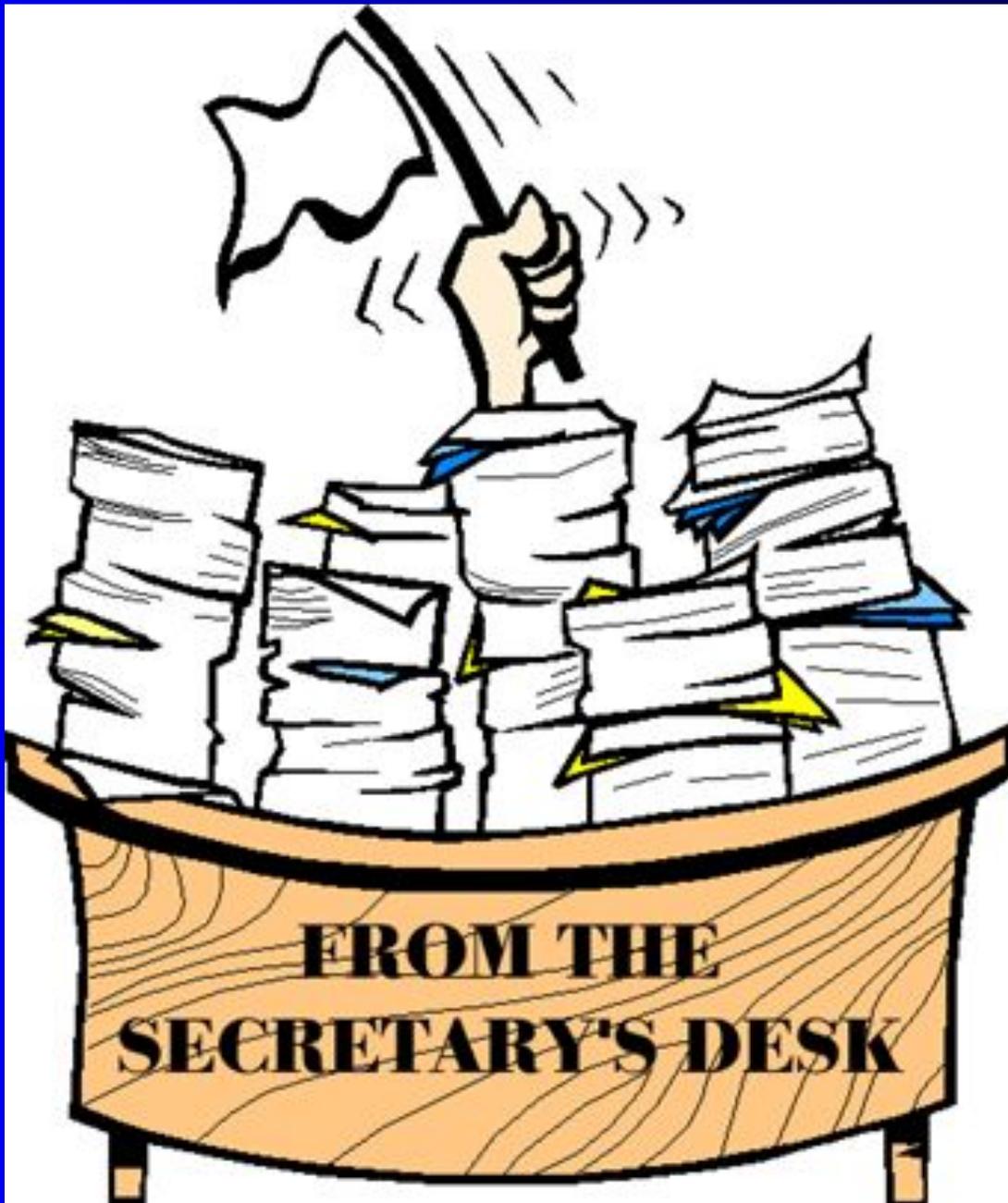




Idaho Elks Lodge Secretary Training



A Partial List of Secretary Duties

Daily Mail

- Open Mail
- Deliver mail to officers and committee chairs
- Prepare vouchers for bills
- Deliver pre-approved bills to Treasurer with voucher
- Prepare needed correspondence subject to approval of Exalted Ruler

- Early Bird stickers
- Officer Name Badges
- Candidates name tags (if used)
- New Member Information Packet
 - What It Means To Be An Elk
 - Constitution and Statutes
 - ENF Good Deeds Should Last Forever
 - ENF Do You Believe In Hope
 - Elks USA
 - What You Should Know
 - Supporting America's Youth
 - Major Project Pamphlet
 - Candidate Flags

