

PURPOSE OF EACH CHAPTER COMMITTEE

FRATERNAL ACTIVITIES (JULY, DECEMBER, APRIL) - Committee shall plan family activities and sporting events for all members of all ages. The committee shall work with the Lodge Activities Chairman in planning joint activities. The Fraternal Activities Committee shall hold a fundraising project to defray expenses for holding family friendly activities. The Fraternal Activities committee shall volunteer to assist with worthy drives or projects for the community and is encouraged to visit those confined in senior citizen and nursing homes. **CHAIRMAN** can be any member.

GOLDEN GAVEL COMMITTEE (JANUARY) - The Golden Gavel Committee is a committee composed of the Junior Past Regent, who serves as Chairman, and Past Regents. If the Junior Past Regent does not earn the Golden Gavel or if the office of Junior Past Regent is vacant, the Golden Gavel Committee shall uphold the responsibilities of the committee by conducting a Golden Gavel Chapter meeting (Refer to Golden Gavel Celebration – Section 61) and fundraising project for Mooseheart/Moosehaven. The Golden Gavel Committee may sponsor a fundraising project to help defray expenses for the qualified Junior Past Regent to receive her Golden Gavel honor at Convocation. Expense money shall not exceed allowable expenses outlined in Section 105.

HIGHER DEGREES COMMITTEE (JUNE, AUGUST, NOVEMBER) – This committee is composed of members who received their respective degrees at an annual State/Provincial or International Session. The committee shall hold a fundraising project to defray the donation to the special project to be presented at the State/Provincial Convocation and the annual State/Provincial Academy of Friendship session. The Higher Degrees Committee shall sponsor one or more fundraising projects to help defray expenses for the matriculants to receive their degree. Expense money for each Academy of Friendship, Star or College of Regents matriculant to receive the degree shall not exceed allowable expenses as listed in Section 105 of the WOTM General Laws. **CHAIRMAN** must have Academy of Friendship, Star Recorder, College of Regents degree for at least **10** months.

MEMBERSHIP (MAY, SEPTEMBER, MARCH) - Committee shall promote the membership and retention campaigns from Moose International, as well as developing and promoting membership and retention campaigns within their own chapter. This committee shall welcome new members on meeting night. Committee members shall also participate in a chapter mentoring program to instill in the new member the desire to become active in the Women of the Moose programs thereby helping to retain these members. It shall be the responsibility of the Treasurer to make a list available each month to the Membership Committee Chairman of members who are thirty (30) days or more in arrears of dues payment. The Membership Chairman and her committee shall make personal contact by telephone or personal visit to every member who is in arrears in the payment of her dues. **CHAIRMAN** can be any member.

MOOSEHEART/MOOSEHAVEN (OCTOBER, FEBRUARY) - Committee shall conduct a monetary gift walk for Mooseheart and Moosehaven at the Committee meeting in October. The Treasurer shall deposit all cash donations received in the gift walks into the chapter's General Fund and include this amount with the other donations to Moose Charities. In addition, the committee shall include an amount of thirty-five dollars (\$35.00) for a special Christmas gift for a Mooseheart child and an amount of thirty-five dollars (\$35.00) for a special Christmas gift for a Moosehaven senior. (See Mooseheart/Moosehaven Committee chairman's pamphlet.) **CHAIRMAN** can be any member.

SPECIAL COMMITTEES

A group of active members who meet for a specific purpose shall as chorus, birthday, kitchen band, sewing circle, or handcraft class, shall function as a Special Committee with a chairman appointed by the Senior Regent. All members may participate on Special Committees. Special committees shall be self-supporting. The committee shall hold a fundraising project to cover the general expenses of the committee. After expenses from the project have been deducted, the committee may use no more than one-half (1/2) of the profit for committee expenses and the balance shall go into the General Fund for chapter use. Only funds earmarked by the committee for future use may be carried forward to the new chapter year. However, committee funds carried over must be used by the end of the following chapter year. Special groups shall not function independently within a chapter of the Women of the Moose. Such groups shall function only as Special Committees. The chairmen shall be appointed by the Senior Regent.

FINANCIAL REVIEW COMMITTEE - The Senior Regent shall appoint a Financial Review Committee of three (3) members, namely a chairman and two (2) committee members to compile a monthly review. Any active member shall be eligible to serve on the Financial Review Committee except the current Board of Officers. The Treasurer, Senior Regent, Secretary or Junior Past Regent shall **NOT** compile the report but shall be present during the financial review to answer questions regarding the records and to check on the progress of the chapter. The committee shall perform a complete audit of all records each month and submit a completed Audit report to Women of the Moose Headquarters **quarterly**. The Financial Review Committee shall remit the Audit Report to Women of the Moose Headquarters on or before the 15th day of August, November, February, and May. The Chairman of the Financial Review Committee shall verify the financial condition of the chapter at each Chapter Meeting following the completion of the quarterly financial review.

APPLICATION REVIEW COMMITTEE- Every applicant for membership shall be referred to a committee of at least three (3) members, who may **not** be members of the Board of Officers, appointed by the Senior Regent of the chapter. The Application Review Committee shall conduct a thorough investigation of the applicant from public records and other non-privileged sources and file a written report to the Board of Officers containing their finding, either favorable or unfavorable. **CHAIRMAN CANNOT** be a board member.

FINANCIAL ASSISTANCE COMMITTEE. - The Board of Officers shall constitute the Financial Assistance Committee to examine the case of a member in need. If the board deems it advisable, the Senior Regent may appoint a special committee of three (3) members who shall make a recommendation on behalf of a member who is deserving of financial aid.