SECTION V

SASKATCHEWAN ELKS ASSOCIATION COMMITTEES

5. SASK ELKS ASSOCIATION COMMITTEES

5.1. COMMITTEE POLICY / EFFECTIVE COMMITTEE MEMBER / BUDGETS

1. **COMMITTEE POLICY:**
   The Association Committee members shall at all times operate in a team environment with the best interests of the Order and the Association as their priority. All Committee members must accept that their committee ideas and recommendations are matters of discussion only, until such time as they are approved by the Association Executive or at the Association Conference.
2. **THE EFFECTIVE COMMITTEE MEMBER:**
   a) Is receptive and open to ideas.
   b) Is familiar with the aims of the Order and Association and agrees with them.
   c) Enjoys the give and take of Committee discussions.
   d) Is able to express ideas clearly.
   e) Is willing to give the needed time for meeting attendance.
   f) Has good judgment, is not narrow-minded, and respects democratic values.
   g) Can think in terms of the welfare of the group rather than their own personal interests.
   h) Can accept the role of being an advisor rather than a decision-maker.
   i) Can stick to topics.
   j) Recognizes that the time for input is during the meeting, not after.
   k) Recognizes that Committee decisions or consensus reached in a meeting cannot be arbitrarily changed after the meeting without reconvening the Committee.
   l) Shares ideas and positions with other members between meetings rather than "springing" it on them at meetings.
   m) Sees Committee work as an opportunity to serve and learn rather just a stepping stone to Executive membership.
   n) Regularly evaluates his own performance.
   o) Reports to the Association Executive and Conference.
   Note:
   p) Committee chairmen shall provide written reports/minutes of their committee meetings to the Association Office for distribution, within 15 days following the meetings. Distribution will be as noted in Office Policy.
   q) Committee Chairpersons or designated replacement may be requested, at the pleasure of the Association Executive, to attend Executive meetings to present their reports.
   r) Each Committee Chairperson shall provide annually, two written reports to the Association Office for inclusion in the Conference report booklet and the Midterm meeting booklet.
3. **BUDGET PREPARATION.**
   a) Committee Chairpersons are responsible for the development of an Annual Budget to cover the ongoing activity of their Committees and any new endeavors. The Budget will be presented to the Conference for approval.

b) The Budget preparation of all Committees will be supervised and coordinated under the guidance of the Forward Planning/Finance Committee. Unless otherwise directed, the Budget shall be required to be submitted in complete form to the Association Office by March 15th of each year.
c) The Forward Planning/Finance Committee, in conjunction with the Office, shall be responsible for consolidating and circulating the proposed Association Annual Budgets.
d) All members of the Association Executive should be provided with copies of the budgets at least 14 days prior to the Conference.

5.2. SASK ELKS PROVINCIAL CONFERENCE POLICIES & PROCEDURES

5.2.1. GENERAL

Note: "**1.2.5. HOSTING AN ANNUAL CONFERENCE**
Any Lodge wishing to Host an Annual Conference must submit an application at least twenty-four (24) months in advance of such Annual Conference to the Conference Committee. **(2008)"** This means that to host the 2026 Conference, a bid should be submitted by January 2024.

1. Member Lodges wishing to bid on hosting a Provincial Conference shall provide a written notice of intention, signed by the Exalted Ruler and/or Honoured Royal Lady and the Lodge Secretary. It shall be forwarded to the Prov. Site Chairperson (3rd Vice-President) or the Provincial Executive Administrator. The Provincial Site Chairperson, on receipt of this letter, will forward to the Lodge a Bid Form and such other information as may be necessary. **(2015)**
2. Bid Forms must be completed and received by the Provincial Site Chairperson or the Provincial Executive Administrator before the Provincial Association's Midterm Executive meeting. If only one (1) bid is in at the Association Midterm Meeting, the event will be awarded to that bidding Lodge if approved by the Executive. If there are no bids in by the Midterm Meeting, the Forward Planning Committee will actively seek a suitable location and bids will be accepted prior to or on Day 1 of the Provincial Conference. **(2008)**
3. Lodges bidding for the Conference must be prepared to make a presentation at the next Provincial Conference on their hosting ability and the presentation is to be made on the second day of the Conference.

