

WHAT **YOU** CAN DO TO HELP

Most Chairman jobs are easier
then we think...

JOBS THAT ARE MANDATORY TO BE FILLED

Officers

- Exalted Ruler
- Leading Knight
- Chairman of Board
- Secretary
- 3 Trustees
- Treasurer

Chairmen

- Auditing & Accounting
- Activities
- Fraternal
- Accident Prevention
- PER Association

ACTIVITIES COMMITTEE

- Community Project and Activities
- Public Relations
- Youth Activities
- Hoop Shoot/Soccer Shoot
- Drug Awareness
- Bucks (Children's Hospital)
- Historian



FRATERNAL COMMITTEE

- Americanism
- Elks National Foundation
- Flag Day/ Elks Memorial Day
- Membership
- Scholarships
- Lodge Activities (Ballroom/Bingo/etc)
- Veterans Services
- Tall Elks
- Government Relations



STATE PROVIDES TRAINING

- Seatac Convention Jan
- Pasco Convention June
- Officer Training/ER to be
- DD Clinic Aug/April
- Quarterly Meetings
- We can invite State Chair to come teach a class

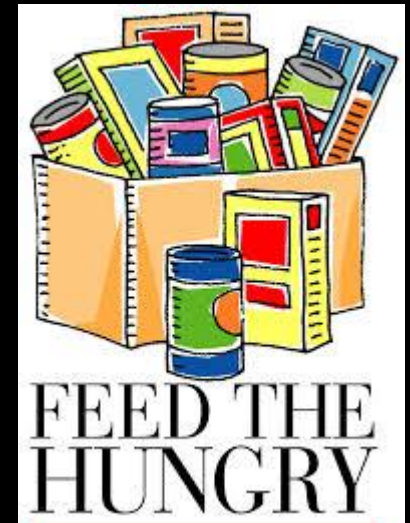
*Who Must Go

- Exalted Ruler
- Leading Knight
- Chairman of Board
- Secretary

**There is a Lodge Contest, Lodge with most officers at all training gets reward*

COMMUNITY PROJECTS & ACTIVITIES

- Food Bank
- Community Kitchen
- Homeless Shelter
- Clothing Bank
- Love Inc
- Find needs in Community



PUBLIC RELATIONS

Members

- Bulletin Editor
- Web Page
- Facebook
- Photographer



- Is Everyone's Job
- Each Chair needs to Submit article to Bulletin Editor
- Use Fiverr.com
- Deadline is 3rd Tuesday of month



YOUTH ACTIVITIES

- Organize a group to go to all the Little League or Soccer games to cheer our team
- Organize an end of Season Party for our team to reward them for a fun season



4-H is a **community** of **young people** across America who are learning **leadership, citizenship** and **life skills.**

Elks Youth Activities

HOOP SHOOT/SOCCER SHOOT

- No more then 3 months
- Set up Location/Date
- Give packets to Schools/invite kids
- Recruit Volunteers
- Order Awards
- Follow Kids to next level competition
- Raise funds to pay for events



DRUG AWARENESS



- Set up events to inform public of tools we have
- Go to Schools/teach kids
- Find Mascot person to be in Parade/Order Mascot
- Essay Contest



“BIRTHDAY BUCKS PROGRAM”

- Create fundraisers for the Children's Hospital
- Send out Birthday Cards
- Send Thank you notes
- Send Get Well Cards



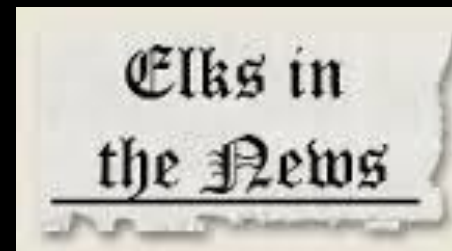
Seattle Children's
HOSPITAL • RESEARCH • FOUNDATION



HISTORIAN

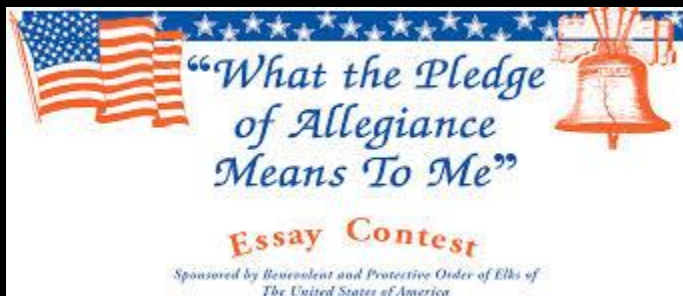


- Collects Pictures/News Clippings of events
- Creates a book of the Years events
- Keeps track of Contest B
- Submits contest B by March 15



AMERICANISM

- Go to Schools and pass out Packets for Essay Contest in September
- Get three people to Judge Essays
- Send Essays to District Chair



ELKS NATIONAL FOUNDATION

- Create Fundraisers for ENF
- Recognize Donors
- Apply for and Supervise ENF Grants
- Make sure Final reports are filed



FLAG DAY/MEMORIAL DAY

- Plan one Event
- On/around June 14
- Plan Several practices of Play to be performed
- Invite Public to Event
- Make sure ER or Rep goes to District Memorial Day Practices and Event on First Sunday of December



MEMBERSHIP

- Recruit Members
- Reward Recruiters
- Collect Lapsed Members
- Contact Past Members
- Contact Stray Elks
- Come up with ideas
- Investigate Applicants
- Organize Indoc

*Who is on team

- Exalted Ruler
- Leading Knight
- Secretary
- Membership Chair
- 2 Volunteer helpers



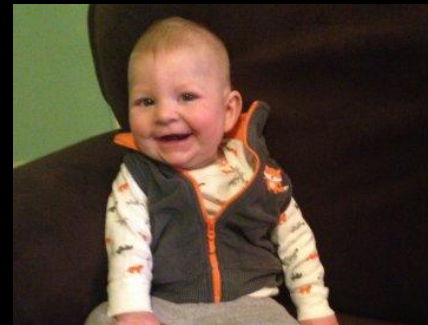
LODGE ACTIVITIES

- Goal is to Keep members coming in the door
- Recruits People to Create Events
- Coordinates dual Activities
- Fundraises for lodge



TALL ELKS

- Plans Fundraisers
- Must give Therapist 90 days notice of Event



VETERANS



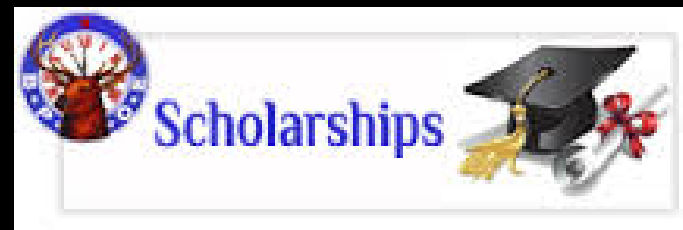
- Plans Retsil
- Plans Fundraisers
- Plans Stand Down
- Recruits Veterans
- Plans Veterans Day Event
- Army of Hope
- Medal of Valor



Veterans Programs

SCHOLARSHIPS

- MVS Scholarship
- 2nd Chance Grant
- Fundraise for Lodge Scholarship
- Vocational Grant
- Send information to Schools
- Send best to District



GOVERNMENT RELATIONS



- Weekly verify Volunteer Hours are turned in
- Input Volunteer hours in CLMS
- Keep tract of State /Federal Law changes that effect lodge

