

*Complete, detach and submit to the
Lodge Nominating Committee*

I attest that I have read this brochure. I understand the duties, responsibilities and obligations of the office for which I am submitting my name for consideration by the Nominating Committee.

I am familiar with the responsibilities of each Lodge office. I have read, or immediately upon being elected will read “The General Laws of The Moose” and “Officer’s and Committeemen’s Handbook”. If elected, I will comply with all laws and policies of The Moose.

I promise to do everything possible to serve my Lodge, District, Association, Moose International and fraternity in the performance of the duties of the office of:

Lodge Office

Lodge Name and Number

Printed Name

Signature and Date

**OFFICERS’ GENERAL
RESPONSIBILITIES:**

The Board of Officers of a Moose Lodge is composed of nine members:

- 1. President
- 2. Vice President
- 3. Chaplain
- 4. Treasurer
- 5. Trustee (1 year)
- 6. Trustee (2 year)
- 7. Trustee (3 year)
- 8. Junior Past President *
- 9. Administrator **

Each Officer has one vote on the Board of Officers. The President is the presiding officer.

*The Junior Past President is not an elected position, it is an office of condition. The retiring President fills this position, provided that their term of President was completed in accordance with the General laws.

**The Administrator serves as secretary to the board and also serves as the corporate secretary. The election and some of the

responsibilities of the Administrator are distinct and separate from those addressed in this brochure.

With the exception of the Administrator, each officer serves a one year term or until their successor is elected and installed.

Meetings of the Board of Officers are held at least twice each month. In addition, the board shall meet at such other times as required to handle the business of the Lodge. Five officers constitute a quorum and a majority makes recommendations to the Lodge for approval.

Leadership is the responsibility of all the officers. Each officer should recognize that their duties and responsibilities go beyond merely occupying a chair in the Lodge room and performing the duties assigned to their particular office.

It is important for all officers to realize they have fiduciary and fraternal obligations to the lodge. These obligations include, but are not limited to (1) devoting their best efforts to improve the financial security of the Lodge, (2) retaining the present membership, and (3) increasing the number of new members. In short, the officers should do everything consistent with the welfare of the Lodge.

For those lodges that operate a Social Quarters, each officer serves on the Executive Committee, which is responsible for the management of that operation.

Whenever executive business is discussed, the board should break into Executive session. These minutes (Executive session) are independent of, and must not be combined with, the meetings of the Board of Officers minutes.

To be an effective Lodge officer, you should memorize the required parts of the ritual for your office, and attend...

- Lodge Meetings and Enrollments
- Officers’ Meetings
- Executive Meetings
- District Meetings
- State, Regional or Provincial Meetings
- Lodge and Social Functions
- Leadership Training Sessions

In addition to the general responsibilities of the Lodge officers, listed below are some of the specific responsibilities...

President

- Is the Fraternal Leader of the Lodge
- Presides at Board of Officers', Executive Session, regular, and special Lodge meetings and maintains order therein.
- Appoints non-elected officers.
- Appoints all committee chairmen.
- Signs authorized checks and reports.
- Verifies timely submission of reports.
- Represents the Lodge at functions and before other organizations to make an authoritative and convincing address about The Moose, Mooseheart, Moosehaven, Moose Community Service, and the advantages of Moose membership.

Vice President

- Assists with preserving order and decorum in Lodge meetings.
- Presides at meetings in the absence of the President, and serves as Acting President, pending an election, in the event of a vacancy in the office of President.

- Learns the responsibilities of the office of President in preparation for ascending to that office.

Chaplain

- Presides in the absence of the President and Vice President.
- Remains alert to the responsibilities of the President and Vice President in preparation for ascending through the chairs to these offices.
- Serves on the Financial Review Committee, but not as Chairman.
- Visits the sick, disabled, and distressed, whenever possible, and makes a full report at each Lodge meeting.

Treasurer

- Custodian of all securities along with the President
- and Administrator.
- Receives from the Administrator, duplicate deposit slips and initials the duplicate deposit slips retained by the Administrator.
- Assures that the Administrator deposits all funds as often as possible, but at least once each week.
- Signs authorized checks.

- Inspects the Lodge records weekly to assure the proper accounting of the funds of the Lodge.
- Performs the duties of the Administrator, whenever a vacancy occurs, until the Board of Officers names another member of the Lodge to act, or nominates a successor according to the General Laws.

Trustee (3 year, 2 year and 1 year)

Trustees are elected to a three year term, providing their terms are so arranged that one expires annually. Trustees....

- Conduct an inventory of all furniture, fixtures, paraphernalia, and other Lodge property at least annually.
- Conduct a monthly inventory of the Social Quarters, Kitchen Lodge, Gaming and Bingo merchandise.
- Each week, examine and approve all bills, except recurring overhead items.
- Perform a quarterly inspection of the physical properties of the Lodge.

The descriptions of Lodge officers' duties and responsibilities contained in this brochure are not meant to be all-inclusive. Officers are required at all times to be in compliance with the General Laws and policies of The Moose. For a detailed listing of the required duties and responsibilities of Lodge officers, please consult The General Laws of The Moose and the "Officers' and Committeemen's Handbook".

So, you Want to be a Lodge Officer?



This brochure is dedicated to all of the thousands of lodge officers who have served our fraternity over the past 100 years. It is designed to give our prospective lodge officers an overview and road map to the office that they wish to attain.