5.2.2. DUTIES OF PROVINCIAL CONFERENCE SITE COMMITTEE

1. The Committee shall draft a letter to all lodges requesting bids to host the Provincial Conference. Ask that the bids be sent to the Conference Chairperson prior to the Midterm meeting. (Bid forms to be sent out after receiving letters of intent).
2. When bids are received, check with bidders to make sure they have the facilities to host the Conference and that they have been tentatively reserved.
3. The Chairperson is to submit a written report to the Midterm meeting, naming bidding lodges and investigation results.
4. Where there are no known bids, the committee is to actively pursue a lodge or lodges to make a bid.

5. The committee shall see that the lodge or lodges bidding for the conference are prepared to make a presentation at the next Provincial Conference on their hosting ability.
6. When the site is picked, visit the Lodge and get to know the Conference Chairperson. Work closely with him so as to know all that will be happening before and during the Conference. DO NOT TELL THE CONFERENCE CHAIRPERSON HOW YOU WANT THE CONFERENCE RUN. BE THERE AS AN ADVISOR.
7. The committee is to check with the Elks Provincial President, Executive Administrator, President of the Past Provincial Presidents Association and other involved committee chairpersons, as to their needs and requirements for the Conference prior to the meeting with the Host Lodge. **(2015)**
8. Have, as early as possible, the proposed agenda for the conference to give to the Host Lodge so that it can plan around the agenda.
9. The Site Chairperson should have the names of the contact people of the various Host Committees.
10. Make sure flags and flag stands are at the Host Lodge at Conference time and be sure that they are in good repair.
11. The site committee chairperson should immediately, on appointment, write to the host lodge and ask to be put on their mailing list.
12. The site committee should obtain a recent picture of all Provincial Officers and send them to the Host Committee Chairperson.
13. Ensure that information on Conference Fees is sent out with the material being sent to the Lodges from the Host Lodge.
14. Members and Visitors should be charged the same rate for meals, entertainment etc.
15. All dignitaries that are invited shall speak only at the Opening Ceremonies or the Installation of Officers.
16. Recommended people to lead the 11 o'clock Service for the Annual Provincial Conference:
    A) Pre- Conference Evening Social Host Exalted Ruler or his Rep.
    B) Day 1 Outgoing Provincial President
    C) Day 2 Incoming Provincial President

5.2.3. NOTICE OF INTENT TO HOST A PROVINCIAL CONFERENCE

Saskatchewan Elks Association
508 12th Street East
Saskatoon, Saskatchewan
S7N 0H2

Brother/Sister Elks:

It is with pleasure that we request a bid form and other pertinent information required to host the Saskatchewan Elks Provincial Conference in

_____

Fraternally,

_____ _____
Exalted Ruler Lodge Secretary

_____ Lodge No. _____

Address: _____

_____, SK

_____

5.2.4. SASK ELKS ASSOCIATION PROVINCIAL CONFERENCE BID FORM

SASK ELKS ASSOCIATION PROVINCIAL CONFERENCE BID FORM

June _____-_____, 20_____

MEETING ROOMS REQUIRED (please confirm with Elks Executive Director at least three months prior):

Pre-conference Day 1:
Registration
Past Provincial Presidents Meeting (12:30 p.m.) – approx. 20 people
District Representative Training (afternoon) – approx. 10 - 15 people
Past Provincial Presidents supper (about 6:00) – approx. 50 people (confirm with Past Provincial Presidents Assoc.) (2007)

Conference Day 1:
Elks Session meeting room (morning and afternoon) – approx. 125 people.
Incoming Presidents Reception room

Conference Day 2:
Elks session continues (morning & part afternoon) – approx. 125 people
Installation of Officers
Cocktail Hour, Banquet & President's Ball

Post-Conference Day 1:
Sask. Elks Association meeting (morning & early afternoon) 25 people

_____

Community & Lodge Information:

Number of Hotel/Motel rooms available _____

Conference Chairperson's Name & Phone: _____

What, if any, evening entertainment will be provided?

