

## GRAND OFFICER RESPONSIBILITIES

*This information is **in addition to** the “Grand Officer Responsibilities Immediately Following Grand Assembly”, which was distributed during Grand Installation Practice.*

The following abbreviations are used throughout the remainder of this section of the Grand Officer Handbook:

Supreme Officer – SO  
Director of Grand Officers – DGO  
Director of Public Relations – DPR  
Director of Grand Assembly Music - DGAM

*Note: Deadlines for Reflections will be established by the Director of Publications and provided either in the Monthly Grand Officer Update or through email directly from the Director of Public Relations. All Grand Officers are expected to submit articles as requested; additional articles will also be accepted.*

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: WORTHY ASSOCIATE ADVISOR

**Deadlines** for the WAA include:

- October 1: Submit preliminary plans for Rainbow Camp to Directors of Rainbow Camp and Leadership Programs
- November 1: Submit Grand Assembly presentation information to SO and DGO
- April 15: Submit Rainbow Camp report to SO
- GWA Reception: GWA quilt due to DGO

The primary **Duties** of the WAA include:

- Serving on the Membership Committee
- Grand Officer Presentations at designated Official Visits, Receptions, and Grand Assembly
- Designing and constructing the GWA's quilt
- Assisting with the following during each Official Visit
  - Roll Call during Grand Officer meetings
  - Transporting and distributing songbooks
  - Selecting and leading songs during Formal Escort
  - Speaking on behalf of the Grand Officers during Good of the Order and facilitating announcements by other Grand Officers
- Planning and facilitating the Saturday session of Rainbow Camp
- Preparing a report on Rainbow Camp to be given during Grand Assembly

**Duties in detail:** below is more specific information for each duty assigned to this office:

### During Official Visits

The WAA will assist with Roll Call during each Grand Officer meeting, using the form provided by the DGO. The Roll Call sheet is to be returned to the DGO at the end of the Grand Officer meeting.

Additionally, the WAA will distribute the Grand Officer songbooks to the Grand Officers and Adult Leadership Team during the Grand Officer meeting and inform the group which songs will be sung on that day. For events that are not preceded by a Grand Officer meeting, the WAA will distribute the songbooks prior to the start of the event, and she will advise the DGO of the song number for the day during dress check or line up. It is recommended that a specific song number be sung for all guests introduced on that day, unless extenuating circumstances present themselves – such as an adult being introduced as a PWA, when it would be inappropriate to sing a song anticipating her becoming a Grand Officer.

During the Official Visit, under Good of the Order, the WAA will be the first to stand and offer remarks. As the spokesperson for the Grand Officers, the WAA will begin by extending appreciation to the hosting Assembly(ies) for their hospitality and refreshments; congratulating the Assembly(ies) officer on their ritualistic work, floor work, or some other noteworthy accomplishment; and noting the efforts that went into the successful function. (These remarks begin as follows, "Thank you Worthy Advisor, on behalf of the xx Grand Officers and Grand Representatives present today, I would like to ...")

Following her remarks, the WAA will facilitate the announcements of other Grand Officers, beginning with the GWA who will rise to speak about the sale of her GWA pins to benefit the statewide service project. The WAA will then call on each Grand Officer who is to make an announcement at this time. When all Grand Officers needing to make announcements have done so, the WAA will conclude her remarks as follows, "Thank you, Worthy Advisor."

Following each Official Visit, the WAA is responsible for collecting the Grand Officer Songbooks and maintaining them until the next Official Visit. In the event the songbooks are lost or forgotten, the WAA will be responsible for the replacement costs

### Rainbow Camp

Prior to the deadline established above, the WAA will contact the Director of Rainbow Camp and the Director of Leadership Programs.

The WAA, with the approval of the Director of Rainbow Camp will:

- Select a theme for Rainbow Camp weekend, which will be incorporated into an article or announcement for Rainbow Reflections and a flier to be published with the Oct/Nov and Dec/Jan newsletters

Based on the schedule established by the Director of Rainbow Camp, the WAA will:

- Design the agenda and specific activities consistent with the selected theme for Saturday morning; the activities should be flexible, in the event they need to be moved to Saturday afternoon to accommodate inclement weather or other issues that may arise
  - The WAA should develop these activities in collaboration with the Director of Leadership Programs, ensuring the day is dedicated to team building and leadership training across all age groups
- Purchase and prepare (with the advice and approval of the Director of Rainbow Camp) the items needed for the morning of Camp, including, but not limited to, name tags, decorations, and the warm/fuzzy wall poster. It is important to coordinate these purchases with the Director of Rainbow Camp, as many of these supplies may already be available (free of charge). These expenses generally total approximately \$150; however, the WAA is encouraged to be frugal with these purchases, as most of these items are throw away items. These expenses will be reimbursed by the Director of Rainbow Camp, upon presentation of receipts. (The expenses for the afternoon craft activities are not included in this amount.)

