



## NEW YORK STATE ELKS ASSOCIATION STATE CHAIR GUIDE

### INTRODUCTION

**Congratulations!** You've been selected by the New York State Elks Association to chair a state committee. This means you have been entrusted with a vital task. Each and every program sponsored by the Grand Lodge and/or the New York State Elks Association is important and serves a valuable purpose in the overall picture. While you can be proud of your selection, you should also realize that your position carries with it a great deal of responsibility. If our Association is to be successful this year, each and every chairperson must perform his/her duties diligently and with dignity.

This guide has been prepared by the Advisory Board to help you achieve your goals in a thorough and efficient manner. You must realize though, that this document is only a guide. As chairperson, you must develop your objectives, select activities, implement your program and evaluate your progress. Additionally, you need to direct your committee's work through the efforts of the district committee representatives who also serve this year. Only as a team will you succeed in the achievement of your goals.

Remember that at the State Convention, Fall Conference and during your workshops, you will stand before your Brothers and Sisters to report how well your committee has performed. It is therefore crucial that you take your responsibilities seriously and put the necessary time and effort into your work tasks. The Advisory Board knows you want to succeed and will assist you as you work towards your goals.

If, at any time, you have questions about your duties or committee, please approach your Sponsor or your Advisory Board liaison for assistance. They are always available to help you.

### What are the responsibilities of a State Chairperson?

#### As a State Chair, you will:

- Promote, throughout the State of New York, your particular program as prescribed by the Grand Lodge or by our State Association.
- Communicate with your district chairs as often as possible or necessary, and equally important, answer immediately any and all communications you receive. The use of email is strongly encouraged.
- Disseminate information and materials to district chairs so as to aid them in fulfilling their duties at their level.
- Prepare and submit all mandatory reports on time, especially the budget form for the coming year, which needs to be sent to the State Trustee representing your District.
- Attend the State Convention and/or Fall Conference and conduct workshops and/or make general presentations as required.
- Attend all State President visitations in your district.
- Workshop material can be printed locally if provided for in your budget. Prepare a sample in advance and obtain the printer's cost for budgeting purposes to share with those to whom you report.

- Keep your Sponsor, your Liaison Committee, and the State President advised of your progress throughout the year.

### **How do I build my program?**

Your proven experience, leadership skills and the confidence that has been placed in you by your Sponsor are good indicators that you are capable of putting together a plan that will achieve the goals of your program. Your initiative and creativity are your strengths. Use them to the best of your ability.

### **What is the best way to get started?**

Perhaps the most important step you must take is becoming thoroughly familiar with the history and current status of your committee. It is imperative that you learn all you can about the program so that you are knowledgeable when addressing district and lodge chairs who seek assistance, and the public with whom you may interact.

Be aware that a smooth transition from your predecessor to you is necessary in order to maintain consistency, and as a result, the questions below should be asked and the answers used in your planning. Although the answers to these questions will come mainly from the previous chair of your committee, please feel free to contact your Sponsor, the state secretary, state treasurer and members of your liaison committee for assistance.

### **Chain of Command**

1. To whom am I responsible and in what order?
2. Who are my liaison committee members?
3. What is the time table for my reports, and in what format?
4. Who needs to be copied when I send letters and reports?
5. Is there a reporting system in place for gathering information from district chairs?
6. Is there a Grand Lodge individual who I must copy or work with?

### **Program**

1. Is the state program set in stone or am I expected to retool it?
2. Who has final approval on any program changes?

### **State Convention/Conference**

- 1 Am I expected to put on a workshop and/or business session presentation at both the state convention and state conference? **(See attached schedule on page 7)**
- 2 Am I responsible to set up and maintain a booth at the convention and/or the conference?
- 3 What materials are necessary at the booth, and how do I order what I need?
- 4 Do I receive reimbursement for attendance at both the convention and conference?

### **Payments/Vouchers**

- 1 What is the budget for my state committee?
- 2 What are the guidelines that govern my spending?
- 3 Who should I contact to answer budget questions that may arise?
- 4 To whom do I submit my vouchers?

### **The following actions are also suggested:**

- Ask your predecessor to turn over any records and any other informational materials you can use when you meet.
- Review State and Grand Lodge mandates regarding your program.
- Read any brochures or other materials pertaining to your program.
- Talk with individuals within your lodge, district and region who are knowledgeable about your program.

## Who supervises my progress?

You serve at the discretion of the State President who is counseled by your District Sponsor, the Committee Liaisons and for committees designated 501 (c)(3) the Major Projects Board. State Chairs are appointed to a **one-year** term and may be re-appointed annually to serve two additional years as chair of your program.

The Committee Liaisons are Past State Presidents who are assigned to assist the committee as advisors and advocates for the program(s) which the Committee supports. They should be kept informed of your committee's actions and progress. Any questions you may have, related to the overall functioning of the program (for example--budget issues,) should be directed through your liaison committee for advisement.

Since the State President is responsible for the successful completion of our many programs of Elkdom, you need to keep him informed of your progress and be sure to follow any directives he may issue.