-Pre-Conference 1 _____

-Conference Day 1 _____

-Conference Day 2 (Banquet & President's ball)

(2026)

Do you have meeting rooms available, at the conference site, for the Provincial Executive Administrator to set up and store equipment?

_____

Do you have a good public address system (microphones, etc.) for the meeting rooms, conference site, and Presidents Ball?

_____

Will transportation & courtesy cars be provided? Yes _____ No _____

Do you have sufficient people for the suggested committees:
Registration
Halls
Banquet
Luncheons/ Coffee breaks
Parade/ Drill Team
Transportation & Courtesy Cars
Children's activities, if any
Bartending
Entertainment
Advertising
Motel/Hotel Reservations
Public Address System
Finances
Publicity

Are there sufficient parking facilities for all events?

_____

_____

Is there any additional information that should be considered for your lodge(s) hosting this event? Please mention all factors which should be noted, e.g. Is there any other major event scheduled to occur at the same time in this location? Is it your Lodges Special anniversary that year?

_____

_____

_____

_____

PLEASE NOTE: The location for the Provincial Conference is selected two years prior to the event. You will be required to have a member present at the Provincial Conference, at the time the bids are presented, to promote your bid and answer any questions.

AS PER REGULATIONS OF THE SASKATCHEWAN ELKS ASSOCIATION CONSTITUTION AND BY-LAWS CASH CASINOS ARE PROHIBITED AT ANY PROVINCIAL FUNCTION OF THE SASKATCHEWAN ELKS ASSOCIATION AND SASKATCHEWAN ELKS FOUNDATION CORP. (1998)

Signatures:

Is your lodge in favor of hosting the conference? Yes _____ No_____

_____ _____
Exalted Ruler Lodge Secretary

Please return this form to the Third Vice-President or the Executive Administrator of the Saskatchewan Elks Association, 508 12th Street East, Saskatoon, SK, S7N 0H2 prior to the mid-term meetings approximately 2 ½ years prior to the event. **(2003)**

Note: Bid Presentations must be made on Day 2 of the Provincial Conference, at the time requested by the President. (2007)

5.2.5. DUTIES OF THE HOST LODGE

1. Have suitable facilities to hold meetings, evening entertainment and President's Ball, as well as Patrol Teams Competitions if required.
2. Notify Grand Exalted Ruler, and other dignitaries that you are inviting to address the Conference. Inform them that you wish them to speak and when. I.E.: Mayor, Government Officials, Chamber of Commerce. **(2015)**
3. Solicit outside and Elks advertising early for the Conference Booklet. Consult with the Executive Director and Grand Lodge. Obtain copies of past Conference Booklets and use them as a guide. The Booklet is important.
4. The Host Lodge is to determine whether they hold a Memorial Service or a parade to the Cenotaph, and to inform the Provincial Executive Administrator of their decision, so Memorial Services may be provided in the Conference Reports Booklet. Book a band for the parade to the Cenotaph (if required), make sure the wreath is there and if possible, a sound system. **(2015)**
5. Have a good sound system at the facilities where sessions will take place.
6. Make sure press, radio, TV and media personnel are informed well in advance.
7. Have desks and personnel for registration.
8. Plan entertainment for visiting ladies.
9. Have available office equipment for the Budget and Resolution Committee.
10. Courtesy vehicles will be available and donations from the riders are accepted for the service. **(1997)**

5.2.6. DUTIES OF THE CONFERENCE HOST LODGE CHAIRPERSON

1. Co-ordinate all functions pertaining to the Conference.
2. Work closely with the Provincial Conference Site Chairperson and keep him informed.
3. Pick the various committee chairpersons and work with them to ensure everything is ready.
4. Make regular reports to your Lodge before the Conference so members will know what is happening.
5. Have a Set Up Committee:
   - Canteen (if necessary)
   - Courtesy Cars
   - Registration
   - Halls (if Host Lodge needs more than one)
   - Hall setup
   - Parade
   - Accommodations (if necessary)
   - Press, radio and TV
   - Sound System
   - Finances
   - Promotions and Raffles