Order Supplies

- Membership Applications
- Transfer Dimit Applications
- Absolute Dimit Applications
- Reinstatement Applications
- Grand Lodge Manuals
- Regular Member Cards
- Life Member Cards
- Identification Cards
- Lodge Stationery
- Lodge Envelopes
- Member year stickers
- ENF Heart stickers
- Officer title stickers

- Key cards
- Membership pins
- Card Lock and Keys
- Suggested Awards
 - Elks of the Year Award
 - Citizen of the Year Award
 - Officer of the Year Award
 - Exalted Ruler recognition plaque
 - Chairman of Board of Board recognition plaque
 - Exalted Ruler Watch / Ring etc.

Lodge Meeting

- Prepare for Lodge Meeting
 - Collect Lodge Communication
 - Prepare Minutes for previous meeting
 - Prepare Receipts for the session
 - Prepare Bill Paying approval list
 - Read or distribute previous meeting minutes for approval.
 - Record officer attendance
 - Record accurate, full, and complete minutes

Lodge Meeting

- Report on members who are ill or passed away
- Report on applications received
- Record applicants initiated, reinstated, transferred, dropped, or affiliated
- Prepare ballots if more than one applicant
- Record applications accepted or rejected
- Record accurate motions
- Report on Receipts of the session
- Report on Bills against the Lodge
- Sign all approved payment vouchers. ER must also sign vouchers.

Initiation

- Assemble/Distribute New Member Packet
- Make/Distribute Name Tags (if used)
- Create Candidate List
- Send Indoctrination Letter
- Send Initiation Letter
- Attend Indoctrination and explain:
 - New member sponsorship
 - Dues collection process
- Attend Initiation
 - Have new member sign constitution
 - Collect dues and fees
 - Distribute membership cards (IF DUES PAID)
 - Distribute new member packets
- Enter new member in CLMS2Web

Dues Collection

- USE NEW GL BILLING SYSTEM (skip next 2 steps)
- Create statements in CLMS2PC
- Place in envelopes and mail
- Create membership cards in CLMS2PC.
- Send membership card upon receipt of dues
- Record dues in CLMS2Web
- Record member dues, ENF payments, other Optional Donations paid in CLMS2Web
- Pay collected funds to Treasurer; record and file receipt
- Send dues payment reminder every three months
- Send final dues payment letter in February
- Drop non-paid members on March 31st via CLMS2Web

Installation of Officers

- Create/print program
- Create/print invitations
- Provide member labels
- Write article for local newspaper
- Take picture of officers

Life Member

- If you have a Waiting List, Review it for the next members on the list for this years quota.
- Do NOT notify members that they are eligible to become Life Members.

Newsletter/Magazine

- Collect information to be included in monthly newsletter
- Design monthly newsletter with publishing software
- E-mail final copy to printer (if used)
- Print mailing labels from CLMS2PC
- E-mail color monthly newsletter to members with e-mail address on file
- Receive / update any address changes from post office in CLMS2Web
- Maintain addresses in CLMS2Web

Charity Record Booklet

- Collect data from committee chairs & ER
- Enter data in CLMS2Web at least monthly.
- Submit report via CLMS2Web @ end of year.

District Deputy Visit

- Provide samples of Grand Lodge manuals (can use on-line manuals)
- Reserve hotel room for DDGER, DDGER Esquire, and DDGER Auditor
- Compile information requested by DDGER

General Duties

- Attend two District Deputy Clinics (April & August)
- Attend two State Conferences (June & November)
- Serve as a member of the Standing Relief Committee
- Report Exalted Ruler's and/or Secretary's names and address to Grand Secretary's office via CLMS2Web
- Report expulsions and suspensions of members to Grand Secretary via CLMS2WEB
- Notify all committee members of their appointments together with appropriate Manual(s)
- Notify appropriate lodge personnel of required license renewals, government reports, and property inspections
- Process transfer/reinstatement documents with other Lodges

