Project, and Youth Week.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Conduct a Local, District, and State Level program that recognize Students and Teenagers in a Student & Teenager of the Month/Year contest. The top students and teenagers would be recognized and presented awards at the State Convention.

# Americanism Committee

This committee's purpose is to promote Americanism in the hearts of all in the community.  It is this committee's responsibility to urge every lodge to conduct our mandatory Flag Day Service in June, challenge lodges illuminate the flag in front of their building so it may fly 24 hours a day, and to urge all lodges to follow the programs suggested in the Grand Lodge Americanism Brochure.  This committee should encourage all lodges to publicize their Flay Day Service in their local media.  In addition, the Americanism Committee is to conduct an annual essay contest to promote the spirit of patriotism in the youth of Maine.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the Americanism Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge Americanism Manual and become thoroughly familiar with its contents.
* Promote the Americanism Program of the Grand Lodge Fraternal Committee, and encourage Local Lodges to conduct the following programs: Flag Day Services, Americanism Essay Contest, Fly the Flag Program, and Patriotism Week
* Promote and Conduct the District & State Americanism Essay Contest in accordance with the rules established by the Grand Lodge Fraternal Committee.
* Lead in the reciting of the Pledge of Allegiance at State Meetings and Functions.
* Coordinate the annual Flag Day Service to be conducted by the State Association.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Encourage Local Lodges to conduct the following additional programs:
	+ Fly Flag Day & Night
	+ Flag Flying Calendar
	+ Encourage Lodges to embrace the Fly the Flag program (certificate)
	+ Present Flag and/or Flagpole to Community
	+ Present Flags to New Residents of the Community
	+ Conduct Flag and/or Flagpole Dedication Ceremonies
	+ Present Classroom Flags to every School
	+ Present flags to Boy/Girl Scouts
	+ Conduct a Flag Retirement Program
	+ Replace worn-out Flags.
	+ Honor new American Citizens
	+ Honor citizens for outstanding service
	+ Honor award for news media
	+ Conduct “get out the vote” program.
	+ Cooperate with local service clubs to conduct joint Americanism programs.
	+ Work with School Boards, PTA’s, etc.
	+ Create a Flag History Display
	+ Conduct Veterans Remembrance Programs with the Veterans/National Service Committee
	+ Participate in Parades
	+ Create a Heritage Corner in the Lodge
	+ Conduct a Law & Order Night or Day at the Lodge
	+ Conduct an Emergency Services Night or Day at the Lodge
	+ Conduct Lodge programs for Veterans in Hospitals and Nursing Homes along with the Veterans/National Service Committee
	+ Distribute “Honor our Flag” Decals
	+ Distribute “About our Flag” Booklets
	+ Display “Honor our Flag” Billboards/Placards
	+ Distribute copies of the Flag Code
	+ Distribute American Flag Lapel Pins
	+ Distribute Children’s Pledge of Allegiance Kits to Schools
	+ Promote Flag Etiquette
* Explain how Local Lodges can order Americanism Supplies from the Grand Lodge Shipping Department.

# Antlers Committee

The Antlers Committee is responsible for encouraging Lodges to participate in the Antlers Program offered by the Grand Lodge Activities Committee. It is also responsible for helping Elk Lodges start and conduct the program in their Lodge.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Review and fully understand the Elks Antlers Program by reviewing the latest information from the Grand Lodge Activities Committee on Elks.org.
* Promote the Antlers Program to the Local Lodges to encourage them to start the program in their Lodge.
* Assist Local Lodges with the development of an Antlers Program in their Lodge using the materials that are available for download from the Activities Committee page of Elks.org.

# Auditing & Accounting Committee

The Auditing and Accounting Committee shall examine and audit the books of the Secretary and Treasurer and all expenditures of money by this Association and shall submit an annual report of its findings and recommendations it deems for the good of the Association.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the Auditing & Accounting Committee since the last meeting and present a written report to the State Secretary.
* Engage a licensed accountant to conduct an annual audit of the financial records of the association.
* Assure that the IRS 990 tax forms are filed in a timely manner with the IRS using a licensed tax preparer.
* Prepare and Present an Annual Report on the findings of the annual audit at the state meeting following the close of the fiscal year.
* Periodically review the income and expenses of the State Association to assure that bills are properly paid, and that income is properly recorded.
* Make recommendations to the association to improve its finances, record keeping, and accounting.
* Review the Grand Lodge Auditing & Accounting Manual and become thoroughly familiar with its contents.
* Review and verify that the State Association has an up-to-date inventory of all physical assets maintained by the Board of Trustees.
* Remind Local Lodges that they need to account for Unrelated Business Income (UBIT) which is taxable, and requires the filing of a 990-T.
* Provide advice to Lodge Auditing & Accounting Committees to fulfill their statutory duties.

# Business Practices Committee

The Business Practices Committee shall formulate ways and means to assist the Lodges of the Association to maintain sound financial operations. It will disseminate information and provide supervisory coordination to ensure fiscal responsibility and financial stability.

The Business Practices Committee exists as a resource to Lodges for achieving sound financial conditions in all facets of their operations.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge Auditing & Accounting Manual and become thoroughly familiar with its contents.
* Provide Elk Lodges with information through handouts, MEA website, Seminars, and Clinics on how to improve their business practices and for ways to prevent financial losses.

# Committee on Laws

The Committee on Laws shall have referred to it and report to the association all proposed legislation and amendments to the Constitution or Statutes of this State Association. It shall also recommend to each annual session of the Association such legislation and amendments it deems for the good of the Association.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on all proposed legislation and amendments to the State Constitution and Bylaws.
* Provide News and Information on any changes to the Constitution and Bylaws of the State Association to the Public Relations Committee and Webmaster for inclusion in the members only area of the website.

# Credentials Committee

The Credentials Committee shall examine the credentials of all delegates and alternates, and of all Elks who by the Constitution of the Association are authorized to participate in the deliberations of the Association at any of its sessions, and it shall consider and pass upon the same and make a report thereon, together with such recommendations as it may deem proper.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Conduct a roll call of the Lodge Delegates at the Annual Meeting of the Maine Elks Association. The roll call shall determine the number of delegates present at the meeting entitled to vote, and to assure that the Lodge’s number of delegates does not exceed the number of delegates authorized by the association’s bylaws.

The roll call is also used to determine the number of authorized additional delegates to include the Lodge’s Exalted Ruler, Grand Lodge Members, State Officers, State Committee Chairmen, State President, and Past State Presidents of the Association.

