
Washington State Elks Association

MANUAL TITLE:

WASHINGTON ELKS THERAPY PROGRAM FOR CHILDREN, INC

Revised 9/2013

1.0 PURPOSE To provide Occupational and/or Physical Therapy services in a home environment at no cost to the families of children from birth to twenty-one years of age with developmental or physical disabilities.

2.0 SCOPE Applies to children who are medically fragile or who would otherwise go without services because of health status, transportation problems or lack of other resources who would experience further deterioration in their status. Preference is given to infants and young children.

3.0 COMPOSITION

The Washington Elks Therapy Program for Children, Inc. is the "Major Project" of the Washington State Elks Association. The Major Project Committee consists of the Board of Trustees of the Washington Elks Therapy Program for Children, Inc.

4.0 RESPONSIBILITIES

4.1 President

* Appoint a member of the Therapy Board of Trustees as Chairman for a one-year period.

* Appoint members to the Board of Trustees for a five-year term.

* Appoint one member of the Board of Financial Trustees of the Washington State Elks Association to serve on the Therapy Program Interim Committee as recommended by the Financial Trustees.

* Remove a member of the Major Project Committee (Therapy Board of Trustees) upon concurrence of two-thirds of the members of the Executive Committee of the

Washington State Elks Association.

- * Call Special Meetings of the Board of Trustees of the Therapy Program.

4.1 State Association Vice Presidents

- * All Vice Presidents of the Washington State Elks Association are non-voting ex-officio members of the Board of Trustees of the Therapy Program.

4.2 Therapy Program Chairman

- * Preside at all meetings of the Board of Trustees.
- * At the Mid Winter Session and at the Summer Convention of the Washington State Elks Association, submit a report showing the scope of the work performed under the direction of the Board of Trustees, the financial condition of the Therapy Program, and the condition of any tangible property owned.
- * Appoint an Interim Committee consisting of the Therapy Program Chairman, Treasurer, at least two members of the Board of Trustees and one member of the Board of Financial Trustees as agreed upon by the Financial Trustees and the Therapy Program Chairman of the Washington State Elks Association.
- * Call Special Meetings of the Board of Trustees of the Therapy Program.
- * Coordinate all publicity for the Therapy Program.
- * Encourage and assist in the preparation of articles for publication in the Elks Magazine and Lodge Bulletins.
- * Use whatever means available to inform the membership and the public of the accomplishments of the Therapy Program.

4.3 Board of Trustees

- * Administer and manage the business of the Therapy Program in accordance with the Constitution and By-Laws of the Washington State Elks Association.
- * Approve the appointments by the Chairman to the Therapy Program Interim Committee.
- * A majority of the Trustees may call Special Meetings of the Board of Trustees of the Therapy Program.
- * Attend four regular meetings of the Therapy Program and Special meetings when called by proper authority.

- * Act as the Liaison Officer for two or more Lodges within their district.
- * Promote and encourage fundraising activities for the Therapy Program within the Lodges assigned.
- * Report to the Therapy Program on visits to your Lodges using Therapy Lodge Visitation Report (Appendix C).
- * Become familiar with the Tall Elk and Tall Lady Chairperson within the Lodges assigned.
- * Assist the Lodges assigned in promoting the Therapy Program.
- * Monitor the level of participation and contributions of the Lodges assigned.
- * Promote the use of Memorial and Honor Gift Envelopes.
- * Monitor the monthly reports and provide encouragement to Lodges not fully utilizing Living Tribute Gifts.
- * Encourage the membership to consider using wills as a means of supporting the Therapy Program.
- * Assist the Lodge Bequeaths Chairmen in establishing a Lodge Program.
- * Monitor any bequests to the Therapy Program.

4.4 Therapy Program Interim Committee

- * Meet at regular intervals with the Secretary/Manager.
- * Review the activities, financial status, scope and work of the Therapy Program, budgeted expenditures and determine if policies established by the Board of Trustees are being carried out.
- * Report to the Board of Trustees at each regular or special meeting of the Board.