5.2.7. SASK ELKS ASSOCIATION PROVINCIAL CONFERENCE PLANNING GUIDE & CHECKLIST

Lodge Name and Number _____

Town or City _____

Dates of Conference _____

1. Dates _____

(Total number of registrants expected) _____

2. Other Dates

Date majority will arrive _____

Date majority will leave _____

Date uncommitted rooms will be released _____

3. Accommodations:

Rooms available: Singles: _____ Doubles:_____

Room rates: Singles: _____ Doubles:_____

Reservation confirmation sent to delegates _____

Copies of all reservations to Conference Chairperson _____

_____

4. Special Accommodations:

Hospitality rooms available _____ Rates _____

Capacity _____

Name of person to contact for bookings _____

_____

5. Guests:

Have local dignitaries been invited and acceptance received?

_____

Have dignitaries been provided with necessary tickets, etc.?

_____

Has transportation been provided with necessary tickets, etc.?

_____

If expected to speak, have invited dignitaries been forewarned? _____

Have arrangements been made to welcome them on arrival? _____

6. Equipment and facilities:

Signs (registration desk, hospitality rooms, tours, etc.)? _____

_____

Identification tags and ribbons _____

Lighting (floods, spots, etc.) _____

Blackboard, chalk and eraser (or whiteboard and markers)_____

Lectern _____

P.A. System (microphones, stands, etc.)_____

Piano/Organ _____

Printing/copying service available _____

Telephones _____

Photographer available _____

Flags, banners, stands, standard bearers _____

Courtesy Cars _____

Emergency first aid stations & phone numbers _____

Radio & TV broadcasts arranged _____

Water pitchers, glasses, ice water _____

Tables & Chairs (all meeting rooms, etc.) _____

Office for Provincial Secretary _____

Flowers (for head table and head table guest) _____

7. Meetings:

List names of rooms: _____

Seating capacity _____

8. Registration:

List of dates, times and places _____

Appoint chairman to give reports as requested: _____

_____

9. Equipment for Registration:

Table & Chairs _____

Telephone _____

Notepaper, pens, pencils, staplers, clips, etc. _____

Wastebasket _____

10. During registration have someone available to:

Render policy decisions: _____

Communicate with any chairpersons, news media, emergency service _____

_____

11. Miscellaneous:

Music & entertainment been planned _____

Baby sitter service arranged _____

Sightseeing and shopping arranged _____

Check rooms & staff arranged _____

Patrol Team competition facilities (when required) _____

NOTE: In the event that arrangements are made during the Conference to present a donation to the Elks and Royal Purple Fund For Children or the Saskatchewan Elks Foundation Corp., there should be a representative asked to be seated at the Head Table.

12. Publicity:

Personally called on newspaper editors, radio & TV directors

_____

Made arrangements for press conference and/or TV & radio interviews

_____

Made arrangements for laying of wreath at Cenotaph (wreath supplied by Host Lodge)

_____

13. Meetings:

Pre & Post Conference accommodations _____

Past Prov Pres, Dist Rep & Senior Citizens Homes Accommodations _____

Special committee meetings accommodations (if required) _____

_____

Note: All foregoing facilities and services to be provided by the Host Lodge and any other expenses incurred will be the responsibility of the Host Lodge.