General Duties

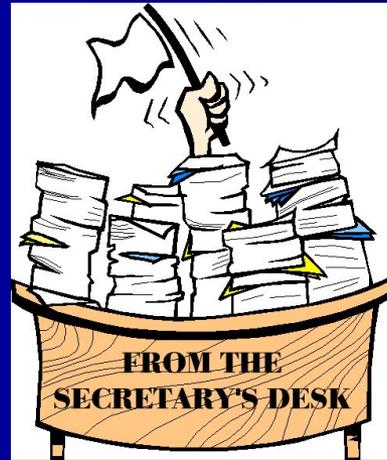
- * Prepare and submit Grand Lodge Annual Report via CLMS2Web
- * Prepare and submit Membership Report via CLMS2Web
- * Maintain Bulletin Board
- * Receive all monies due the Lodge, from any source whatever, paying same to the Treasurer obtaining receipt.
- * Keep correct mailing list of Members in Secretary's office
- * Correspond with Stray Elks provided by Grand Lodge
- * Complete Grand Lodge Directory Information via CLMS2Web
- * Maintain Elks Magazine Issues file
- * Maintain Liability Insurance file
- * Grand Lodge Membership Committee for various awards
- * Assist By-Law Committee with revision process
- * Perform any additional duties approved by the Lodge

Agenda

I. LODGE SECRETARY AND BOOK KEEPER IMPORTANT DATES & REMINDERS

- An annual overview of important due dates and items of completion for the Lodge Secretary, Bookkeeper & Exalted Ruler.

LODGE SECRETARY & BOOK KEEPER



IMPORTANT DATES & REMINDERS

- *February ~ Start Early is the Key*

- **Membership Dues Notices to be mailed by first class mail for upcoming Lodge year.**

- Dues Notices printed from CLMS program or use GL Billing System
- May pre-print membership cards.
 - Regular Members & Spouses
 - Life Members & Spouses
 - Associate Members
 - Widows /Widowers

- Prepaid dues, for new lodge year, to be held in suspense account and brought forward on April 1st. (Note: These funds not to be used until after April 1st.)

- February & March

- New Lodge Year Budget work sessions by BOD and House Committee.
 - Current Financial Information with year to date budget will be necessary.
 - Budget to be approved no later than last regular meeting in April. (Recommend by last meeting in March)
- Membership dues should be coming in.

– Update CLMS program with the new year information.

- The Grand Lodge Dues and ISEA Dues are automatically updated by GL in CLMS. You can't change.
- In CLMS, GL moves Current Dues to Delinquent Dues and Pre-paid Dues to Current Dues automatically.
- Any special lodge assessments and/or donations requests.
 - ENF
 - ISEA Rehab Project
 - Lodge Building Fund
 - Lodge Scholarship Fund
 - Any other special lodge requests

– End of Year CLMS Procedures

- 3/31 Drop all delinquent members. Make certain the drop date is 3/31.
- Follow End of Year CLMS Instructions. (copy attached)
 - Lodge Officer information.
 - Committee information.
 - Lodge Settings.
 - Print / save end of year membership reports.
 - Print / save end of year dues reports
 - File Annual Membership & Charitable Reports to Grand Lodge on line. (not required to hard copy anyone)
- **Strongly recommend get new Lodge Budget approved on floor prior to April 1st. Makes Secretary & Book keeper job much easier.**

- April ~ A Very Busy Month

- **AFTER** April 1st CLMS (CAUTION: do not perform these actions prior to April 1st)

- Revise “Lodge Settings”

- ER & Secretary Names for member cards
- Check that ENF Account Setting on Other Tab is correct
- Click “SAVE” button @ bottom of screen.
- Once Annual Reports are finalized by GL, GL will supply the final starting member number via an update.

- On CLMS2Web Staff Tab, Check all of the CLMS Staffer and Coordinator assignments.

- Bookkeeper: Pre-paid dues should come forward for use in current year.

- Budget shall be approved this month by Lodge vote on floor. No later than 2nd meeting in April.

- Make sure all Lodge Officers contact information in CLMS is up to date. This will be used for the ISEA Officer and Lodge Directory.
- Attend DD Clinic. (along with ER, BOD Chair and Leading Knight)
- **Lodge Annual Report & Charitable Report due to Grand Lodge no later than May 1st.**
 - Lodge Annual Report includes the final membership numbers for the year Report is automatically filed via the CLMS system.
 - **REMINDER**...The Annual Report is **NOT** final until payment of GL assessments has been received by Grand Lodge.
 - Annual Charitable Report to be filled and filed on line at the GL web site.
 - GL assessments to be mailed.
- **Idaho State Elks Association DUES are due and payable.**
 - \$5.50 per member as of April 1st.
 - Forward to State Secretary – by April 15th.
 - Include copy of membership report & submit names of Convention Delegates & Alternate as approved on Lodge floor.