4.5 Secretary/Manager

- * Issue notices and have charge of the records of the Therapy Program.
- * Keep minutes of all meetings held by the Board of Trustees.
- * Have charge of all books, papers and seal of the Therapy Program.

- * Attest with their signature and impress with the Therapy Program seal all documents required to be executed by the Therapy Program.

- * Perform all such other duties as are indicated by their office.

4.6 Spring Fundraiser Chairman

- * Establish a prize schedule each year.

- * Review rules and tickets to insure it is ready for printing by about May 1st.

- * Insure all tickets are received about one week before the convention.

- * Take the drawing drum complete with tickets to the Summer Convention and have drawn during the open session.

- * Notify all winners and have prizes forwarded to them.

4.7 Therapy Budget Committee Chairman

- * Prepare a budget for the Therapy Program for presentation to the Board of Trustees at their April Meeting.

- * Monitor the progress of the budget and report on a monthly basis.

- * Make recommendations for budget revisions at each quarterly meeting.

4.8 Investment Committee Chairman

- * Monitor the investments of the Therapy Program.

- * Make recommendations to the Board of Trustees regarding investment changes.

- * Report to the Board of Trustees on a quarterly basis.

4.9 Medical Advisory Board

- * The Medical Advisory Board will advise the Washington Elks Therapy Program for Children, Inc. on issues related to the delivery of therapy services to infants and children with special needs and the training and advice offered to their families.

- * Evaluate the medical performance yearly from reports of treatments from the Therapy Supervisor, letters or comments from parents and possible reports provided by hospitals or learning institutions.

- * Evaluate any future needs for proper advertising, methods, new medical practices and possible state or federal changes which may effect treatment of children within the Elks Therapy Program.
- * Perform tasks which may provide information needed for better performance of the Elks Therapy Program.
- * Attend an annual meeting of the Medical Advisory Board or provide information to the meeting.

4.10 Lodge Tall Elk Chairman/Ladies Organization Tall Lady Chairman

- * Evoke donations from the membership and other interested parties.
- * Receipt donations received at the Lodge/Organization level and transmit them to the State Office on a MONTHLY basis.
- *Promote the Therapy Program on a continuing basis through the Lodge/Organization meetings and publications.
- * Conduct at least two special fundraising events within the organization each year in order to achieve desirable per capita goals.
- * Arrange for a Therapy Demonstration for the organization through the Therapy Trustee assigned following the procedures listed in Appendix H.
- * Become familiar with the various types of giving to the Therapy Program - Tall Elk, Tall Lady, Coin Boxes, etc.
- * Track donations by individuals of their respective organization.
- * Promote donations to the Therapy Program through the use of Honor Gifts and Living Tribute Envelopes
- * Ensure the Lodge provides a Memorial Book to the surviving members of a deceased Elks family.
- * Promote donations to the Therapy Program through bequeaths.
- * Be familiar with the various types of bequeaths which can be made.

5.0 REFERENCES

5.1 State Association Constitution and By-Laws

5.2 Therapy Program By-Laws

6.0 APPENDIX

Appendix A - The Story of the Therapy Program (Revised 1/2013)

The Story of the Therapy Program
How it all Began
Frequently Asked Questions

Appendix B - Services Offered (Revised 1/2007)

Appendix C - Therapy Trustee's Duties (Detail) (Revised 1/2007)

Appendix D - Tall Elks/Tall Lady Chairman Duties (Detail)
(Revised 1/2013)

Appendix E - Living Tribute Chairman Duties (Detail)
(Revised 1/2012)

Appendix F - Bequeaths Chairman Duties (Detail)
(Revised 6/2014)

Appendix G - Therapy Program Workshop Agenda (Revised 6/2014)

Appendix H - Therapist Visitations (Revised 1/2013)

Appendix I - Reasons for Giving (Revised 1/2007)

Appendix J - Coin Box Program (Revised 6/2014)

Appendix K - Reports (Revised 6/2014)

Appendix L - Awards (Revised 1/2007)

Appendix M - Supplies (Revised 1/2007)

Appendix N - Therapy Program By-Laws (Revised 11/2011)

Appendix O - Trust Fund Policy (Revised 1/2013)