5.2.8. SASK ELKS ASSOCIATION PROVINCIAL CONFERENCE PRE-REGISTRATION FORM (97)

Date:_____

_____ _____
Name (Please Print) (Spouses Name)

Address: _____

_____

_____

requests pre-registration for the 20_____ Provincial Conference to be held in

_____ June _____, 20_____

Estimated day and time of arrival _____

Member of _____ Lodge No. _____

Signature _____

Registration fee: $_____per delegate

(Registration Fee per delegate - $70 if received by the Host Lodge prior to the 15th day of May and if received after the 15th day of May the registration fee shall be $90.00. To be enclosed if pre-registering). **(2012)**

Spouse registration fee: $_____

Mail form to:

Registration Chairperson
Saskatchewan Elks Association Provincial Conference

Credential Registration No. _____
(For Host Lodge Use Only)

5.2.9. PROVINCIAL CONFERENCE BANQUET AGENDA

1. MC introduces him/herself for the evening and announces the bar will be closed during the supper and speeches. Anyone wishing to refill their glass please do so before the head table arrives in approximately 5 minutes (6:55).
2. Announce the arrival of the Head table and ask everyone to rise while the guests enter, please remain standing for the singing of "O Canada" and the Toast to the Queen(7:00)
   A) Four Elks Patrol Team members bring in the head table
   B) Music by Provincial Organist or designated replacement
3. MC proposes toast to the Queen.
4. Asks the Provincial Chaplain to come forward to give the blessing.
5. Meal (7:10) - Requests the Banquet Co-ordinator to designate the order of the tables etc.
6. Introduce the Head Table and Sub-head Table Guests
   A. Head Tables Guests are:
   - Grand Exalted Ruler & Escort
   - Elks Provincial President & Escort
   - Elks Immediate Past Provincial President & Escort **(2015)**

   B. Introduce the Sub-head Tables
   - Local Honoured Royal Lady & Escort
   - Local Exalted Ruler & Escort
   - Conference Chairperson & Escort **(2015)**

   C. Front right table guests are:
   - Provincial Chaplain & Escort
   - Mistress/Master of Ceremonies & Escort
   - Executive Administrator & Escort
7. Speakers. (All speeches to be congratulatory & 2 to 3 minutes in length maximum). **(2015)**

- Dignitaries
- Conference Chairperson
- Grand Exalted Ruler
- Elks Provincial President

8. Make any further announcements. Make closing remarks.
9. Dance (9:00)
10. 11 O'clock Service Shall be performed by the Elks Provincial President or his Representative. **(2008)**
    The Clock Drill may be performed by a Royal Purple Drill Team under the direction of the Saskatchewan Elks Association Incoming Provincial President. **(2015)**
11. Provincial Lottery and 50/50 Draw if applicable (11:15) **(Revised 2019 & 2026)**

5.3. SASK ELKS FORWARD PLANNING & FINANCE

5.3.1. GENERAL

1. This committee is made up of the 1st, 2nd, and 3rd Vice-Presidents, the Chairperson and Vice-Chairperson of the Sask. Elks Foundation and the Chairperson and Vice-Chairperson of the Sask. Elks Senior Citizens Homes. The 1st Vice-President is to be Chairperson of this Committee. **(2011)**
2. This committee has the responsibility of Forward Planning, Finance and Budgeting for the Association. This committee should include the Provincial Judiciary Chairperson. **(2009)**

3. The committee shall meet three (3) times a year: Walkathon, Midterm, and Provincial Conference. If a fourth meeting is required to deal with resolutions, it will be called by the Committee Chairperson. **(2009)**

5.3.2. FORWARD PLANNING

1. The Committee is to examine and review the organization structure of the Association as well as its intention, and make recommendations as to the direction the Association is or should be heading. It should also identify specific areas that require examination by the Executive.
2. It is to review the incoming President's Committee Appointments as are required and make its recommendations.
3. It is to ensure that the committees have in place a proper method of accounting and that their books are audited or reviewed annually.
4. It is to examine the expenses of the Provincial Officers, Provincial Executive, and all Committees of the Association and to make such recommendations to the Provincial Executive as to be in the interests of the Association.
5. It is to look to making recommendations that would make it much more enjoyable to belong to the Order and participate in the Association activities.
6. It is to recommend ways and means for raising funds to defray the expenses of the Association, and set aside the same when received for the payment of such demands as are properly chargeable to it.
7. It is to see that the Executive Administrator and such other persons handling funds of the Association are properly bonded.
8. It is to see that the Midterm arrangements be under the arrangements of the Ways and Means Committee. The 3rd Vice-President will look after both the Midterm Meeting and the Conference which occurs during his/her term.