- Get previous year financial information together and file on FRS by the 3rd Friday in May.
- If not on time lodge is subject to Audit and a \$100 fine per month. *If going to be late request extension from Grand Lodge Area 8 Auditor and State Sponsor, PGER Roger True. Fine is still levied.

- May

- Make certain that Lodge Annual Report has been sent to Grand Lodge via the CLMS system. No need to copy DD or Sponsor as they can access this info from GL web site.
- Mail out 2nd Membership Dues Notice to delinquent members, BETTER YET, use GL Billing System.

● June

- Idaho State Elks Association Convention this month. Reminder for Exalted Ruler.
- **Lodge Annual Audit Report is due to Grand Lodge no later than June 30th. File on line.**
 - If not on time lodge is subject to \$100 fine.
 - If going to be late request extension from Grand Lodge Area 8 Auditor and State Sponsor, PGER Roger True. This may or may not be granted. Fine still levied.

● July

- Grand Lodge Convention this month. ER must attend. Reminder to Exalted Ruler.

● August

- Attend DD Clinic. (along with ER, Trustee Chair. and Leading Knight)
- Nothing other mandatory due this month.

- September

- “Secretary’s Report to the Lodge” per GL Statutes.
- District Deputy Commences his/her visits to Lodges now through November. Check with Lodge Secretary and/or Exalted Ruler for visit date and required information...financials etc.
- Grand Lodge should send order form for new membership cards for upcoming year. Place order as soon as received. Can be completed on line at GL web site.
- Mail out 3rd Membership Dues Notice to delinquent members.

- October

- Lodge Audit Committee is required to review Lodge books and report at last monthly meeting. Assist the Audit Committee Chairman.
- Elks National Foundation – contributions should be sent in. Reminder to ENF Chairman and Exalted Ruler.

- November
 - Membership Report automatically filed electronically via CLMS. **NO NEED** to copy District Deputy, Grand Lodge Secretary or State Sponsor.
 - ISEA Winter Training Seminar – Remind ER & Officers
- December
 - Nothing mandatory due this month.
 - Order next year membership cards from Grand Lodge. (if not already done) Can complete this on line at the GL web site.
 - Order new door lock and key cards. (Card Lock Co.) (if not already done)
- January
 - Mail out 4th & Final Membership Dues Notice to delinquent members.

