

STATE COMMITTEE CHAIRMEN

Congratulations on your appointment as a State Association Chairmen for the year 2011 - 2012. 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

As a State Chairman, it will be your responsibility to coordinate all program requirements with your District Chairmen. Your District Chairmen 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 Chairmen. If you feel at anytime your program appears to have "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.

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. **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 problems communicating with the Grand Lodge program coordinator, contact the State President and he will help you 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.** If additional supplies are needed, contact the Grand Lodge Committeeman responsible and he will forward all information to you.

The **MICHIGAN ELKS NEWS** is published four (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 communication has been at the district level. **You are required to send a copy of your program, plus any future updates, to the District Chairmen, District Vice Presidents, State President, 1st Vice President, and 2nd Vice President.** It is the responsibility of the District Chairman to follow up with the Lodges, make progress reports at their district meetings, and assist the Lodges in the promotion of your program.

You will be required to send a **minimum** of five (5) letters or emails) adhering to the following schedule:

- June 1st - letter of introduction and outline of your program.
- August 1st - update your program for the Fall District Meetings.

- December 1st - updates and reminders for the Winter District Meeting.
- February 1st - updates and reminders for the Spring District Meetings.
- April 1st - program review and reminders for April, May, and June events. (This letter also to be passed on to new Dist. Chairman by current District Chairman).

You will also send a copy of each of these reports to the President, 1st Vice President, 2nd Vice-President 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, National Home, State Publications, Law, Resolutions, Business Practice, and Registration.

A copy of your report for the Fall Conference should be mailed to the President the 1st Vice President, the 2nd Vice President and the Secretary of our Association by October 1, 2011. A copy of your final report for the Annual Meeting should be mailed to the President, 1st Vice President, 2nd Vice President and Secretary by May 1, 2012.

Your reports, as written, will be entered into the proceedings by the State Secretary. If you are giving a verbal report you will have 2 minutes only. In no case should a report be given on the floor that exceeds four (4) minutes including award presentations. Major Project will be allowed 15 minutes. 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 offer further proof that: **Elks Care – Elks Share”**.

Sincerely and fraternally,
 Keith E. Alverson
 President - Michigan Elks Association