5.3.3. FINANCE

1. Besides looking to the future of the Association, the Finance Committee is to devise and maintain a system of financial accounting to safeguard, promote and protect the interests and welfare of the Association. It will see that the necessary audit or audits are carried out on the books, records and accounts of the Association, and submit annually to the Association the findings and any recommendations it deems necessary for the good of the Association. Such audits are to be carried out by one of the following: a Chartered Accountant; a Certified General Accountant; a Certified Management Accountant; or a group of qualified members elected for that purpose. The person or persons doing the audit must certify as to its completeness, accuracy and full disclosure.
2. The Finance Committee will introduce in the morning of the first full day of the Provincial Conference a Bill to be known as the "Budget". The Budget will make appropriations in respect to each of several expenditures for which the Provincial Association has to provide. Funding will come from monies found to be in the treasury and from estimates of revenue anticipated during the next fiscal year.

5.4. SASK ELKS JUDICIARY

5.4.1. GENERAL

1. The Provincial Judiciary shall consist of (3) three members and if a lawyer is required one will be selected by the Judiciary Committee, with permission of the Provincial Executive to fulfil the needs of individual cases. Each year the 2nd Vice President Elect is to name and appoint a member to the Judiciary Committee, so that their appointment will be Chairperson of the Judiciary Committee during their term as Provincial President. **(2003)**
2. The Chairperson shall attend all regular and special meetings to clarify matters pertaining to interpretation, construction and amendment of the Laws, Customs, Regulations, Rules and Rituals of the Order as they apply to the Association together with questions of Parliamentary procedure and from Association members. The Chairperson will not have a vote.

5.4.2 DUTIES

1. The committee shall consider and report on all matters properly referred to it including the interpretation, construction and amendments of the Association's By-laws together with questions of parliamentary procedure.
2. It shall also process all resolutions for presentation at the Association Conference.
3. The Judiciary Chairperson at the Provincial Conference is responsible for working with the Executive Administrator to enact any changes to the Constitutions, Bylaws and Regulations as a result of the Conference by September 1st.

5.4.3 DISIPLINARY PROCEDURES

The objective is to resolve the problem through negotiation, if possible. Failing that, to make a recommendation to the Executive of the Sask. Elks Association or Board of Directors of the affected board. They will then render their decision, based on the recommendation.

These recommendations shall be:

1. To render a finding of no substance to the complaint.
2. To have the accused write a letter of apology.
3. To have the accused receive a verbal reprimand by the sitting Executive.
4. To have the accused receive a letter of reprimand.
5. To be suspended from office, committee or both for a specified time e.g. 90 days
6. To be removed from office, committee or both.
7. To lay a formal charge under the Constitution and By-laws of the Elks of Canada or a civil or criminal charge under the appropriate law in Saskatchewan, in which case, the Constitution and By-laws of the Elks of Canada shall prevail. (2002)

5.4.4. APPEAL PROCESS

Following the decision of the Sask. Elks Association Executive or Board of Directors, either the accused or the complainant can appeal the decision to: The Sask. Elks Association Executive, the Board of Directors of the affected Board, or the Grand Lodge Executive. The decision regarding the appeal shall be binding and final.

5.5. SASKATCHEWAN ELKS MEMBER SERVICES

5.5.1. GENERAL

1. The Member Services Committee shall be comprised of Five (5) Members containing the Immediate Past Provincial President and Four (4) Members at Large with one being appointed by the Provincial Executive as Chairman. This

Committee will be established by the Provincial Executive to support Lodges. It will be charged with having at least three (3) meetings per year by Zoom or otherwise, with reports to follow. **(2025)**

5.5.2. MEMBERSHIP

1. It shall be the duty of the Member Services Committee to ensure and maintain an ongoing membership program, to work with all Lodges of the Association to promote the acquisition of new members, encourage the reinstatement of past members, assist in the retention of current members, and to find locations to develop New Lodges, and to support existing Lodges. **(2025)**

