



**Presidents Special Achievement Award
1347 Champagne Circle
Roseville, California 95747**

TO: Association Vice Presidents (AVP)
Lodge Exalted Rulers (ER)
California-Hawaii Elks Association

Subject: **Letter of Instruction for the 2024-25 California-Hawaii Elks Association Secretary of the Year Award**

Dear AVPs and ERs,

Thank you for your consideration in sending in the name of your Lodge Secretary as your nomination for the California-Hawaii Elks Association (CHEA) Secretary of the Year Award. The Lodge Secretary is one of the most important officers of your Lodge. This administrative officer must work closely with the Exalted Ruler. The nominee must be a dedicated Elk, deeply interested in your Lodge and be especially familiar with the laws and procedures of our Order.

This Letter of Instructions sets out the information required to consider your nominee for the CHEA Secretary of the Year Award for the 2024-25 Elk year. This prestigious award will be presented during the 2024-25 Annual CHEA Convention in the City of Anaheim, California by CHEA President Marty Mello in 2025. The information contained in this letter will outline the nomination expectations, supporting documentation and requirements.

A. Expectations:

The nominated Secretary will be submitted based on their work as described in the Elks USA Statutes Annotated 2023, Benevolent and Protective Order of Elks of the U.S.A. The nomination letter should address the duties and responsibilities of the Lodge Secretary

described in Section 12.050 (a-p). The Exalted Ruler (ER), is recommended to address the areas of:

- a. Members' support
- b. Administrative and Financial record keeping and reporting
- c. Communications between:
 1. Lodge leadership and members
 2. District
 3. Grand Lodge
- d. Overall performance of their duties

B. Supporting Documentations

ERs are encouraged to submit up to five (5) supporting documents with their nominations. These documents should be related to the performance of their duties.

The types of documents that are suggested – letters or email messages from:

- a. Current members
- b. Community Non-Profit Organizations
- c. Civic / Service / Veteran Organizations
- d. Local government officials / offices
- e. Other local organizations (i.e. schools, clubs, etc.)

C. Requirements

- a. Nominations should be submitted to the **Association Vice Presidents** of your District for review and consideration no later than February 1, 2025
- b. All nominations should be word processed using the following standards:
 - i. Printed on standard white printer paper using black ink.
 - ii. Include the following **header** information:
 1. District
 2. Name of the Association Vice President (AVP)
 3. Name and Number of the Lodge
 4. Name of the Exalted Ruler (ER)
 - a. Include Email address and phone number
 - iii. Font used: Arial or Calibri
 - iv. Font size: 12
 - v. Length: Up to three (3) full pages, additional pages will not be considered
- c. Nominated Secretary information
 - i. Name of the Secretary (as it would appear on the award)
 - ii. Number of years as an Elk
 - iii. Year(s) of appointment as Secretary
 - iv. Previous offices held:
 1. include Lodge, District and State (as applicable)

d. Nomination Packets

- i. Hard copy nomination packets only. No electronic submissions will be accepted.
- ii. All nominations should be mailed as a single complete packet.
- iii. District AVPs should review each packet received and forward their selected District nominee to the Chairman, President's Achievement Awards by March 15, 2025.
- iv. The packets should be addressed to:

Professor John Vertido, PER
Chairman, President's Special Achievement Awards
1347 Champagne Circle
Roseville, California 95747

Thank you again for your consideration in submitting the name of your secretary for this prestigious award. I can assure you that every nomination received from the District AVPs will be equally reviewed and evaluated by the awards committee.

ERs and AVPs will receive an email notification confirming their packet have been received for review by the Awards Committee. No further communication will be sent to maintain a fair and equal review of your nominee's packet. Only the person receiving The Secretary of the Year award will be announced, no other information on the other submissions will be shared to maintain the confidentiality and high regard for those nominated.

If you have any questions or concerns related to packet preparation or nominations, I recommend that you consult with your District Association Vice President. If your question cannot be satisfactorily addressed, I can be contacted at (916) 759-0629 or email: jpvertido@yahoo.com. Please leave me a voice mail with your name and contact information and allow me 48 hours to return your call.

Respectfully,

John P. Vertido

Professor John P. Vertido, PER
Chairman
President's Special Achievement Awards
California-Hawaii Elks Association