## Whom do I oversee?

You have fourteen district chairs who have been selected by the Past State Presidents of their district to coordinate your committee's program. In many cases, these people have extensive experience with the committee. You are strongly encouraged to listen to them, correspond regularly with them and work with them. Also, encourage them to participate actively and let them know how to contact you. A major complaint of district chairs is that they never hear from their state chair and/or never receive any direction.

It is vital to your committee's success that you keep the district chairs informed of your goals. You must additionally demonstrate that you are enthusiastic and encouraging. Recognize their good work and praise them when it is deserved, and offer assistance and guidance when it is needed. Remember that they are volunteers. Positive results are best achieved through encouragement, constructive assistance, and optimistic attitudes.

## How do I handle a problem with a District Chair?

If, at anytime, you find that a district chair is not carrying out his/her assigned duties to your satisfaction, it is important that you talk directly with he/she to determine why there is a problem. There is a difference between a district chair who does not care and one who is frustrated for any one of many reasons, which may be personal in nature. Try to work out the difficulty, but if it persists, contact your District Sponsor for assistance. **You do not have the authority to dismiss a district chair or to replace one, nor should you create a situation by which a district chair resigns because of something that could have been avoided.** Lead by virtue of your knowledge, example, influence and diplomacy.

## What should I know about my committee budget?

You will be informed by your District Trustee, following the State Convention, the total amount of money you have to work with during the year. The state budget is very carefully prepared and funds are judiciously allocated. **You must not exceed your allotted budget.**

It is wise to plan your year's expenditures well in advance so that you do not come up short as the year progresses. If you have questions pertaining to your budget, discuss them with the members of your liaison committee.

Your budget may be used for telephone, certificates & other awards, postage, and materials. In certain instances (*i.e.: Hoop Shoot, Youth, Scholarship, Major Projects, etc.*) travel allowances (outside of your district) that are necessary for program promotion and that have been approved by the State Trustees, are chargeable expenses.

If you have the capability to do so, you should handle your correspondence and mailings yourself. Your budget account will be billed for the costs.

When your attendance is required at a State Convention or Conference you will be reimbursed for hotel expenses upon submission of a voucher and receipts, up to \$125 of actual cost per allowable day. You will also be reimbursed for mileage to attend these sessions at a rate approved by the Trustees consistent with IRS guidelines.

### **May I travel throughout the state to promote my program?**

You may travel to promote your program but **only if budgeted and approved**. Any reimbursement for your travel may come from your committee budget, so estimate your travels accordingly. **Protocol dictates that you must have approval from the Past State President of jurisdiction prior to officially visiting a lodge or presenting a workshop in a district other than your own.** If you are invited to a lodge in another district, make sure the invitation has been cleared through the appropriate Past State President and copy him on all correspondence pertaining to the visit into his district.

### **What are my responsibilities at the Spring Convention or Fall Conference?**

You need to review the attached schedule regarding your duties at the Spring Convention or the Fall Conference. Committee Chairs who are scheduled by the State Association to make a business session presentation should include your committee's objectives, progress and achievements. Contest recognition is not part of your report, it should be given during your workshop. Your presentation, **must** be concise and conform with the time limit established by the convention chairperson. **You will be required to present a typed, double-spaced copy of your presentation to the recorder and the State Secretary for use in preparing the convention/conference proceedings.**

The convention chairperson will assign a time and place for your workshop and notify you in advance of the meeting. Any special needs (audiovisual equipment, etc.) must be cleared through the State Convention Committee well in advance of the workshop. **If you are not scheduled to give a verbal presentation or workshop, your hotel and travel expenses will not be reimbursed.**

### **Please note:**

- Reporting **charitable program** cash & non-cash contributions, hours, miles driven, etc. is very important to Grand Lodge. Every Lodge has a special booklet for recording this data. We need every State Chairperson to emphasize the importance of recording this information throughout the year. Charitable programs include **Americanism, Community Activities, Elks National Foundation, Flag Day, Drug Awareness, Empire State Elk, Hoop Shoot, Major Projects, National Veterans Service, Scholarship, Soccer Shoot, and Youth Activities.**
- If you wish to present certificates of recognition at the convention that include the signature of the State President, please send those certificates to him at least six weeks prior to the convention. Do not expect to have them signed during the convention.
- It is the responsibility of the State Chairperson to order any awards, trophies, etc. Make sure you allow enough time for the order to be processed.
- Copies of your correspondence should be sent to the State President, State Secretary, members of your liaison committee, and your sponsor.
- Keep a record of useful information that can be passed on to your successor when you finish your tenure.
- Always stress the importance of good public relations and public education in enhancing member and community confidence in our purposes and programs.

## Summary Comments

Selection as a state chairperson is an honor bestowed upon a select few people. Take pride in this office and take pride in your program.

The ability of the New York State Elks Association that "Elks Care – Elks Share" depends upon the success of our programs and the dedication of our state chairs. While we hope that everything will go smoothly, we recognize that difficulties may arise. Do your best to be diplomatic. Should things become overly difficult, there are many people you may turn to for advice and counsel, among them, the Past State Presidents, the members of the Liaison Committee, former state chairs, the State Secretary, and the State President. If you need help, please ask.

