

Oregon State Elks Association

Business Practices Committee Manual

Purpose:

The Business Practices Committee was formed to provide advice, guidance and assistance to Subordinate Lodge Officers in the practical application of effective business management (practices) in the operation of our Subordinate Lodges.

Scope:

The objectives of this committee should include:

- a) Encouraging recognition that our lodges are businesses and good business practices should be adopted.
- b) Emphasizing that effective financial management should provide sufficient profit for the Lodge to grow and continue to meet its fraternal and charitable obligations.
- c) Provide training as required to disseminate information related to topics such as Budgeting, Auditing and Accounting, establishing effective Internal Controls, proper Record Keeping and compliance with governmental agencies to name a few.

To accomplish these objectives, the committee should be prepared to operate in the following areas: ***Training and Evaluation***

- a) ***Training*** shall include conducting workshops at the Summer Session, seminars on a district or lodge level and individual courses as may be required. These training sessions shall be tailored to the specific need of the moment. Time constraints, at a convention, usually limits presentations to a specific topic. However, at a district or lodge presentation, you might cover a multitude of topics. Usually at a district or lodge presentation, the individuals requesting same may ask that a particular topic, or topics, be covered.
- b) ***Evaluation*** of Lodge Business Practices usually requires visiting the Lodge and reviewing their operation. This is normally done when requested by the Lodge or instructed to do so by the State Sponsor. In visiting a lodge, the committee should be prepared to evaluate a specific area of concern or look at the entire operation. This will all depend on who is requesting this visit.

Committee Structure:

Each member of the committee should become familiar with the following resources as they will be used as references in developing topics for presentation:

- a) Grand Lodge Annotated Statues
- b) Grand Lodge Auditing and Accounting Manual
- c) GL BPOE Tax Memoranda
- d) DD Check list forms
- e) Oregon State Liquor Control Board Rules & Regulations
- f) Oregon State Gambling Commission Rules & Regulations
- g) Oregon State Dept. Of Revenue, Employment Security and L & I requirements

Subordinate Lodge Manuals

In summary, the Business Practices Committee has no authority to force lodges to comply with any of its recommendations. Rather we are charged with providing information which hopefully will motivate the lodges to develop and implement effective business practices which in turn will guarantee their continuation in the future.

Oregon State Elks Association
Business Practices Program

Quarterly Report

April /June	July / Sept	Oct / Dec	Jan / Feb

Lodge Name & Number _____

Name of Chairman _____

Has your State Officer, State Chairman, or Committee contacted you this quarter? Yes No

Brief statement of contact _____

Briefly describe quarterly Committee activity _____

Did you write any articles for your Lodge bulletin this quarter? Yes No

Subject or event covered _____

Are you receiving the cooperation from others that you need? Yes No

Explain _____

How can we be of more help to you? Please be candid.

Total Miles traveled: Elks	Non-Elks
Total People involved: Elks	Non-Elks
Total hours: Elks	Non-Elks