# Drug Awareness Committee

The State Chair is Responsible for the implementation of the Elks Drug Awareness Program in his/her state. He/she will develop the methodology required for the program’s unique requirements of that state. The State Chair will be responsible to the State Association President and the State Association for this program. He/she will oversee the activities of the District Chair and the implementation of a drug-free program in each Lodge in the state in accordance with Section 13.041 of the Grand Lodge Statutes.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge Drug Awareness Manual and become thoroughly familiar with its contents.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Conduct Drug Awareness Program training program to educate about the importance of the program and provide recent updates on the drug situation affecting the State of Maine. Invite the State President, President-Elect, All State Officers, District Chairs, Lodge Chairs, Volunteers, Community Partners and Coalitions, and Law Enforcement to attend the training session.
* Provide additional training sessions upon request for Local Lodge’s on the Drug Awareness Program.
* Complete and Submit a Drug Awareness Program Statistical Report to the Elks Drug Awareness Program National Director by September 1st of each year. The report to include information related to their involvement with community action groups or coalitions.
* Work with the State Trustees to develop a budget that will ensure adequate funds are available to conduct a successful program.
* The State Chair will develop the Drug Awareness Program for the Association and ensure that each Lodge in the state is conducting a program in accordance with the directions of the state guidelines.
* The State Chair will assemble a list of professional speakers who are willing to speak at meetings and training sessions about the dangers of substance abuse; these individuals should include doctors, lawyers, law enforcement personnel, and others who have had direct contact with abusers. This list should be shared with the members of the state committee.
* The State Chair will order and monitor the use of the materials requested by members of the state committee. He/she will approve and transmit orders for materials to the appropriate location in accordance with the materials guidelines of the National Elks Drug Awareness Program. The State Chair’s allotment of materials should be made available to supplement a Lodge’s allotment for special programs that require more than the normal Lodge allotment.
* The State Chair should maintain contact with the National Director during the year. Copies of letters and schedules for training and special programs should be sent to the National Director for information.
* Provide guidance and assistance to Local Drug Awareness Committee Chairmen and District Chairman as needed.
* Promote to Local Elk Lodges for them to conduct the annual Red Ribbon week.
* Become thoroughly familiar with the current rules for the Drug Awareness various Program’s and contests offered by the Elks National Drug Awareness Program.
* Provide the MEA Public Relations Team and Webmaster with the latest materials for the various contests conducted by the Drug Awareness Committee.
* Promote and Conduct a State Coloring, Poster, Essay, and Video Contest, and encourage Elk Lodges across the State of Maine to conduct local contests with the winners advancing to the district and to the State.
* Provide Drug Awareness Public Service Announcements to the State Public Relations team.
* Monitor and maintain a sufficient inventory of Drug Awareness information for each of the State Associations Drug Awareness Trailers.
* Provide Drug Awareness related photos to the Elks Magazine for activities conducted at the State level.
* Promote and encourage Local Elk Lodges to nominate a local Law Enforcement Officer who has made significant contribution in the field of drug prevention and who personify DEA Agent Enrique “Kiki” Camarena’s belief that one person can make a difference.
* Promote and encourage nominations for the President’s Volunteer Service Awards issued by the President of the United States for those who have volunteered over 4,000 hours of service.
* Certify any nomination forms submitted to the State Director for the President’s Volunteer Service Award, and forward qualifying nominee forms to the Grand Lodge Assistant National Drug Awareness Director for final approval and preparation of the award.
* Present the Volunteer Service Award to the recipient at a suitable function and provide information to the Public Relations team for publication on the MEA Website, social media, and to local media outlets.
* Encourage Local Lodges to conduct a Drug Awareness Quiz Show at local schools using materials provided by the Elks National Drug Awareness Program.
* Maintain the State Association’s Drug Awareness Mascot “Elroy the Elk” outfit, assuring that it is kept clean and useable for those who will wear it during State Association functions.
* Encourage Local Elk Lodges to utilize “Elroy the Elk” for any activity that includes community involvement; including but not limited to Elks Hoop Shoot, Soccer Shoot, Children’s Christmas Parties, etc.
* Utilize the State’s Public Relations team to promote the Drug Awareness Program on social media and the Association’s website by writing articles and sharing photos of Elks in action.
* Order and distribute Drug Awareness literature to Local Lodges and explain how they can best be used to promote a drug free lifestyle to children and their parents.
* Work with Local, State, and National agencies on conducting a Prescription Drug Take-Back Program in communities across the State of Maine.
* Promote the Prescription Drug Take-Back Program to prevent illicit use and misuse of prescription drugs.
* Promote the Elks Kid Zone which can be found on the Drug Awareness Program’s webpage(s) on Elks.org.
* Serve as the State Association’s Coordinator to order Drug Awareness literature, comic books, Public Service Announcements, Videos, Awards & Certificates, etc.

# Elks Education Seminar

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Set dates for the Education Seminar in March or April of each year to be held in October and November. Set the registration time for 8:30 AM and the Seminar to begin at 9:00 AM.
* Provide the State Secretary with the dates of the Seminar for inclusion in the MEA State Directory.
* Arrange for five to six speakers/presenters on a variety of Elk related topics.
* Inform speakers/presenters to limit their presentations to no more than 20 minutes if possible.
* Arrange for speakers/presenters to prepare a PowerPoint presentation for their topic and have them send it to the Director(s) for review.
* Review the PowerPoint presentations for content, length, and readability, and make recommendations for changes to the speaker. If the presentation does not need any corrections, place the presentation in proper order for easy use during the seminar.
* Arrange for an American Flag, Podium, Microphone, and screen (or wall) for projecting the PowerPoint Presentations to be available at the Lodge during the seminar. Also arrange to have an LCD projector, a computer and required cables for the PowerPoint presentations.
* Send letters to each Lodge indicating the dates and location of each seminar with copies to the current Exalted Ruler, Leading Knight, and Lodge Secretary. Request that this letter be read on the floor of a Lodge meeting. The letter should stress that the seminars are open to all Elks.
* Arrange for refreshments such as coffee, juice, water, donuts, and muffins for the attendees before and during the seminar.
* Arrange for a light lunch to be available for the attendees.
* Arrange for the Lodge to send a bill to the Maine Elks Association on the cost of the refreshments and lunch to the State Elks Education Seminar Chairman for approval. Once approved, submit the bill along with a voucher to the MEA Secretary.
* Arrange to have a sign-in sheet for participants.
* Set an agenda for the seminar to include an opening prayer, pledge of allegiance, welcome, and introduction of the speakers along with their titles.
* Arrange for a break for lunch, and for periodic breaks throughout the seminar. The length of the break will be determined by the number of attendees.
* Arrange for the State Chaplain or another officer or member to offer the opening prayer.
* Welcome the attendees and introduce the speakers and their titles. If the Special Deputy is present, they should be introduced last. At the conclusion of the seminar, thank the speakers, and the attendees for their participation.
* Request feedback from the attendees on ways to improve the seminar.
* Arrange to have up to six speakers to present the information to the attendees. Each presentation should be no more than 20 minutes. Presentations should be of importance to all officers but be focused on the incoming Exalted Ruler’s.
* Inform the Speakers that if they are traveling a long distance to the seminar that their travel and room will be reimbursed by the State Association, and that they will need to submit a voucher to the State Treasurer along with their receipts.
* Send a report of the seminar to the District Special Representatives and Special Deputy.
* Send thank you letters to the Lodges that host the seminars.
* Submit an annual report to the State Secretary and State Convention Director for inclusion in the State Convention Book.

