



## **CALIFORNIA-HAWAII ELKS ASSOCIATION SECRETARY OF THE YEAR RECOMMENDATIONS**

The Lodge Secretary is one of the most important Officers of your Lodge. This administrative officer must work harmoniously with the Exalted Ruler. He or she must be a dedicated Elk deeply interested in our Order and your Lodge in addition to being especially familiar with the Laws and procedures of our Order.

Each year a Lodge Secretary is selected by our Association to be recognized as the ***CHEA Secretary of the Year***. To aid in the selection process it is asked that each Lodge with a potential ***Secretary of the Year*** submit a summary of why their Secretary should be chosen to the Association Vice President. The Association Vice President will then select the best candidate from the district and forward that recommendation on to the President's Achievement Award Chairman.

A summary of the duties of the Lodge Secretary are listed in the [Manual for the Secretary of an Elks Lodge](#), available on line at Elks.org. These are the required duties of a Lodge Secretary. Many Lodge Secretaries go above and beyond the requirements of their job and that should be noted on your recommendation.

**The recommendation for the CHEA Secretary of the Year must be submitted to your Association Vice President no later than February 1, 2017.** The CHEA Vice President will then determine their recommendation from their district and forward that selection on to the CHEA President's Achievement Award Chairman. The award will be presented at the 2018 State Convention.