

## **STATE COMMITTEE CHAIRMEN**

Congratulations on your appointment as a State Association Chairman for the year 2018-2019. The Committee you will chair is a vital link in the chain of our Association and is necessary to the success of our State Association and the Grand Lodge Programs.

It is imperative that all Committees function responsibly. Your selection to these Committees carries the responsibility of fulfilling the goals of the Association for the coming year. Do not treat this assignment lightly.

### **Responsibilities**

#### **Communications**

As a State Chairman, it will be your responsibility to coordinate all program requirements with your District Chairmen. Your District Chairman will be charged with the responsibility of coordinating the program on a District level with all the Lodges in their District. It will be your duty to monitor the progress of the program through your District Chairman. If your program appears to have become “bogged down” in any one District, take action immediately before it is too late to recover. Contact your District Chairmen, determine the problem area, offer assistance where necessary and suggest remedies. Stay on top of any problem area. If a District fails to move your program, report to the **State President** immediately. Every effort will be made to resolve the problem.

Feel Free to set up conference calls with your District and/or Lodge Chairmen to explain and monitor your program. The Conference Call line is available as long as no other committee is using it. Check with a State President for existing conference use times.

**Conference Call Dial in:** 712-775-7031,

**Meeting ID:** 753598735

**Host Pin:** 2752

*This is a free conference call line that is dedicated to the Michigan Elks Association. We will be using this conference line to have monthly meetings with our DVP's, DVC's, and State Chair-people. This line will also be available for various State Commissions, State Chairs, DVC's, DVP's & the PSP to use to communicate with their District or Lodge Chairs as well as their peers.*

## **Programs**

If you are to chair a committee which has a Grand Lodge Area Committee Chairman, in all likelihood, you will receive from the Grand Lodge all of the information necessary to successfully formulate the plan for the State Association Program. However, do not wait for new information from Grand Lodge before implementing your program. If necessary layout your program with last year's material and update your program as new information is received. If this is your first year in your program, contact the Chairman from last year to obtain the needed information. If you have a problem communicating with the Grand Lodge program coordinator, contact the State President and he will help resolve the situation. The Grand lodge suggests guidelines for a successful program, but you should implement the program with imaginative ideas developed by you and your committee. Do not be afraid of using new ideas or thinking "Out of the Box". If additional supplies are needed, contact the Grand Lodge Committeeman responsible and he will forward all information to you.

Our **MICHIGAN ELKS NEWS** is published (4) times each year. You are expected to submit an article promoting your program to the Michigan Elks News Editor for each of these publications.

## **REPORTING**

In order to run a successful and effective program we must communicate. Typically, the weakest link in our lines of communications has been at the **District Level**. You are required to send a copy of your programs, plus any future updates, to the District Chairmen, District Vice President, District Vice chairman, State President, 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents. It is the responsibility of the District chairman to follow up with the Lodges, make progress reports at their District Meeting and assist the Lodges in the promotion of your program. You will be required to send

a minimum of five (5) letters or e-mails adhering to the following schedule. I highly recommend you request confirmation of receipt of your correspondence from your District Chairmen.

Enclosed is a **MONTHLY COMMUNICATION LOG** for your use. It is also on the Michigan Web Site.

- A. **ASAP – A letter of introduction and outline of your program.**
- B. **August 1<sup>st</sup>** - Update your program for the Fall District Meeting. Grand Lodge Programs should be in place and you should have received communications from the Area Four representative.
- C. **December 1<sup>st</sup>** – Update and reminders for the Winter District meeting should you District hold one.
- D. **February 1<sup>st</sup>** – Updates and reminders for the Spring District Meeting.
- E. **April 1<sup>st</sup>** – Program review and reminders for April, May and June events. (This letter also should be sent to the new District Chairman by the current District Chairman).

You will also send a copy to each of these reports to the President, 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents and all District Vice Presidents. However, if Grand lodge requires your reports on a different schedule, you should also comply with their deadlines. Progress reports are not necessary from the Committees of Computer Liaison, Convention, State Publications, Law, Resolutions, Business Practice and Registration.

A copy of your report for the Fall Conference should be emailed to the State President, 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents and the State Secretary of our Association by October 1, 2018. A copy of your final report for the Annual Meeting should be emailed to the State President, 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents and the State Secretary by May 1, 2019.

Your report, as written, will be entered into the proceedings by the State Secretary. Please make a brief recap of your report and offer additions at the podium. This is your chance to highlight your Committees accomplishments. In no case should your report be given on the floor that exceeds three (3) minutes including award presentations. Major Project and Charitable Grant will be allowed 15 minutes each.

Please keep your reports positive since criticism does not motivate anyone and, if possible, use statistics to substantiate the success of your program. By communicating effectively, we can help our Lodges and Communities.

## **FINANCIAL REPORTING**

When requesting annual funding, it is to be done in person or by written request at the annual meeting of the State Trustees.

If funds from the State Association have been received for committee expenditures, a detailed financial report shall be filed at the May convention with the State Trustees.

Sincerely and Fraternaly,

Stan Chubinski  
State President  
Michigan Elks Association