# Endowment Fund Committee

The Major Project Endowment Fund Committee promotes the Maine Elks Association’s Major Project Endowment Fund which currently supports the Maine Children’s Cancer Program. The Committee raises awareness of the fund, and works to obtain donations from both the members, the Lodges, and the Public.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Define fundraising goals for the Endowment Fund each year.
* Prepare and implement strategies for fundraising and implement those strategies to raise money for the Endowment Fund.
* Evaluate the previous year’s fundraising strategies and make improvements for the current year.
* Encourage Local Lodges to hold fundraisers in their community in support of the Endowment Fund.
* Obtain donations, pledges, and sponsorships from individuals, Lodges, and outside organizations for the Endowment Fund.
* Effectively motivate donors to provide financial support to the Endowment Fund.
* Create reports to analyze and measure the progress toward the fundraising goal.
* Look for donation programs and opportunities.
* Take advantage of public relations opportunities, and use communications tools like the website, e-newsletter, and social media platforms to reach donors.
* Help the Public Relations team to create marketing materials, advertising campaigns, and social media campaigns.
* Build and maintain donor relationships.
* Work with the Maine Children’s Cancer Program Committee Director to develop strategies to encourage support for both MCCP and the Endowment Fund as they both support the Maine Children’s Cancer Program.

# Elks National Foundation Committee

The Elks National Foundation Committee promotes the national programs to Local Elk Lodges, encouraging them to participate and support the efforts of the foundation to provide programs that benefit Local Lodge communities. The committee also actively encourages individual members to contribute to the foundation.

**Duties & Responsibilities.**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Report on the status of the Maine Elks Association’s fundraising efforts for the Elks National foundation as related to the Grand Exalted Ruler’s Per-Capita Goal.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Conduct fundraising activities for the Elks National Foundation on behalf of the State Association.
* Define the State’s fundraising goals for the Elks National Foundation each year.
* Prepare and implement strategies for fundraising and implement those strategies to raise money for the Elks National Foundation.
* Evaluate the previous year’s fundraising strategies and make improvements for the current year.
* Work with Local and District ENF Chairmen to encourage Local Lodges to hold fundraisers in their community in support of the Elks National Foundation.
* Obtain donations, pledges, and sponsorships from individuals, Lodges, and outside organizations for the Elks National Foundation in the State of Maine.
* Effectively motivate donors to provide financial support to the Elks National Foundation.
* Create reports to analyze and measure the progress toward the fundraising goal.
* Look for donation programs and opportunities.
* Take advantage of public relations opportunities, and use communications tools like the website, e-newsletter, and social media platforms to reach donors.
* Help the Public Relations team to create marketing materials, advertising campaigns, and social media campaigns.
* Work with Local ENF Chairmen to build and maintain donor relationships.

# Fraternal Committee

The Maine Elks Association Fraternal Committee is the counterpart to the Grand Lodge Fraternal Committee. This State Committee is focused on promoting programs of the Grand Lodge Fraternal Committee that are not already covered by another Maine Elks Association Committee (e.g., Americanism, Membership, Veterans/National Service).

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge-Lodge Activities Manual and become thoroughly familiar with its contents.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Administer the All-American Lodge Contest (Contest A) at the State level.
* Communicate with District Deputies to assure they understand their responsibility regarding the All-American Lodge Contest Form.
* Communicate to the Lodges about the availability of the three major Elk awards that include the Elk of the Year, Officer of the Year, and Citizen of the Year, and to remind them of the rules for each award.
* Encourage Lodges to submit names for the Elk of the Year, Officer of the Year, and Citizen of the Year awards.
* Encourage Lodges to participate in the State Association’s Roaming Elk program.

# Government Relations Committee

The Government Relations Committee shall develop a well-organized “grass roots” network of informed members throughout Maine who will be responsive to calls for assistance in combating all matters adverse to the Order of Elks on a national, state or local level. Personal relationships with government officials and legislators are to be encouraged and developed wherever possible.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge Government Relations Manual and become thoroughly familiar with its contents.
* Report on the charitable work that the State Association has conducted since the previous meeting as reported in the state’s Charity Records, including their own miles and time spent attending meetings, District Deputy Clinics, and any other meetings involving charitable committees.
* Encourage Elk Lodges to report the charitable work for all charity related committees in the Lodge’s Charity Records book.
* Work with the State Convention Director and State President to invite State Officials or the Governor to speak at the State Convention. If this is done, make sure that displays are available that exhibit our programs and State Major Project so that they see who we are and what we do.
* Educate Lodge Officers on the importance of accounting for Unrelated Business Income (UBIT) (Commercial Activity that does not relate to the Lodge Operations)
* With the approval of the State PGER Sponsor, provide information to Elk Lodges and their members to prepare them to testify in opposition to any proposed legislation that will have a detrimental effect on Elk Lodges within the State.
* Monitor and Collect Charity Records information from the State Committee Chairmen that have a charitable purpose and for charitable work done by the State Association. The following should be reported in the Charity Records:
	+ Americanism
	+ Army of Hope
	+ Antlers
	+ Drug Awareness
	+ Hoop Shoot
	+ Elks National Foundation (Donations)
	+ National Veterans Service
	+ Youth Week Activities
	+ Scholarship
	+ Youth Activities
	+ Soccer Shoot
	+ State Major Project: MCCP
	+ Student/Teenager of the Month/Year
	+ Scouting Programs
	+ Community Service Donations
	+ Natural Disaster Relief
	+ Public Service/Citizen Recognition Programs
* Report collected Charity Records Information to the State Secretary for entry into the State Charity Records on a quarterly basis.
* Monitor proposed legislation that govern Alcoholic Beverage Control, Bingo, Raffles, Games of Chance, Discrimination & Harassment, Postal Regulations affecting Rates, Sales Tax & Exemptions, and Property Tax Exemption that affect Elk Lodge operations in the State.
* Inform the Grand Lodge Government Relations Committee, Special Deputy, and/or Sponsor of any adverse legislation that is proposed by the State Legislature.
* With the approval of the State PGER Sponsor, encourage Lodges and their members to testify in opposition to any proposed legislation that will have a detrimental effect on Elk Lodges in the State.

# Hoop Shoot Committee

The Hoop Shoot Committee shall serve to highlight the Elks Commitment to the nation’s youth, encourage family participation and help develop the character of our youth to better qualify them to become good citizens and the leaders of tomorrow through the Elks Hoop Shoot Free Throw program.

