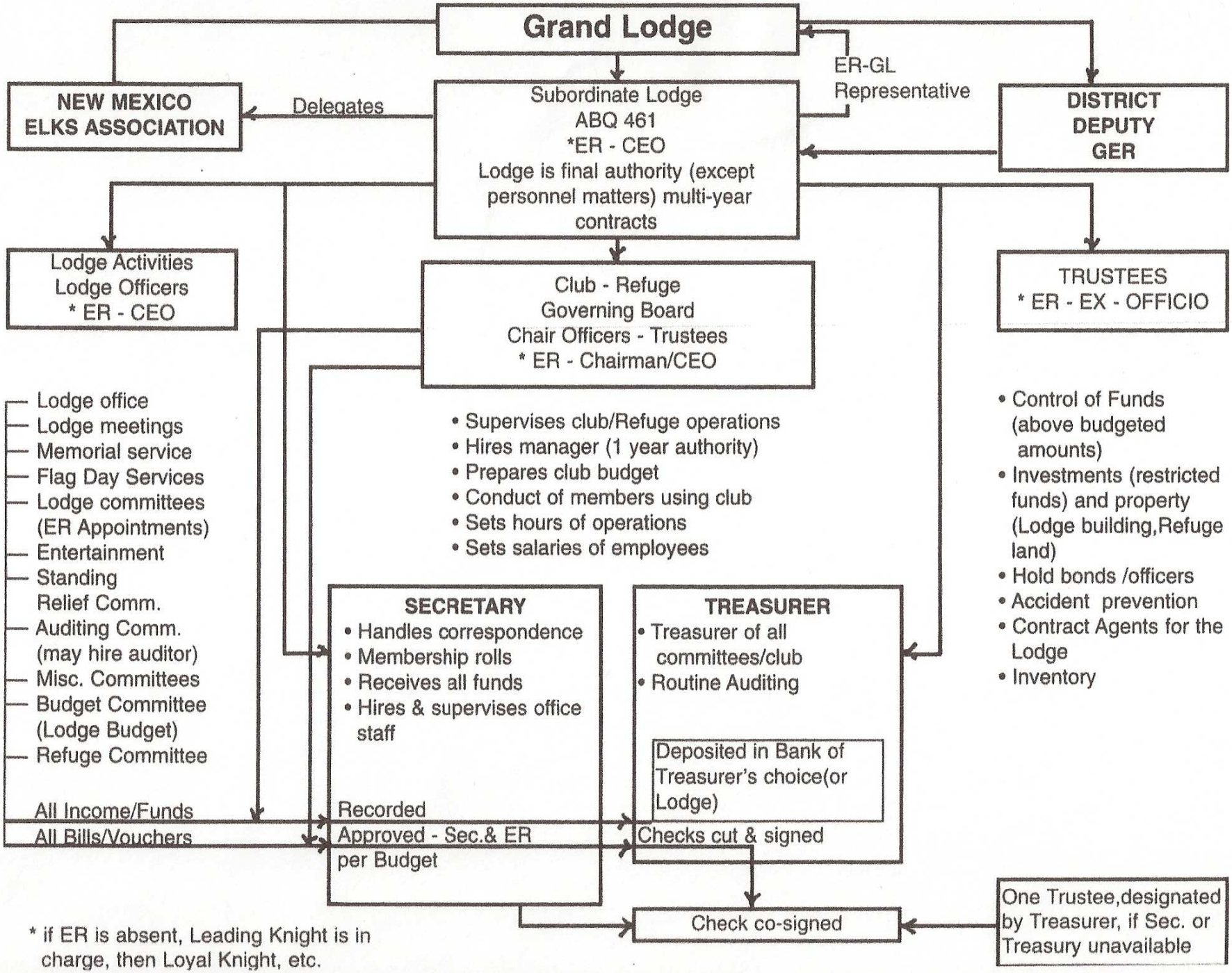
Grand Lodge
NEW MEXICO ELKS ASSOCIATION
Delegates
Subordinate Lodge
ABQ 461
*ER - CEO
Lodge is final authority (except personnel matters) multi-year contracts
ER-GL Representative
DISTRICT DEPUTY GER
Lodge Activities
Lodge Officers
* ER - CEO
Club - Refuge
Governing Board
Chair Officers - Trustees
* ER - Chairman/CEO
TRUSTEES
* ER - EX - OFFICIO
Lodge office
Lodge meetings
Memorial service
Flag Day Services
Lodge committees (ER Appointments)
Entertainment
Standing Relief Comm.
Auditing Comm. (may hire auditor)
Misc. Committees
Budget Committee (Lodge Budget)
Refuge Committee
• Supervises club/Refuge operations
• Hires manager (1 year authority)
• Prepares club budget
• Conduct of members using club
• Sets hours of operations
• Sets salaries of employees
• Control of Funds (above budgeted amounts)
• Investments (restricted funds) and property (Lodge building,Refuge land)
• Hold bonds /officers
• Accident prevention
• Contract Agents for the Lodge
• Inventory
SECRETARY
• Handles correspondence
• Membership rolls
• Receives all funds
• Hires & supervises office staff
TREASURER
• Treasurer of all committees/club
• Routine Auditing
Deposited in Bank of Treasurer's choice(or Lodge)
All Income/Funds
All Bills/Vouchers
Recorded
Approved - Sec.& ER per Budget
Checks cut & signed
Check co-signed
One Trustee,designated by Treasurer, if Sec. or Treasury unavailable
* if ER is absent, Leading Knight is in charge, then Loyal Knight, etc.