

# Training Requirements for The Moose and Moose Legion

The Moose Training Requirements				
	2-HOTT	Administrator School	Lodge Leadership	Alcohol Server Training
President			X	*
Vice President			X	*
Chaplain			X	*
Jr. Past President			X	*
Administrator	X	X	X	*
Treasurer			X	*
Trustee(s)			X	*
Social Quarters Manager				*

\*Alcohol Server Training is required of any Officer, Administrator, employee or volunteer who may at one point go behind the bar and serve alcohol

Moose Legion Training Requirements			
	MLEC	SEC	2-HOTT
President	X		
Vice President	X		
Secretary	X	X	X
Financial Director	X		
Fraternal Director	X		
Chaplain	X		
Jr. Past President	X		

Lodge Leadership training for Elected Officers, as outlined in Moose International policy from the Chief Compliance Office, and Moose Legion Officer training, as stated in Moose Legion Code of Rules, must be completed within a 60-day window of taking office. Additionally, Administrators must complete the 2-HOTT (2 Section Hands On Technical Training) and Administrator School training within 6-months of taking office, but it is better for the Administrator to complete training before taking on the responsibilities of the position.

Policy mandated by the Moose International Board of Directors and as outlined in Moose Legion Code of Rules indicates that ALL training for The Moose and Moose Legion is valid for three years. Anyone who intends to hold office after their training dates have “expired” must take the appropriate training again. Specifically, should the officer’s training expire while holding office, they may finish out the term without retraining, but training must be retaken if they plan to hold office during the next fiscal year. For example, Jefferson Lodge 9999’s President last completed Lodge Leadership training on 6/10/2018. Their training technically expires on 6/10/2021, yet based on the above policy, they may finish out the 2021/2022 year without taking the training again because fiscal year is from May 01 to April 30 each year. They must, however, attend class again if they intend to hold office for the 2022/2023 year. Training for that term, ideally, should be completed prior to taking office; but as noted in the previous paragraph, they will have 60 days after taking office to complete the required training.

An online version of the Lodge Leadership Class is available on the Moose International website. An online class is a great alternative when a member cannot attend a class in person. While it is highly recommended that members attend instructor-led training, it is acceptable to complete the online training even when it is the member’s first experience with the class.

Alcohol Server Training can be found as both in both online and in-person versions dependent upon state requirements. Please make sure to complete an approved class for your state.

# WOTM Training Requirements

<b>Women of the Moose Training Requirements</b>		
	WOTM Training Session	2HOTT
Senior Regent	X	Recommended
Junior Past Regent	X	Recommended
Secretary	Recommended	Recommended
Treasurer	X	X
Audit Chairman	Recommended	Recommended

2-HOTT is open for all Active members. Attendance in a 2-HOTT course is REQUIRED every year for Treasurers working towards their Star Degree.

“A current Treasurer desiring to submit her name for the office of Treasurer for a second year and each succeeding year thereafter must have attended a Moose sponsored/endorsed computer training (2-HOTT) as required by the Grand Council within the last two (2) years to be eligible for nomination.” (Refer to Section 85.e. of the WOTM General Laws)

To be eligible for the Star degree, during the year in which the Treasurer is attempting to qualify for the degree, “She shall attend a Moose sponsored/endorsed computer training (2-HOTT) as required by the Grand Council” and “She shall attend the Annual Women of the Moose Training Session”. (Refer to Section 103, 6. and 7. of the WOTM General Laws)

In order to qualify for the Star Degree a Moose sponsored/endorsed computer training (2-HOTT) as required by the Grand Council must be completed between January 1<sup>st</sup>, 20XX (e.g. 2016) and April 30<sup>th</sup>, 20XX (e.g. 2017).

If qualified for the Star Degree but not yet conferred, you must *attend* a Moose sponsored/endorsed computer Training Session; you cannot take the online course as you do not yet hold the degree.

Attendance in a 2-HOTT course is REQUIRED *every other year* for those with a Star (Recorder) degree who are holding consecutive terms as Treasurer. As a Star (Recorder) you are allowed to take the 2-HOTT course online. It is also recommended that a Star (Recorder) continue to attend a WOTM Training Session each year.

WOTM Training Session is open for all Active members. To be eligible for the Golden Gavel – “The Senior Regent shall attend the Annual Women of the Moose Training Session.” (Refer to Section 97, 8. of the WOTM General Laws)

To be eligible for the College of Regents degree the Junior Past Regent shall – “Attend the Annual Women of the Moose Training Session.” (Refer to Section 99, 5. of the WOTM General Laws)

In order to earn personal honors, the Senior Regent, Junior Past Regent, and Treasurer qualifying for degrees shall attend the Annual Women of the Moose Training Session... All Training must be completed between February 1 and November 1. (Refer to Section 94, c. of the WOTM General Laws) No make-up sessions will be conducted.