 **Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Thoroughly review and understand the Hoop Shoot program, contest rules, and all materials made available from the Grand Lodge.
* Review Hoop Shoot Budget and plan expenditures so as they do not exceed the budget. If necessary, obtain an increase in the budget through the MEA State Trustees and the Association at a State Meeting well before the money is to be expended.
* Promote the Hoop Shoot program to the Lodges in the State Association.
* Guide Local Directors on how to conduct a successful contest and answer any questions they may have regarding the program.
* Secure State Contest Date and Venue as early as possible.
* Secure Housing and Meals for Directors, Contestants, State and Grand Lodge dignitaries for the State and Regional Contests.
* Assure District Directors secure their District Hoop Shoot dates and venues as early as possible, making sure that they take place before the State Contest date.
* Secure Housing and Dinners for Contestants at the National Contest.
* Secure volunteers to conduct the District and State Contests
* Secure Awards for the Contest Winners of the District and State Contests.
* Use the online Hoop Shoot pages of Elks.org to conduct the program, and work with Local Directors to do the same.
* Obtain and distribute important information on the Regional and National Contests to State Contest winners and their families, the Lodges, and the State Association.
* Provide a Hospitality Room for State and Regional Contests.
* Obtain sizes and order uniforms for the 6 State Contest Winners attending the Regional Contest well in advance of the Regional Contest.
* Submit receipts and bills for the District, State, Regional, and National Hoop Shoot contests to the State Treasurer in a timely manner.
* Provide Contest Information to the State Public Relations Team including District, State, Regional, and National Contestant information, scores, etc.

# Lodge Activities Committee(Formerly Inter-Lodge Relations Committee)

The **Lodge Activities Committee**shall investigate and recommend ways and means of maintaining interest in meetings, projects, and activities in the Local Lodges of the Benevolent and Protective Order of Elks in the State of Maine.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Promote and Conduct the Grand Lodge All-American Lodge Contest of the Grand Lodge Fraternal Committee at the District and State Levels.
* To encourage Local Lodges to participate in the All-American Lodge Contest.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Promote and coordinate the Roaming Elk Program to promote visitation by members of one Lodge to visit another Lodge by attending either a meeting or event. Lodges may capture a district trophy that travels from one Lodge to another.

# MCCP Committee

The Maine Children’s Cancer Program Committee has the responsibility for overseeing the fundraising activities of the Maine Elks Association for the State’s Major Project.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Conduct fundraising activities for the Maine Children’s Cancer Program on behalf of the State Association.
* Define the State’s fundraising goals for the Maine Children’s Cancer Program each year.
* Prepare and implement strategies for fundraising and implement those strategies to raise money for the Maine Children’s Cancer Program.
* Evaluate the previous year’s fundraising strategies and make improvements for the current year.
* Work with Local and District MCCP Chairmen to encourage Local Lodges to hold fundraisers in their community in support of the Maine Children’s Cancer Program.
* Obtain donations, pledges, and sponsorships from individuals, Lodges, and outside organizations for the Maine Children’s Cancer Program in the State of Maine.
* Effectively motivate donors to provide financial support to the Maine Children’s Cancer Program.
* Create reports to analyze and measure the progress toward the fundraising goal.
* Look for donation programs and opportunities
* Take advantage of public relations opportunities, and use communications tools like the website, e-newsletter, and social media platforms to reach donors.
* Help the Public Relations team to create marketing materials, advertising campaigns, and social media campaigns.
* Work with Local MCCP Chairmen to build and maintain donor relationships.

# Membership Committee

The Membership Committee shall promote and recommend actions that can be taken by Local Elk Lodges to recruit, retain, and recover members of the Benevolent & Protective Order of Elks within the State of Maine.

 **Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge Membership Program & Planning Manual and become thoroughly familiar with its contents.
* Review the Elks Membership Guide on Elks.org and become thoroughly familiar with its contents.
* Monitor the State’s Membership Statistics.

# Memorial Service Committee

The Memorial Service Committee is responsible for organizing, coordinating, and conducting the Maine Elks Association Memorial Service held on the last day of the Maine Elks Association State Convention.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Assure that the proper equipment and regalia used to conduct the Memorial Service is present for the annual Memorial Service. This includes the memorial wreaths, racks, candles, altar cloth, Amaranth, Clinging Ivy, and Forget-Me-Not’s (flowers), American Flag, Bible, Star of Fidelity, Chime, gavel, Esquire’s Baton, and Officer Stations and Chairs).
* Obtain a list of all deceased members from April 1st to March 31st of the previous Lodge year.
* Create lists of departed members for Exalted Rulers to read during the ceremony. These lists are to be placed on each Lodge’s Memorial Wreath prior to the service.
* Distribute Ritual Parts to each of the officers who have speak parts a few weeks prior to the service, as well as at the service.
* Create and distribute a Memorial Service Program for the event to include a list of all departed members from April 1st to March 31st of the previous Lodge year. The list is to include the Lodge Name & Number, Member Name, and any official titles.
* Coordinate with the MEA State Convention Director to make sure that the function area of the State Convention is set up for the Memorial Service prior to the event. This includes Officer Stations, Alter, and Chairs for both officers and members.
* Arrange for a seating area for all Past State First Ladies in order of seniority (by year) and any special guests such as the Past Grand Exalted Ruler Sponsor’s wife.
* Arrange for a seating area for all Past State President’s present at the memorial service to the right of the State President’s Station (as viewed from the State President’s Station.)
* Arrange for musical interludes to take place during the Memorial Service. The performance is usually conducted instrumentally or vocally.
* Inform all State Officers and Exalted Ruler’s participating in the service to wear Gold Jewels, White Dinner Jackets, Black Pants, Black Socks (or Black Nylons for Ladies) and Black Shoes. Lady officers may wear black pants or black skirt.
* Arrange to have a member write a general eulogy to be presented during the Memorial Service. The member should be given at least one month notice to write the eulogy.
* Arrange for a rehearsal for Exalted Rulers and participating State Officers and District Deputies to make sure they know what to do during the service, especially the entrance, and for Exalted Rulers, what they will do to read the names of the departed members of their Lodge. This usually takes place an hour before the service.
* At the March Meeting, the Memorial Service Committee Chair should remind all Exalted Rulers and State Officers participating in the service to bring Gold Jewels, White Dinner Jackets, Black Pants, Black Socks (or Black Nylons for Ladies) and Black Shoes. Lady officers may wear black pants or black skirt. Also those who are running for 2nd Vice-President to have these items available.

# Maine Elks Motorcycle Riders Committee

The purpose of the Maine Elks Association Motorcycle Riders Committee is to encourage those members who ride motorcycles to participate in activities of the committee that are either for fun or to conduct fundraisers.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Organize and conduct an annual motorcycle ride for the Maine Children’s Cancer Program (Currently the “Owie Box” motorcycle run).
* Organize and conduct activities involving motorcyclists of the Maine Elks Association.
* Coordinate with other motorcycle groups to conduct joint activities with the Maine Elks Motorcycle Riders committee.

# Public Relations Committee

The Public Relations Committee shall develop and maintain a strong publicity and public relations program to enhance the image of Elkdom in the State of Maine.  The program may include the training and development of members of the Lodges to attain a degree of professionalism for liaison and delivery of information to the news media.

