

# PSP Advisory Council offers Online Lodge Secretary Training

Virginia Elks Association  
Past State Presidents Advisory Council



Officer and Member Training

The Virginia Elks Association Past State Presidents Advisory Council announces that Lodge Secretary Training has been added to the Exalted Ruler Training now available on the VEA website. Go to <http://www.virginiaelks.org/Training/PSPTraining.htm> to review this latest offering from the PSPs. The Lodge Secretary Training Course is rather large, so it is offered in two parts, Lodge Secretary 101, based on the first half of the Grand Lodge *MANUAL for the SECRETARY of an ELKS LODGE*, and Lodge Secretary 102, based on the second half.

The training consists of thirty seven lessons spread over the two courses. Each lesson has a Lesson Text introduction, followed by a short True-False quiz. The quiz is for information and instruction only, so grades will not be recorded. Follow the instructions on the right of the webpage, <http://www.virginiaelks.org/Moodle/login/index.php>, to register for the training, log in and go to the course offerings. Click on the course name, then click on "Introduction to..." in the "Topic Outline" for the course, and follow the onscreen prompts to make your way through the course. After each quiz, you will be given an opportunity to submit your quiz report to the Administrator. When you complete the course, send an email to the [Administrator](#) and he will email you a "Certificate of Completion" for the course.

It is intended to offer more courses in the future, and a DDGER course is already in the works. If you have suggestions for other courses or comments, criticisms, or suggestions on existing courses, please submit them to the [Administrator](#).

Roger Monger, VEA PSPAC Training Administrator