

Washington Elks Therapy Program for Children, Inc

THErapy TRUSTEES' DUTIES (Detail)

You have been selected to serve as a Trustee of the Washington Elks Therapy Program for Children, Inc. - our Major Project. As such, you will play a key role in its success and growth but only if you perform as is expected of you. These guidelines are set down in the interest of the Program to acquaint you with the expectations of your performance for as long as you serve on this Project.

1. As a Trustee, you are expected and obligated to attend each meeting of the Therapy Program Trustees. Four regular meetings are scheduled each year. One is conducted at each of the conventions of the Washington State Elks Association, and one is conducted at each of the Spring and Fall Board Meetings. These meetings will be attended at your expense.

2. You will assume the responsibility as a liaison officer responsible for two or more Lodges in your district. It will be your duty to acquaint yourself with your Lodge's Chairmen assigned to promote the Program within their Lodge. Their specific responsibilities are described in Appendixes D through F of this Manual. Report your visits to your Lodges using the Therapy Lodge Visitation Report which is part of this Appendix to the Therapy Program Chairman.

3. You will familiarize yourself thoroughly with the history, background, developments, aims and all details of the Program so you will be ready at all times to advise and assist the Lodge Chairmen, Lodge Officers, Elk members, Elk Lady's groups, and the public.

4. In those Lodges assigned to you, you will clarify the roles of the Lodge Chairmen and Lady's groups, and identify the specific responsibilities associated with this assignment. The principal areas of responsibility are:

- a. Tall Elks and Tall Lady Program
- b. Living Tribute Envelope Program
- c. Bequeaths, Wills and Codicils
- d. Special Fund Raising Programs to achieve their per capita goals
- e. Demonstrations
- f. News Articles - Lodge Bulletins and Local Media

5. You will familiarize yourself with the financial status of the Program, the level of participation and contributions by the Lodges and the monthly Financial Report. You will receive a copy of the monthly Financial Report which includes information on giving for each Lodge. Reports are detailed in Appendix K.

6. Trustees are responsible for and should make sure that individual and Lodge contributions for the Project are forwarded to the State Office at least on a monthly basis.

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THERAPY TRUSTEES' DUTIES (Detail)

7. You will familiarize yourself with the activities of the Lodges within your jurisdiction. Keep yourself advised of the Lodge's participation in the Program. Be ready to assist whenever requested or volunteer assistance if not requested.

8. In your liaison with the Lodges and Lodge Committeemen, you should impress upon them the desirability of establishing excellent public relations and the utilization of local news media such as Lodge Bulletins, newspapers, radio and television. Make sure that the Lodge Committeemen are furnished with newsworthy items so that they, in turn, can relay them to the news media.

9. Establish and maintain liaison between the therapist operating in his/her area and the Lodges in his/her area. Encourage, assist, plan and arrange for personal appearances of the therapists at Lodge meetings or open meetings in order that the members of the Elks and the public are fully advised of the program (see Appendix H on the Scheduling and Conduct of a Demonstration).

10. Become personally acquainted with those Elks in your area who are enthusiastic supporters of the Program and assist in their training and indoctrination.

In summary, no other activity deserves and requires more dedicated efforts than this Program. No greater honor can be bestowed on an Elk in the State of Washington than being selected to serve as a Trustee of our "Major Project". In his/her care and custody is our most important single activity. This responsibility cannot be taken lightly since the future of the Project and its necessary growth are dependent upon the leadership and dedicated efforts of the Trustees.

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THERAPY TRUSTEES' DUTIES (Detail)

THERAPY LODGE VISITATION REPORT

TRUSTEE'S NAME: _____ DISTRICT: _____

LODGE VISITED: _____ DATE OF VISIT: _____

LODGE REPRESENTATIVES PRESENT: _____

Is the Lodge following guidelines for:

Submission of Donations: _____ Coin Box Event: _____

Tall Elks: _____ Bequeaths: _____

Living Tribute Envelopes (Memorials) _____ (Honor Gifts) _____

Comments:

Is the Lodge planning a Therapy Demonstration this year?: _____

When: _____ Specific Plans: _____

Is the Lodge planning a special Fund Raising Event?: _____

When: _____ Type of Event: _____

Is information on the Therapy Program placed in the Lodge Bulletin on a Monthly Basis?

Was the Ladies Organization contacted?: _____

Lady Representatives present: _____

Comments:(Use questions above as a guide) _____

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SUPPLY REQUEST (Indicate Quantity)

Tall Elk Receipt Books: _____ Tall Lady Receipt Books: _____

Tall Elk Pins: _____ Tall Lady Pins: _____

BROCHURES - Therapy: _____ Wills: _____

LIVING TRIBUTE ENVELOPES - Memorial: _____ Honor: _____

Memorial Books: _____ Coin Boxes: _____

Ship to - Name: _____

Street Address: _____

City: _____ St: _____ ZIP: _____