 **Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Review the Grand Lodge Public Relations & Media Manual and become thoroughly familiar with its contents.
* Review the Grand Lodge Emblem Usage Guidelines and become thoroughly familiar with the booklet’s contents.
* Review the MEA Public Relations Program Guide (available on the MEA Website in the Resources area).
* Review and understand the Elks Magazine submission guidelines.
* Oversee the Public Relations Program of the Maine Elks Association and serve as the Communication distribution coordinator for information to the public and membership.
* Write Press Releases for Maine Elks State Events and assist Lodges to write them for their local community related events.
* Arrange for photographic coverage of MEA events and use appropriate photos to help spread a positive message to the community about the Elks and the State Association.
* Develop a list of media contacts and develop a working relationship with the news media.
* Submit articles to the Elks Magazine and encourage Elk Lodges to do the same.
* Collect and distribute news from Local Lodges to the membership and the public via the MEA Website and social media.
* Monitor the news media for negative articles or information related to the Elks or the Maine Elks Association, and forward this information to the State President, Special Deputy, and/or State Sponsor.
* Educate members and Lodge Public Relations Chairmen on their duties and responsibilities to develop media releases, assist with the Lodge’s newsletter, and obtain media coverage that will put the Lodge, State Association, or Elks in a positive light in the community.
* Assist Local Lodges with the development and distribution of media releases for major Lodge Anniversaries (25th, 50th, 75th, 100th, etc.)
* Oversee the maintenance of the MEA State Calendar
* Assist Lodge’s with the development of Lodge Public Relations policies that place the Lodge, State Association, and Elks in a positive light in the community.
* Develop and distribute Public Service Announcements for radio and television.
* Update and maintain the MEA Public Relations Handbook for the use of local Lodge Public Relations Chairmen

# Ritualistic Committee

The Ritualistic Committee promotes excellence in performing all rituals of the B.P.O.E. These include opening and closing of meetings, initiations and special services, both within the Lodge and in the public. Also, to encourage participation in the Ritualistic Contests.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge Ritualistic Manual and become thoroughly familiar with its contents.
* Review the Grand Lodge Rituals of Special Services Manual and become thoroughly familiar with its contents.
* Review the Grand Lodge Rituals of the Local Lodges Manual and become thoroughly familiar with its contents.
* Review the Grand Lodge Word Accuracy Guide and become thoroughly familiar with its contents.
* Arrange for and conduct the MEA State Ritual Contest to include certified judges, equipment, score sheets, computer scoring (or manual scoring), and awards.
* Arrange for and conduct the 11 O’clock Toast and Flag Charge contest.
* Coordinate with the Grand Lodge Ritualistic Committeeman for Area 1 to conduct a Ritual Clinic in the State.

# Scholarship Committee

The Maine Elks Association Scholarship Committee is responsible for overseeing the Elks National Foundation’s Scholarship programs within the State of Maine. This includes the Most Valuable Student Scholarship, Legacy Awards, and Emergency Education Grants. The Committee works with Local and District Scholarship Coordinators to process applications submitted by High School Seniors.

**Duties & Responsibilities**

* Attend all State Association Meetings
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review and fully understand the Elks National Foundation’s Scholarship programs.
* Promote the Scholarship Programs of the Elks National Foundation to include the Most Valuable Student Scholarship Program, the Legacy Awards (Scholarship), and Emergency Education Grants to the Local Lodges so that they can share this information with High Schools in their jurisdiction.
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* Encourage Local Lodge Scholarship Chairmen to utilize handouts, flyers, posters, bookmarks, etc., made available through the Elks National Foundation by sharing them with the high schools in their jurisdiction.
* Encourage Local Lodge Scholarship Chairmen to utilize the Elks National Foundation’s website, attend webinars, and review tutorials made available for Scholarship Coordinators at all levels (Lodge and District).
* Enter information requested by the Elks National Foundation through the MVS Portal on Elks.org to include the selection of categories that will be manually scored and those that will be machine scored.
* Select District Scholarship Coordinators, and up to 5 Judges to score scholarship applications.
* Provide names and contact information for each of the State’s Scholarship Judges and update their contact information as needed to the Elks National Foundation.
* Review finalized scoring reports provided by the Elks National Foundation for all applications received. The top 3 Male & Female winners will be notified by the Elks National Foundation with an Award Letter.
* Select District Winners using the finalized scoring report using the top male and female for each of Maine’s three districts (Coastal, Central, and North). Send out Scholarship Award letters to the Scholars and their Guidance Counselors.
* Select top scholar from each Lodge after State & District Scholarship recipients have been chosen. Send Scholarship Award letters to the Scholar and their Guidance Counselor.
* Arrange for an awards presentation for the State Scholarship Winners at the MEA State Convention to include asking District Scholarship Coordinators to assist with the presentations, if available.
* Order Scholarship Award Plaques for the top six state winners (3 male and 3 female). The top Male and top Female State Winners will receive the Dr. Leonard J. Bristol and Ginny Bristol Awards. (Currently these are presented by Past Grand Loyal Knight James Ferland)
* Contact Local Lodge Scholarship Coordinators to allow them the opportunity to reach out to the families of State Scholarship Winners.
* Arrange for State Scholarship Winners to attend the Maine Elks State Convention to receive their awards by coordinating between Local Lodge Scholarship Chairmen and the State Convention Committee.
* Meet Scholarship Winners and their families when they arrive prior to the Saturday Banquet held at the State Convention and assure that they have been able to check into their hotel rooms. Provide the families with their meal tickets and show them where they will be seated for the banquet. Resolve any issues with the hotel and the State Convention Committee.
* After the Scholars have successfully completed their Fall Semester and registered as a full-time student for their Spring Semester, the Scholar will need to forward a copy of their official transcript, student ID, copy of their college bill/registration for the second semester with an address of where the scholarship is to be sent. The State Scholarship Coordinator will work with the MEA State Treasurer to have these award paid directly to the colleges.

# Soccer Shoot Committee

The Soccer Shoot Committee shall serve to highlight the Elks commitment to the nation’s youth, encourage family participation and help develop the character of our youth to better qualify them to become good citizens and the leaders of tomorrow through the Elks Soccer Shoot program.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge Soccer Shoot Manual and become thoroughly familiar with its contents.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Promote the Soccer Shoot program to the Lodges in the State Association and encourage them to conduct a Local Soccer Shoot.
* Review Soccer Shoot Budget and plan expenditures so as they do not exceed the budget. If necessary, obtain an increase in the budget through the MEA State Trustees and the Association at a State Meeting well before the money is to be expended.
* Secure State Contest Date and Venue as early as possible.
* Secure Housing and Meals for Directors, Contestants, State and Grand Lodge dignitaries for the State and Regional Contests.
* Secure equipment including Soccer Goals, Balls, Ball Pump, rope for grid-goal contest, registration forms, pens/pencils, grass marking paint, etc. well in advance of the District and State Contest.
* Secure and train volunteers to help run the District and State Contests as recommended in the Soccer Shoot Manual.
* Secure Soccer Shoot Awards for winners well before the District and State Contests.
* Assure District Directors secure their District Soccer Shoot dates and venues as early as possible, making sure that they take place before the State Contest date.
* Obtain and distribute important information on the Regional Contest to State Contest winners and their families, the Lodges, and the State Association.
* Provide a Hospitality Room for State and Regional Contest.
* Obtain sizes and order uniforms for the 6 State Contest Winners attending the Regional Contest well in advance of the Regional Contest.
* Submit receipts and bills for the District, State, Regional Soccer Shoot contests to the State Treasurer in a timely manner.
* Attend Regional Soccer Shoot Director meetings.
* Be prepared to host the Regional Soccer Shoot once every seven years. This will include obtaining a venue and housing well in advance of the event (at least a year from the date of the contest which usually is held the first weekend in November.)