5.5.3. DUTIES AND RESPONSIBILITIES (2009)

1. To make annual reports to the Association to the Midterm Executive meeting, the Provincial Conference, and any other meeting as requested by the Provincial President or the Provincial Executive on the committee's activities during the year**. (1998)**
2. To have at least Three (3) meetings per year by Zoom or otherwise with Reports to Follow. **(2025)**
3. Encourage each Lodge in the Province to have an active Membership Director. **(2008)**
4. Promote programs for the retention of existing members and the acquisition of new members within the Lodge.
5. In cooperation with the Association, watch carefully the member numbers within the Lodges and address any significant drop in Membership. **(2008)**
6. Promote throughout the Province:
   a) Officer training
   b) Leadership training
   c) Positive problem solving
   d) Membership retention
   e) Membership recruitment
   f) Membership drives
   g) Membership information nights
7. Actively promote membership nights with the Lodges and provide the resource material for these nights.
8. Become familiar with any Grand Lodge Grants that may be available to the Association for Lodge Revitalization, New Lodge Programs and other means of support.

5.5.4. GUIDELINES

1. Requests for assistance for an Information Night should be made with two months notice in order to arrange for guest speakers, send out invitations, prepare information packages, etc… **(2008)**
2. Requests for assistance for a Membership Drive should be made with three to five months notice as these require a lot of preparation such as a plan, advertisement, creation of Lodge specific brochures (these are free), organization and acquisition of people power, etc… **(2008)**

5.6. SASK ELKS MIDTERM MEETING POLICIES & PROCEDURES

5.6.1 DUTIES OF THE PROVINCIAL SITE COMMITTEE (2026)

1. The Committee is to check with the Provincial President, Executive Administrator, Chairperson of the Past Provincial Presidents Association, Foundation Chairperson and other involved Chairpersons, as to their needs and requirements for the Midterm Meeting prior to the Meeting date. **(2026)**

5.6.2. DUTIES OF THE PROVINCIAL ELKS EXECUTIVE (2026)

1. Have suitable facilities to hold meetings, evening entertainment and the Member Appreciation Banquet. **(2007)**
2. Have a good sound system at the facility where sessions will take place.
3. Courtesy vehicles will be available and donations from riders are acceptable for the service. **(1997)**

5.6.3. DUTIES OF THE MIDTERM CHAIRPERSON

1. Co-ordinate all functions pertaining to the Midterm meeting.
2. Work closely with the Provincial President and Executive Administrator and keep them informed. **(2026)**
3. Pick various committee chairpersons & work with them to ensure everything is ready.
4. Make regular reports to the Association before the Midterm so members will know what is happening. **(2026)**

5.6.4. EVENTS

1. **Friday:**
   a) Evening social optional
2. **Saturday:**
   a) No registration at Midterm
   b) 9:00 a.m. Exalted Ruler opens meeting with greetings and welcome
   c) Coffee available morning and afternoon (Honour system)
   d) Lunch supplied available at a reasonable cost
   e) Host Lodge or lodges only are allowed to sell tickets at Mid-term.
3. **Saturday Evening Banquet:**
   a) To be available at a reasonable cost
   b) Cocktails 6:00-7:00 p.m.
   c) Banquet 7:00-9:00 p.m.
   d) Entertainment 9:00 p.m. on
   e) Escorts at the head table must purchase their meals
   f) Banquet to start 7:00 p.m. sharp
   g) Master of Ceremonies shall be the 1st Vice President(s)
   h) March in the head table
   i) Head table: Sask. Elks Provincial President & Escort; Sask. Elks 1st Vice President & Escort; Grand Exalted Ruler (or designate) & Escort. **(2015)**
   j) Grace by Provincial Chaplain
   k) Banquet
   l) Introducer of Provincial President to be chosen by Provincial President
   m) Entertainment
   n) 11 O'clock Service (Provincial President Gives, Exalted Ruler of Host Lodge asks the question).
   o) Sun: (Sunday meetings are only needed if requested by the President)
   p) Red Eye Breakfast optional, if served delegates pay.

