

# MONTANA STATE ELKS ASSOCIATION

## FIRST AND SECOND VICE PRESIDENT'S GUIDE

Congratulations on being elected to serve as a Vice President. By accepting this office you have pledged your support to the state association and the programs we use. This is a guide to give you direction for your ensuing year. More detailed and specific information is found in the Book of Procedures and By-Laws. If you need a current copy of either/both, please let the State Secretary know.

During your job as Vice President do not hesitate to ask assistance from the President, Special Deputy Grand Exalted Ruler, District Deputies, the chair of the Past State President's Advisory Committee and state and district program committee chairpersons. Communication is a vital part of your job representing the MSEA.

It is suggested that you become familiar with Grand Lodge Programs as well as the state association programs.. It is a good idea to contact the chair of that committee a couple of times to offer your assistance. If, at any time during your tenure, you are asked detailed questions about a certain committee refer the person to that committee chair.

Have fun as you go about doing your job of promoting the programs and principles of Elksdom. You are an ambassador for the MSEA and in doing so get a general feel how things are going and answer questions as needed. It is suggested that you also promote to each Lodge you visit, the Community Investments Program. The detailed explanation of each grant is found on the elks.org web site.

## LODGE VISITATIONS

In September write a letter to the Exalted Ruler [address is in the MSEA Directory] and CC the Lodge Secretary of each Lodge assigned to you:

1. Offer your assistance as a state officer if they have any concerns. Remind them to discuss problems with their District Deputy or the Committee program chair.

NOTE: Your job is to make suggestions and do referrals to the appropriate committee chair.

Ask the Exalted Ruler when they are having special events so that you can make your visitation during one of them.

2. After agreeing on the date for your visitation you will need to make arrangements with the Exalted Ruler. If their Lodge finances permit, and you need to stay overnight, it is appropriate for the Exalted Ruler to make your motel reservations and have the Lodge pay for same. Upon check-in ask if your room has been paid for. If not, pay for it and submit an expense and mileage form to the state secretary.
3. The Lodge should pay for you and your spouse/guest dinners.
4. If you wish to address the membership at the dinner make this known to the Exalted Ruler in your follow-up letter accepting the visitation.
6. If you give a talk:
  - a. Speak right after the dinner for 10-15 minutes.
  - b. Talk about programs of most interest to the Lodge or ones in which they need more information.
  - c. Promote Grand Lodge and state programs.
  - d. Be enthusiastic and proud of the Montana State Elks Association.
7. Follow your visitation with a “thank you” letter to the Exalted Ruler and the Lodge for the courtesies extended to you. Your spouse/guest should also send a thank you note to the Exalted Ruler's spouse/guest if he/she was entertained separately from you.
8. There is a strong possibility that you will not be invited to a Lodge function. You may wish to follow up with a phone call to the Exalted Ruler a month after your letter, if you have had no response. You could talk to the E.R. at Mid-Winter to set a visitation date. Lodges are NOT required to host a state officer, it is a suggestion.
9. Visitations are to be completed by the summer convention in July.

## THE VICE PRESIDENT'S VISIT

The purpose of your visitation is to promote the MSEA to all of their members. Find out how the Lodge is doing with Membership, Lodge Activities, Community Investments Program/ Lodge Grants from ENF and all other MSEA programs. Offer your assistance to help the Lodge in any areas they may need. **You are not to inspect any books or records, as this is the duty of the District Deputy. Any problems brought up should not be discussed with the general membership, refer them to the SDGER, District Deputy or Program Chair.**

# FIRST VICE PRESIDENTS RESPONSIBILITIES

## In addition to the Visitations

You are the “incoming President” as First VP and are required to attend the Grand Lodge Convention in July which is the week before the MSEA convention. The MSEA pays your way. You will need to fill out a travel voucher for payment.

No later than January start thinking about the design you want for your state pin as President. You can look online to get ideas from or you can design your own. Talk to Past State President’s at the Mid-Winter meeting regarding pin design, etc.

In May, request the State Secretary send you a form to fill out for Grand Lodge with your State Committee Chairs for your next year as President. While you are making your visitations you may become aware of member[s] who wishes to become active in the State Association as you are responsible for filling the committee positions as listed in the MSEA Directory. Get it back to the State Secretary with your completed information.

If you feel a certain Committee Chair has done an impressive job, it is suggested that communicate with that committee chair and ask if they would like to continue in that capacity. If yes, thank them for their continued service and you look forward to working with them during your term as President. For those that do not want to continue, or you have someone who is more INTERESTED in heading up that Committee, let them know that the MSEA appreciates what they have done in the past.

The First VP will get a gift for the outgoing State President and his/her spouse. Both gifts should cost no more than \$75.00 together. You will be reimbursed by the MSEA after you submit your bill.

Be thinking about someone to nominate you for President and ask them before the summer convention.

The First Vice President, when installed as President that day, chooses the dress for the New State President’s dinner on **Saturday** night. You will also give the Eleven o’clock Toast Saturday night and can set the hour that you wish to give the toast. Also see Book of Procedures: New State Presidents Dinner.

As First Vice President you are responsible to give the Eleven o’clock Toast at the Memorial Service during the Summer Convention. Summer formal is the appropriate attire.

You should arrange with the Past State President's to do the Installation Ceremony on Saturday of the Summer Convention. They are; Installing Officer, Installing Secretary, Installing Chaplain and Installing Esquire.

It is suggested that you contact them prior to the convention.

## 2<sup>nd</sup> VICE PRESIDENT'S RESPONSIBILITIES

In addition to the Visitations

### MEMORIAL SERVICE

The Second Vice President is in charge of the Memorial Service at the summer convention.

1. You should contact the State Secretary and request a copy of the program template to edit with your Memorial service information. When you are satisfied that that program, email the finished document to the State Secretary. She will complete it with the numbers of deceased at that time. 75 copies of the Memorial Service Program are usually sufficient to be printed by the Host Lodge (preferably if the lodge is hosting the convention).
2. To save time, the service could be held at the Lodge and not have to travel to a church.
3. You do not have to find a specific speaker but it could be you or someone who is familiar with the significance of the service and an Elks member.
4. You may ask an organist or pianist **or** use recorded music
5. Same with a vocalist
6. **Secure chimes to use for the Eleven o'clock Toast during the service.**
7. Have 26 white flowers and a vase for placing during the Memorial Service.

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