# State Convention Committee

The State Convention Committee is responsible for planning, coordinating, and conducting the annual event for the Maine Elks Association in conjunction with its annual meeting. The duties and responsibilities of this committee are outlined by category as follows:

**General**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.

**Administration**

* Solicit bids for the State Convention two years in advance by making the Request for Proposal (RFP) available to the Lodges and membership of the State Association.
* Maintain, distribute and process the official Request for Proposal (RFP) for State Convention’s. Any changes made to the RFP must obtain approval of the State Trustees and the association membership.
* Enforce the provisions of the RFP before, during and after each state convention, and make recommendations to the State President to withhold deposits made by Elk Lodges hosting the event for violations of the RFP. Also, to recommend the State Association return the deposit if a Lodge has met its obligations under the RFP.
* Review and compare proposals submitted by Elk Lodges to host the State Convention, and make a recommendation to the State Trustees and the State Association for their approval. Should no proposal be received by the last day of February of each year, the Committee should prepare to solicit outside venues to host the state convention, and the State Convention Committee would be responsible for conducting the event in accordance with the RFP.
* Review and compare proposals submitted by Elk Lodges to host the State Convention and make a recommendation to the State Trustees and the State Association for their approval. Should no proposal be received by the last day of February of each year, the Committee should prepare to solicit outside venues to host the state convention, and the State Convention Committee would be responsible for conducting the event in accordance with the RFP.
* Provide for a backup venue, should the venue be unable to meet the requirements of the proposal due to unforeseen circumstances. (e.g., COVID, Fire, Bankruptcy, etc.) Should this occur, the Committee will be responsible to:

	+ Communicate this information to the State President, Special Deputy, Sponsor, and Past State President’s Association Advisor.
	+ Contact their backup venue to see if they can meet the needs of the association to hold the convention. If so, the committee must bring this information to the State Trustee Chairman and membership for approval, if time is available. If not, the decision is made by the State President, in consultation with the Special Deputy, State Sponsor, and Committee Advisor
	+ Should the State Convention be canceled entirely, the Committee is responsible for finding and providing for an alternative one-day event for the association’s annual meeting. This could include the PER Association Meeting, State Trustee Meeting, Annual State Meeting, Memorial Service, Installation of Officers, Incoming State President Reception, and Banquet that is normally held on Saturday night to be conducted at an Elk Lodge or other suitable location.
	+ Communicate the State President’s decision to the membership through the State Secretary and Public Relations Committee’s website team.
* P
* Produce meal tickets for all banquet attendees to be distributed during the registration process at the State Convention.
* Record and track convention registration forms submitted by members and collect money for meals and registration fees. (If a Lodge is hosting the Convention, this is handled by the Lodge)
* Produce a State Convention book which contains reports from Grand Lodge representatives, State Officers, and State Committee’s. (If a Lodge is hosting the Convention, this is handled by the Lodge)
* Sell advertising space in the State Convention book to keep costs to the association at a minimum. (If a Lodge is hosting the Convention, this is handled by the Lodge)
* Obtain welcome letters from the Governor, Mayor, or City Council of the location where the convention is being held, the State Sponsor, the Grand Exalted Ruler, Grand Officers, and Grand Lodge Committeemen.
* Develop an agenda for the State Convention that includes event, location, time, and dress code for each event. This agenda shall be forwarded to the State President, Special Deputy and/or State Sponsor, and Committee Advisor before it is distributed to the membership.
* Maintain statistics of hotel costs, meal costs, and registered convention attendees each year, and inform the association of any changes in trends so that proper budgeting can be made for the event by the State Trustees.

## Lodging

* Arrange for 30 hotel rooms including two suites, if possible, for MEA Officers and Guests. If a hotel cannot provide sufficient rooms, the Committee is responsible for finding and arranging for additional hotels to fill the need.

	+ If the State is hosting the convention, this is arranged with the venue or hotels around the venue.
	+ If a Lodge is hosting the convention, coordinate with the Lodge and the Lodge’s designated hotel to assure that the rooms have been booked in accordance with the RFP.
* Assign rooms for MEA Officers, Current Grand Lodge Officers and Committeemen, Past Grand Lodge Officers and Committeemen, State Sponsor, and Past State Presidents of the association.

	+ Communicate with the dignitaries listed above to explain the process of paying for their room (if required).
	+ Follow up with any dignitary listed above who has not contacted the convention hotel to determine if they are attending the convention or not. If not, they may release the room(s) back to the hotel
	+ Provide the Convention hotel with a list of the names of the dignitaries listed above to be placed on a master bill to be paid for by the association.
* Negotiate complimentary rooms for State and Grand Lodge Dignitaries. Lodges will be responsible for arranging for these rooms this as outlined in the RFP. Should a Lodge be unable to arrange for complimentary rooms, they will still be responsible for making payment for those rooms. A total of 7 complimentary rooms should be arranged for each convention.
* Identify dignitaries listed above and other members who may need special rooms or services at the venue and/or hotel. This includes handicap rooms, special beds, showers, walking distances to elevators and function room, stairways, and rooms that are located away from hospitality rooms. Coordinate between the hotel and the dignitary or member to assure their needs are met to the greatest extent possible.
* Tour and inspect the hotel and convention venue to assure that the location continues to meet the needs of the association. This should be done during the bidding process, and again at least five months in advance of the scheduled state convention.
* Meet in person with the hotel’s sales staff, event staff, and management at least five months prior to the scheduled state convention to assure that they can meet the needs of the association as negotiated.
* Coordinate rooms with the State Committee Chairmen (Drug Awareness, Americanism, Scholarships, Hoop Shoot, and Soccer Shoot) for MEA Guests and student contest winners to assure they have rooms to meet the number of people in their party.
* Arrange for Lodges to have rooms available for hospitality purposes. These hospitality rooms must be located away from dignitary rooms (unless requested otherwise), and away from rooms where MEA guests and contest winners are staying.
* Serve as a liaison between the Lodges hosting a hospitality room and the hotel management to reconcile any issues that may arise due to noise, drinking in public areas, and members that may damage the facility. Should the latter occur, work with the hotel management to identify members and MEA guests who damage the hotel or venue property. The Committee is responsible for making sure that the MEA is not held responsible for damage caused by members or their guests.
* Coordinate with the Lodges who have student winners (Scholarship, Americanism, Drug Awareness, etc.) to confirm they have booked rooms if needed with the family and Lodge names on the reservation, and that it has been paid by credit or with debit card prior to arrival.
* Arrange for the student winners and their families to be placed in rooms away from Elk activities and hospitality rooms.
* Obtain the hotel and venue policies, and communicate those to the membership before the convention, and during the convention as a reminder.