Remember "Elks Care – Elks Share". Your leadership and commitment to your program will help us make a difference in New York State, the United States, and the communities in which we live.

PREPARED BY

New York State Elks Association Advisory Board

## ELKS COMMITTEES

**Veterans Service** – The Elks National Veterans Service Commission provides many opportunities for Elks to say “Thank You” to those whose service provided defense of our freedoms and our way of life. Through VA partnerships, independent sponsorships, funds available directly to Lodges, and Elks National Foundation Lodge Grants, Lodges have access to many resources to serve veterans and military members in their communities.

**Dictionary Project** – This worthwhile endeavor touches our youth in a very positive fashion. Many recipients of our dictionaries have never heard of the Benevolent and Protective Order of Elks and this may be the only opportunity to reach out to them. The gift of a dictionary is the gift of language and literacy. We especially support the book titled, “A STUDENT’S DICTIONARY” which contains a comprehensive dictionary, biographies of the U.S. Presidents, the Declaration of Independence, the United States Constitution, maps of the seven continents, information about the 50 states, and weights and measures.

**Antlers** – Teach the youth what being an Elk is really like. The beneficial values that are instilled in our youngsters through a Local Lodge Antlers Program are merely examples of what the Order of Elks is all about and what it can do for others.

**Organ & Tissue Donation Program** – The Grand Lodge Fraternal Committee is asking Elks Lodges nationwide to promote the Organ Donor Program in their Lodge Bulletins and Lodge websites to help inspire Members and citizens in the communities to make these life saving donations.

**Drug Awareness Program** – The struggle to educate our youth and assist them in making informed decisions must be advanced at the community level. Our National, State and Local Lodge Drug Awareness Programs are encouraged to LISTEN, EDUCATE, and MENTOR.

**Elks Youth Programs** – In addition to youth programs mentioned above, the Grand Lodge Activities Committee promotes numerous programs, including:

- Scholarships for graduating high school seniors and others;
- Legacy Award Scholarships for children and grandchildren of Elks Members;
- Student/Teenager of the Month/Year Recognition Programs;
- Hoop Shoot Free Throw Competition;
- Sponsorship of youth sports teams;
- Support of soccer, basketball, junior golf, bowling and tennis programs;
- Support of Youth Camps and programs for special needs and developmentally-challenged youth.

Elks **Care**, Elks **Share**

**State Chairperson's 2023-2024**  
(Spring Only   Fall Only   Both Sessions)

Committee	Chairperson	Spring Convention		Fall Conference	
		Workshop	Verbal Report	Workshop	Verbal Report
Accident Prevention/Risk Mgmt	Bill Schaab	Yes	Yes	No	No
Americanism/Flag Day	Matthew Romanow	Yes	Yes	Yes	Yes
Bowling	Julie Keenan	No	No	Yes	Yes
Business Practices/Treasurer	Paul Crumb & Christopher Maddock	Yes	Yes	No	No
Camp Bristol	Michael Bloss	Yes	Yes	Yes	Yes
Charitable Records	Joe Benoit	No	No	Yes	Yes
Community Activities – (Combined with Lodge Activities)	Jamie Sisson	Yes	Yes	No	No
Drug Awareness	Peter Lazier	Yes	Yes	Yes	Yes
Elks Memorial Day	Roy Henry	No	No	Yes	Yes
Elks National Foundation	Howard Nisbet	Yes	Yes	Yes	Yes
Elks Training	Charles Pemburn	No	No	Yes	Yes
Empire State Elk (Combined with Internet/Public Relations)	Tim Welpé	Yes	Yes	Yes	Yes
Government Relations	Jeff Smaldon	Yes	Yes	No	No
Hoop Shoot (Combined w/Youth)	Michael Sage	No	No	Yes	Yes
Internet/Electronic Media (Combined with Empire State Elks and Public Relations)	Mel Oliviera	Yes	Yes	Yes	Yes
Lodge Activities (Combined with Community Activities)	Tania DeFrank	Yes	Yes	No	No
Lodge Development	April McInerny	No	No	Yes	Yes
Major Projects	David Brown	Yes	Yes	Yes	Yes
Membership/Retention	Jeff Largeteau	Yes	Yes	Yes	Yes
National Veterans Service	Justine Crowley- Duncan	Yes	Yes	Yes	Yes
Public Relations (Combined with ESE & Elec Media)	Michael Jones	Yes	Yes	Yes	Yes
Ritual	Brian Scott	Contest	Yes	Yes	Yes
Secretary/Treasurer	Renee Bott & Chris Maddock	Yes	No	Yes	No
Scholarship/Emergency Grants	Jay Mason & Colleen Quackenbush	Yes	Yes	Yes	Yes
Soccer (Combined with Youth)	Dan Shannon	Yes	Yes	No	No
Youth Activities	Jeff Drake	Yes	Yes	Yes	Yes

Note:

- Lodge Activities and Community Activities give a combined workshop.
- Internet & Electronic Media, Empire State Elk and Public Relations give a combined workshop.
- Youth Activities combines with Hoop Shoot in the Fall and Soccer in the Spring.