q) Coffee morning meeting (Honour system)
r) Lunch, soup and sandwich, to be available at a reasonable cost when applicable based on the Provincial President's agenda which must be supplied to the host lodge three weeks prior to the event **(2009)**

5.7. DISTRICT REPRESENTATIVE CO-ORDINATOR (Re-instated 2013)

5.7.1. GENERAL

The President shall name the 1st Vice President as District Representative Coordinator at the Conference. **(2026)**

5.7.2. DUTIES & RESPONSIBILITIES (Revised 2021)

1. The 1st Vice President is to make sure that ALL Districts have a Representative chosen by the District at the District Meeting or appointed by the 1st Vice President in consultation with the Coordinator.
2. The 1st Vice President is responsible to keep the District Representatives informed of any changes made to Elks Programs, either from Grand Lodge or from any component of the Provincial Association.
3. The 1st Vice President will be responsible to keep records from each Saskatchewan District and report any problems immediately by phone to the Provincial President followed by a written report sent to the Provincial Office.
4. In cases where a Lodge is in jeopardy, the 1st Vice President will inform the President, Executive, Grand Lodge Office and the District Representative by phone, followed by a written report to all concerned.

5.7.3. DISTRICT REPRESENTATIVE TRAINING (Revised 2021)

1. A Training Session for District Representatives shall be arranged each year and will be held at the Provincial Conference. ALL District Representatives will be expected to attend the Training Session.
2. The 1st Vice President will be in charge of the seminar and will provide all the Training Seminar Materials.
3. The 1st Vice President will notify Grand Lodge and get the latest information package from them. (Grand Lodge will put together pertinent information to be distributed to District Representatives).
4. The 1st Vice President will make sure that he/she has contacted the Host Lodge and that the Lodge has a room available for training.
5. The 1st Vice President will make sure that the Provincial Office knows of his/her plans early. This information is essential for planning done by our Executive Administrator.
6. The 1st Vice President will notify all incoming District Representatives when and where the session will be held.

5.8. PUBLICITY DIRECTOR/COMMUNICATIONS (Re-instated June 2013) (2026)

1. GENERAL

The Publicity Director/Communications Chairman is one member appointed annually by the President Elect of the Saskatchewan Elks Association. **(2006)**

The Publicity Director/Communications Chairman shall be appointed from the Membership at Large and may not hold a Provincially Elected Position**. (2026)**

2. **DUTIES AND RESPONSIBILITIES:**

2.1. It shall be the duty of the Publicity Director/Communications Chairman to publicize by various means, and in the interest of the Association and its members, the workings of the Association and the Order in the Province of Saskatchewan. He/she shall perform such other duties as may be assigned by the President and the Executive of the Association. He/she shall work with the host lodge at the annual Provincial Conference in arranging the best means of publicizing the conference and the workings of the Order, through the press, radio, online and television media. He/she shall make a report at each Annual Conference dealing with activities in connection with the Association for the preceding year. **(2006)**

2.2. He/she shall notify the local media and ask them to report on our sporting events, charity raffles throughout the year, and any and all activities of the Saskatchewan Elks to promote and increase awareness and Membership. **(2006)**

2.3. This particular person would be expected to attend Provincial functions and report to every major radio and TV station, all the daily newspapers and to each District Deputy, who in turn would pass it on to each Lodge. **(2006)**

2.4. The Publicity Director would need to be someone who has the time and the interest to do this and also someone who would make sure he/she had the contacts with all media outlets. **(2006)**

2.5. The Publicity Director will notify all Lodges of his/her email address so that the local Lodges can send historical happenings to them during the year. **(2007)**

2.6. The Publicity Director will have the current year's history book on display at the Conference. **(2007)**

2.7. The Publicity Director is required to submit a written report to the Provincial Executive and Provincial Conference. **(2007)**