## Meeting Rooms

* Assure that meeting room size for the following meetings are sufficient to meet the association’s needs, and to adjust if needed:

	+ Registration Area
	+ Photograph Area (Officer Portraits)
	+ Vendor Area
	+ Friday Night Awards Banquet
	+ PER Association Meeting
	+ State Trustee Meeting
	+ State Association Meeting
	+ District Deputy Meeting with Sponsor/SDDGER
	+ Pre-Convention Meeting
	+ Incoming State President’s Reception
	+ Saturday Night Banquet
	+ Memorial Service
	+ Installation of Officers
* Arrange for sufficient tables and chairs to be set up in each area above, and that they are in the proper format for each meeting (theater seating, head table, round tables, rectangular tables, etc.) in sufficient number to meet the needs of the expected number of attendees. Coordinate all the above with the venue management or Lodge prior to the convention.
* Coordinate with State Committee Chairs who wish to have a table in the vendor area, and to work with the venue to provide any A/V equipment if available.
* Arrange for A/V equipment, including sound system, projectors/screens, and/or television monitors with the venue for use during the meetings and banquets, and to test the equipment before the event begins. If technical issues arise, it is the Committee’s responsibility to quickly work with the venue to correct the issue.

## Banquets

* Review meals offered by the venue (including Lodges), their costs, and to arrange for special meals for members and guests who have special dietary needs.
* Provide a meal count to the banquet venue at least one week in advance or as contractually required.
* Negotiate with the venue/Lodge to keep the cost for the meals to a minimum by adjusting the standardized meal plans to keep the cost for each meal as low as possible.
* Develop a seating chart for all members and guests attending the banquets. This includes the Head Table, Satellite Head Tables, and all other tables. Provide a copy to the venue prior to the banquets that indicates the meal (or special meal) for each guest at each table to expedite the serving of plated meals. This is not necessary for banquets serving food through a buffet.
* Create and place name cards on the head table and satellite head tables for all State Association and Grand Lodge dignitaries.
* Arrange seating at the head table using Grand Lodge protocol with the higher office holders placed toward the center near the podium.
* Arrange student contest winner tables to be located at the front of the room immediately behind the satellite head tables, and to place signs on each of the guest tables for student contest winners with the names of each party member listed. (Contest winner & family)
* Place age similar student winners at the same table if possible. (Scholarship, Drug awareness, Americanism winners at the same tables) If necessary, adjust table size from a standard 8 seats to 10 seats in certain circumstances to allow large families to sit together.
* Coordinate with the current President and incoming State President to have an honor table for their families at the banquets seated at the front of the room.
* Coordinate with the State Committee Chairmen who have special guests at the banquets to assure that they are taking care of their guests and are seated near their guest’s table should any issues arise.
* Arrange for plated meals are being served to the head table, even if a buffet is offered to the members and guests.
* Coordinate with the catering staff to serving meals at the appropriate time.
* Coordinate with the catering staff/venue to assure that meals are served within 1 hour of opening a banquet.
* Assure that the meals are hot by talking with the members and guests, and informing the catering staff if they are not.
* Assure that the venue providing meals provides a chicken finger/tenders meal for young children and a vegetarian choice.
* Arrange for centerpieces to be placed at each table, and for decorations to be placed well before the banquet.
* Communicate with all Past State Presidents, Past First Ladies, and the current State President and First Lady to line them up in the correct order according to the year they served or by protocol, seniority, or position with the higher office holders toward the back for the Past State President’s march at the beginning of the Saturday Night Banquet. The State President and First lady are always the last to be introduced.
* Provide the order of introductions in writing to the President-Elect for introducing each of the Presidents and First Ladies during the march.
* Provide the Master of Ceremonies with the agenda for the evening, and award descriptions for each of the following awards:

	+ Walter Morrison “Give me a Dollar” award (Fri)
	+ Maroon “Moo Moo” Nemer Committeeman of the Year Award (Fri)
	+ Justin Ingersoll Officer of the Year Award (Fri)
	+ Elizabeth J. Sicard Spouse of the Year Award (Fri)
	+ Rowland “Duke” Morgan Elk of the Year Award (Fri)
	+ Dr. Leonard J. Bristol Top Male Scholarship Recipient (Sat)
	+ Virginia “Ginny” Bristol Top Female Scholarship Recipient (Sat)
* Maintain the most recent list of award winners for the Spouse of the Year and Elk of the Year awards. The updated list is to be provided to the Master of Ceremonies at Friday Night’s banquet.
* Provide the preliminary agenda for each evening to the Master of Ceremonies a week in advance, and provide them with a finalized agenda on the night of the banquet.
* Arrange for the awards to be stored behind the head table so that they are unwrapped, in proper order, and to provide those awards to the presenter so to keep the presentations moving along quickly.
* Inform “new” State Committee Chairmen of what awards are normally presented at the State Convention so that these can be ordered.
* Inform the State President that he needs to have the choice of Master of Ceremonies approved by the Special Deputy.
* If hotels are not the banquet venue, Arrange for shuttle transportation between the hotels and the banquet venue throughout the convention.

## Incoming State President’s Reception

* Coordinate with the incoming State President to arrange for a suitable location for their reception at or near the banquet facility, and to coordinate their requests for food, bar service, and champagne for the toast.
* Remind the incoming State President that the distribution of pins or other items are not distributed during the reception and are to only be distributed after the installation of officers per protocol.

## Memorial Service

* Arrange for a suitable room for the memorial service, and provide a layout of the chairs and stations (if available) to the venue prior to the event.
* Provide reserved seating signs for the Current First Lady, Sponsors wife, Past National First Lady, Current Grand Officer wife, Current Grand Lodge Committee wife, President elect’s spouse, 1st VP spouse, 2nd VP spouse, and Golden Girls in order listed above, with the First Lady seated nearest the podium. This seating is also for the installation of officers as well.
* Bring extra regalia and ritualistic equipment including extra gold jewels, black socks, black knee-high’s, black bowties, black cummerbunds, gavel, baton, antlers, and chine so that if any of these items were not brought by the Memorial Service Director, PER’s, or other State Officers that they can borrow them for the service and installation.

## Installation of Officers

* Arrange for a suitable room for the Installation of Officers (usually the Memorial Service room), and to provide a layout of the chairs and stations (if available) to the venue prior to the convention.
* Provide the installing officer with an addendum to the installation of officers that provides additional protocol for presentation of the First Lady’s Pin, State President’s Plaque, State President’s Jewel, Junior Past President’s escort of the outgoing President to their seat of honor, President’s Spouse flowers, Incoming President’s spouse flowers.
* Purchase, maintain, and provide fresh roses for the First spouse and Incoming First spouse. Red roses are for the outgoing first spouse, and yellow roses for the incoming first spouse.