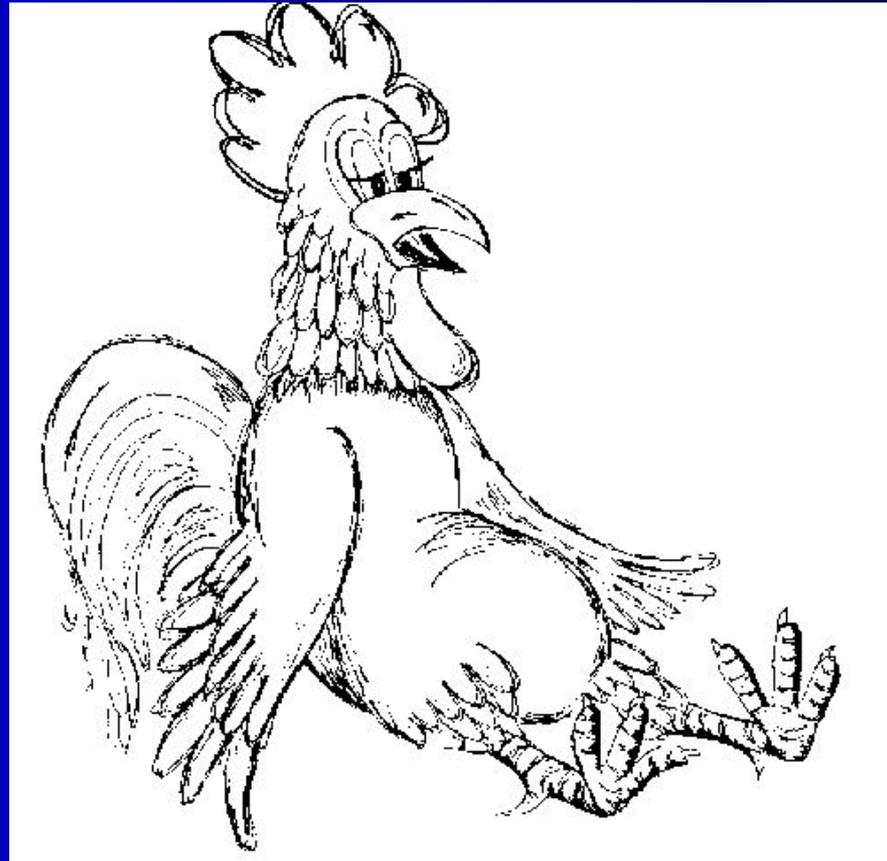
- February

- Nominations of new Lodge Officers this month.
- Lodge Past Exalted Ruler's Night ~ first meeting of the month.
- Nothing mandatory due this month.
- Send Delinquent Members a letter informing them that they are to be dropped for non-payment of dues on March 31st.
- Lodge Officers & Committees information to Grand Lodge & State Association. Incoming ER & Secretary entered into CLMS2WEB

- March

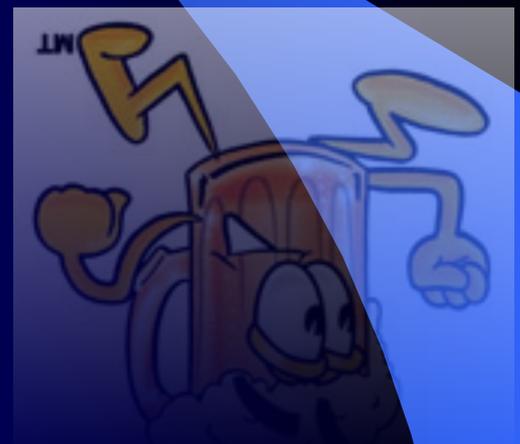
- New Lodge Officers Installation between March 15 and April 15 per Grand Lodge Statute.
- Lodge Officers & Committees information to Grand Lodge & State Association. Incoming ER.
- **All Elks National Foundation contributions are due by March 15th.** Reminder to Exalted Ruler & ENF Chairperson.
- Follow the CLMS instructions for End-of-Year procedures.
 - March 31st ~ Print out list and then drop all delinquent members for the year.
 - File the Grand Lodge Annual Report as soon as possible. (Note: complete this prior to changing the lodge settings to the new lodge year).
 - After filing the Annual Report, change the lodge settings to the new year and change the officer and committee information. You should now be set up for the new year.

CONGRATULATIONS ON A
JOB WELL DONE !



START ALL OVER AT THE BEGINNING

LIBATION
BREAK
15 Minutes



Agenda CLMS (Chicago Lodge Membership System)

II. CLMS TRAINING (1 HR)

- **Getting Started**
 - Lodge Settings
 - Regular Dues
 - Life Member Dues
 - Optional requests
 - Dues notice & membership cards printing
- **Membership entry information**
 - New candidates entry
 - Candidate to new Member entry
 - Reinstatements
 - Absolute / Transfer Dimits
 - Associate members
 - Widows
 - Dignitaries

CLMS Con't

- End of Year Reporting
 - Grand Lodge Annual Membership Report
 - Annual Charitable Report
- Officers & Committees Report
- DD Report (in preparation for DD visitation)
- Labels printing and other reports
- Other CLMS issues

Idaho Grand Lodge Leaders

- Special Deputy, Del Miley, PDD, PSP
- EAST District
 - DL Mike Marvin, PDD, SVP
 - DD Dave Purcell
- SOUTH District
 - DL Lyle Gessford, PDD, PSP
 - DD Tom Marmon
- NORTH District
 - DL Ed Sanman, PDD, PSP
 - Kevin Asker

Agenda Other

III. OTHER ITEMS (time permitting)

- Grand Lodge web site
 - Financial Reporting System – On Line
 - Charitable Reports ~ On Line
 - Membership Reports ~ On Line
 - Lodge web site @ GL web site
- Round table discussion.
- Conclusion

Where to Get More Help

- Lodge Secretary's Manual
- Fellow Lodge Secretaries
- District Deputy
- GL Special Deputy
- Grand Lodge Web Site
- Idaho State Elks Association - Officers Training Committee

Required Lodge Officer & Employee Forms (handouts)

- Lodge Harassment Policy
 - To be signed by all lodge officers & employees
- Employee Acknowledgement Form
- Employee Confidentiality Agreement
- I-9 Employment Eligibility Verification
 - All to be signed by ALL employees

END OF PRESENTATION

THANK YOU FOR YOUR ATTENDANCE

