

Officers' Training Seminar

Exalted Ruler's Duties

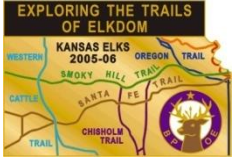
Grand Lodge Website

<http://www.elks.org>



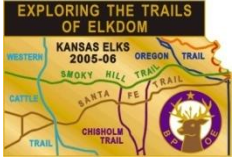
Frank Springer, KEA Secretary, SDGER

Chanute Lodge No. 806



Welcome Exalted Rulers!

- Congratulations on your election to the highest office in your Lodge!
- Primary responsibility → success of your Lodge during your term
 - In turn, your success is vital to the Order
- This will be one of the most memorable years in your life
 - Meeting the challenges for your Lodge
 - Outstanding contributions to the Order
- You are not alone... Help is there for the asking... **DELEGATE WISELY**
 - Good Committee Chairpersons... share the rewards
 - Good Assistant Committee Chairpersons... setting the stage
 - Grand Lodge website... your resource center
 - PERs and KEA Committees... experience and guidance
- Be true to the four principles of the Order; Charity, Justice, Brotherly Love, and Fidelity



Preparation

- Study the Laws of the Order

Statutes

By-Laws

Robert's Rules of Order

Rituals

Officers Manual

House Committee Handbook

- Get familiar enough that you know how to look for answers

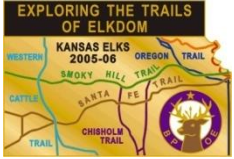
- Make good Committee Chairperson appointments

- Discuss the Committee responsibilities before appointment
- Get them copies of the Committee Manual
- Get them registered on the GL website; elks.org

- Plan your Lodge's Programs for the year

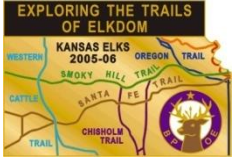
- Continue to do what the Lodge has done well
- Pick 2 or 3 more... do them well... your legacy for the Lodge

- Plan for your Lodge Meetings



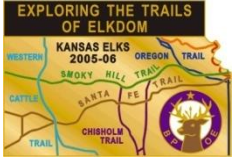
Specific Duties

- Appoint Inner Guard, Chaplain, & Esquire
 - Officers Manual, exhibit D, lists statutory Committee Chr. appointments also required
- Appoint a Presiding Justice and a Mediator
- Ritual familiarization to permit impressive rendition
 - Opening, Closing, and Initiation
- Preside at Lodge Meetings... enforce proper decorum



Specific Duties (continued)

- Attend all Trustee Meetings (ex-officio member)
- Attend all House Committee Meetings
- Attend all DD-Clinics in your district
- Attend the KEA Spring Convention
 - Attend the KEA Kick-Off, Fall, and Mid-Winter meetings if able
- Attend the Grand Lodge Session as your Lodge's official representative
- Prepare for the DDGER's visit to your Lodge



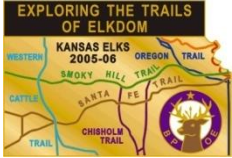
Summing Up Your Duties

As the Lodge's CEO, your duty is to effectively administer the affairs of the Lodge and provide the leadership necessary to accomplish Lodge goals.

You have ultimate responsibility for properly administering all phases of the Lodge's activities, including Lodge functions and club operations.

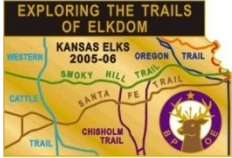
YOU CANNOT DO THIS ALONE

Effectively enlist the aid of others, select the right people, and delegate responsibility. Be confident in their performance, insist on action, and then your job becomes easy by monitoring results.



Knowledge of the Job

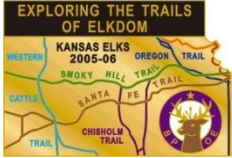
- No substitute for it... preparation and planning as previously discussed
- Stay current with all incoming communication
 - Grand Lodge Newsletter
 - Grand Lodge Program
 - KEA communication & *Sunflower*
 - Local Lodge communication



Harmonious Environment

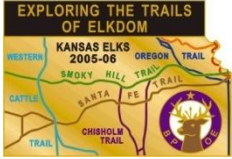
Nothing is more detrimental to Lodge welfare than disputes among members. Unfortunately there will be disputes.

- Don't take it personally and don't make it personal
- Adhere to the Laws of the Order... be consistent
- Let the House Committee do its job... House Committee Handbook gives excellent guidance
- Let both sides speak their peace... firm action on your part to keep it civil
- The Courts of the Order may be the ultimate solution
 - Your appointed Lodge Mediator
 - Your appointed Lodge Presiding Justice of the Subordinate Forum



Business Environment

- Encourage your Officers & Committee Chairpersons
 - Expect good behavior, performance, and attendance
- Over Communicate
 - Don't assume they know
 - Give guidance, not criticism
 - Respond to all communication promptly
- Observe proper protocol
 - Hint... use the GL Protocol Manual

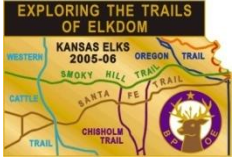


LEADERSHIP



Specific facets of strong leadership include:

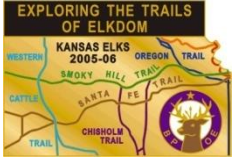
- Setting challenging goals for GL, KEA, and Lodge programs
- Formulating a plan to attain the goals
- Selecting proper personnel to perform the duties
- Delegating responsibility for performing duties
- Motivating personnel assigned to the duties
- Supervising without improper intervention
- Giving Credit where credit is due



Your Comprehensive Resource Center www.elks.org



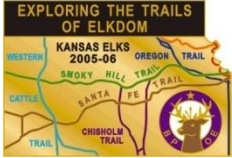
- Elks News and Events
- Who We Are
 - History, 150th Anniversary, Video Library, Membership Inquiry, Elks Magazine, etc.
- Elks Programs
 - *Scholarships, KETCH, Hoop Shoot, Soccer Shoot, other Youth Activities, DAP, Veterans Service Commission, Antlers, etc.*
- Elks National Foundation
- Members Only Section
 - Directory, Membership Toolkit, Message Boards, Extended Access, National Convention, etc.



Other Aids Available

- KS Elks Web Site – www.kselks.org
- PERs
- DDGER
- SDGER
- KEA Officers & Committee Chairpersons





Questions & Answers

DDGER's & SDGER

Melinda Baumann NE
8802 W 89th St
Overland Park, KS 66212
913-449-7559 (cell)

ddger-NE@kselks.org

Roger Cutsinger SE
712 W 14th Ave
El Dorado, KS 67042
316-260-0946 (cell)

ddger-SE@kselks.org

Mick Allen W
126 Cindy Dr
Russell, KS 67665
785-445-2334 (cell)

ddger-W@kselks.org

Frank Springer, SDGER
923 S. Highland
Chanute, KS 66720-3018
620-431-8577 (cell)

frank@frankspringer.com