## Awards

* Contact the awards vendor in February to inform them of the dates of the convention so that they may prepare for the large number of award requests they will be receiving.
* Contact each State Committee Chair to remind them that they need to order their plaques from the awards vendor.
* Follow up with each State Committee Chair to assure that they have ordered their plaques by April 1st. ENF Plaques will need to be ordered within the first week of April.
* Contact the awards vendor to cross-check and verify that the State Committee Chairs have in fact ordered their plaques.
* Contact the State President and order special awards with the awards vendor. Special Awards include the Spouse of Year, Elk of the Year, Officer of the Year, Committeeman of the Year. The recipients must be held in confidentiality. It is recommended that the awards vendor be requested to send proofs prior to engraving to assure that the information on the award is correct.
* Maintain the specific wording for all special awards (listed above) so that these are communicated to any new award vendors to maintain consistency of the awards.
* Contact the Vice-President’s to obtain the recipients of the District ER of the year awards, and to order those plaques from the awards vendor.
* If the Spouse of the Year Award is to remain the traditional clock award, contact the award vendor in February so that the award is ready for engraving once the State President provides the recipient’s name.
* Order the State President’s Gavel Plaque from the award vendor. The gavel plaque will need the name of the President, and officers except for Trustees.
* Order the Americanism Award for the State President that has the Pledge of Allegiance by Red Skelton.
* Arrange to have all awards picked up at least a week before the convention, and to verify that the proper names are on the plaques, and that there are no spelling errors.
* Contact the State Americanism Chairman to send each contest winner’s essays no later than March 1st to the award vendor for engraving the essay on the winner’s plaque. These are the most time-intensive plaques to produce, and the vendor needs additional time to complete. Follow up with the awards vendor to assure that this has been done.
* Assure that appropriate wording is written on new awards offered by the State Association, and that these awards are ready for presentation at the convention. (e.g., special recognition awards by State Officer and Committeemen that are not part of the standard awards)

## Financial

* Obtain a debit card from the State Treasurer for convention expenses which include the pre-convention dinner (if the State is hosting the convention), flowers, centerpieces and decorations (if the State is hosting the convention), banquet meals, lodging, awards, office and stationary expenses, amenities for dignitaries and MCCP family, postage, and a variety of miscellaneous expenses that may arise because something is missing or has been damaged.
* Coordinate with the State Treasurer to assure that the debit card account has sufficient funds to cover the cost of the expenses incurred for the State Convention.
* Review the master bill for Lodging to assure that no additional people have been added, and that the room prices have not changed from what was originally negotiated.
* Review the master bill for banquet meals to assure that the number of meals is correct, and that the price for the meals has not changed from what was originally negotiated.
* Review the bill for the awards vendor to assure that there are no changes to the cost of awards previously negotiated.
* Provide the State Treasurer with all receipts and invoices from the convention, and to provide a financial breakdown of those expenses for proper accounting. Also coordinate with the State Treasurer to assure that all bills are paid when due.
* Communicate with the State Treasurer to assure that a Lodge receives back its deposit or that the deposit was properly applied to what was owed to the State Association.
* Assure that all income received by the State Association for the convention is provided to the State Secretary. Convention income includes registration fees and advertising.
* Bill Lodge’s that are hosting the convention for the portion of the MEA’s registration fees collected. Currently that amount is $5 per attendee of the banquets.
* Bill the Past State President’s Association for the hotel and meal costs for the Golden Girls (Widows of Past State Presidents.)
* Bill individual members for outstanding money owed to the State Association for expenses incurred at the state convention. This takes place after the convention has been completed. (Members who had not paid for their meals and registration and incoming state president’s reception)

## Miscellaneous

* Maintain a list of amenities for each dignitary to assure they have their preferred beverages available for the weekend. This needs to be communicated to the Administrative Assistant for delivery, or if they are not available, then the Committee is responsible for delivering the amenities to the proper rooms. The amenities need to be placed in the dignitary’s room before they arrive (if possible, based on local hotel rules and policies)
* Provide the State Sponsor or their designated representative a copy of the convention packet well in advance of the convention.
* Meet with a Lodge Convention Committee (if a Lodge is hosting the event) during their pre-convention meetings to assure they understand their hosting responsibilities and that of the state association. This includes a review of the RFP.
* Coordinate with the Past State President’s Association Secretary to determine which of the Golden Girls will be attending the state convention, and to make room arrangements with the convention hotel. Also, to follow up with the Lodge to determine their meal choices are communicated, and that they know which hotel at which they will be staying.
* Provide the Public Relations Website team with the information about the convention as early as possible so that it can be placed on the MEA website. An electronic copy of the convention packet distributed in January shall be sent to the Public Relations Director for inclusion on the website.
* Review the Grand Lodge Protocol Manual and become thoroughly familiar with its contents. Use this for seating arrangements and order of introductions.
* Send thank you cards to a Lodge, and the members of the Convention Committee if the convention is held at the Lodge, to the members who provide special services to the convention committee such as lighting, flower arrangements, etc.

# Veterans National Service Committee

The State Veterans National Service Committee Chairman is an advocate who promotes the Elks Veterans National Service Commission (ENVSC) Programs and forwards related information to the three District Veterans representatives for distribution to the Lodge Veterans Committee Chairs.

**Duties & Responsibilities**

* Attend all State Association Meetings.
* Prepare and Present a Report on activities of the State Committee since the last meeting and present a written report to the State Secretary.
* Provide the State Secretary with information quarterly on the number of hours, miles driven, number of participants in the committee’s programs, and money spent on charitable events and activities for the State Charity Records Book.
* Provide News and Information of Member or Public Interest to the Public Relations Committee and Webmaster.
* Review the Grand Lodge ENVSC Voluntary Service Guide and Lodge Veteran Chair Welcome Guide and become thoroughly familiar with their contents.
* Review the ENVSC Website (Elks.org) and become knowledgeable about its programs. Must also review periodically to stay up to date on any Grand Lodge Veterans information (SM).
* Compile a list of ALL VAVS Representatives and the facilities they serve.
* Communicate with the District Deputies to ensure they communicate with the Lodge Chairs in their District.
* Provide training opportunities at State and District meetings so volunteers are informed.
* Develop an annual plan or budget and ensure its compliance. Submit vouchers with receipts to the State Association when required.
* Train District Chairs when appointed.
* Screen and approve for certification of VAVs Representatives Nominees.
* Forward all VAVs appointment request to the PGER, State Sponsor for approval.
* Work with the State President to select two outstanding Elk (or Elk spouse) each year for special recognition by the ENVSC.
* Continually stay up to date about what is going on in at our State Veterans Hospital/Clinics, Veterans homes or other VA facilities.
* Oversee the Homeless Veterans Furniture Program in the State and ensure a point of contact is available for each site.
* Request the Lodges continue to maintain the Homeless Veteran Welcome Home Kits and recommend each Lodge maintains one kit on hand.
* Coordinate with VA Agencies and the Maine Veterans Bureau on the planning related to Veterans Stand Downs. Ensure District Representatives and Lodges understand their responsibilities and the importance of assistance.
* Assist Lodges in acquiring information on available grants, ENVSC funded programs, and how to get the programs started.
* Continually update and review ENVSC information and brief District Chairs to keep Lodges informed on any changes or upcoming events.