Following the Registration deadline, the Director of Rainbow Camp will provide the WAA with the names and ages of the girls who will be attending Camp, so that groups can be organized and name tags can be made.

During Rainbow Camp, the WAA is responsible for facilitating the program, events and activities on Saturday. The GWA is responsible for facilitating the afternoon activities, based on the schedule developed by the Director of Rainbow Camp.

Please remember, Pledge Girls ALWAYS eat first at Camp (for every meal; no exceptions!).

*Note for 2017: please contact the SO before planning the agenda for Camp; it will be necessary to modify the traditional schedule in order to fulfill Youth Protection Training requirements established by the Supreme Assembly.*

### Rainbow Camp Report

The WAA will prepare a 2 to 3 minute report on Rainbow Camp, which includes the theme of the event, the activities she facilitated, and the experiences gained.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CHARITY

**Deadlines** for Charity include:

- Camp: Coordinate the Sweet Shoppe with the assistance of Director of Fundraising
- April 15: Submit statewide fundraising report to SO and Director of Fundraising

The primary **Duties** of Charity include:

- Serving on the statewide Fundraising Committee, developing a proposal to raise funds for specific items in the Nevada Grand Assembly operating budget
- Coordinating the Sweet Shoppe during Rainbow Camp
- Preparing a report summarizing fundraising efforts for the scholarship program

Additionally, Charity will act as the Grand Officers' spokesperson at official functions in the absence of the Grand Worthy Associate Advisor (refer to the WAA responsibilities for specific guidelines).

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Rainbow Reflections

Charity will prepare at least three articles for Rainbow Reflections, in accordance with the deadlines established. The articles should focus on the statewide fundraising events, including the Sweet Shoppe held during Rainbow Camp.

### Fundraising Report: Operating Budget

Charity will prepare the Fundraising Report by preparing a report reflecting the results of the fundraising activity/ies done in support of the Nevada Grand Assembly operating budget. This report should be 2 to 3 minutes in length and describe her efforts to raise funds during the Grand Year.

Please note: this report should not include the introduction of the members of the Fundraising Team; this will be done by the Grand Worthy Advisor. The report is to be submitted to the SO by the deadline established above.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: HOPE

**Deadlines** for Hope include:

- November 1: Submit preliminary plans for Grand Banquet to SO and Director of Fundraising
- January 1: Submit remarks for Scholarship announcements to SO and Director of Fundraising
- February 1: Submit names of Grand Banquet speakers to SO and Director of Fundraising
- February 15: Submit remarks for Grand Banquet to SO and Director of Fundraising
- April 15: Submit scholarship report to SO and Director of Fundraising

The primary **Duties** of the Hope include:

- Serving on the statewide Fundraising Committee, developing a proposal to raise funds for Nevada Rainbow Scholarships
- Presenting prepared remarks regarding the Nevada Rainbow Scholarship Program during the Rainbow Sunday Celebration
- Preparing a report summarizing fundraising efforts for the scholarship program
- Planning the program for the Grand Assembly Scholarship Dinner program

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Rainbow Reflections

Hope will prepare at least two articles for Rainbow Reflections, in accordance with the deadlines established. The articles should focus on the statewide fundraising events, the Nevada Rainbow Scholarship program, and the scholarship application deadlines for the current year.

### Scholarship Announcements

Hope will prepare remarks for the Rainbow Sunday Celebration regarding the scholarship program. Following the report, the 2017-2018 Scholarship recipients will be announced.

### Fundraising Report: Scholarship Activities

Hope will prepare the Scholarship Report by preparing a report on fundraising activities done in support of the scholarship program. The report will culminate with a review of the girls (and Majority members) who were announced as scholarship winners during Rainbow Sunday. This report should be 2 to 3 minutes in length, excluding the announcement of scholarship recipients.

Please note: this report should not include the introduction of the members of the Fundraising Team; this will be done by the Grand Worthy Advisor. The report is to be submitted to the Supreme Officer by the deadline established above.

### Grand Assembly Scholarship Dinner Program

Hope will be responsible for developing and facilitating the program for this event. This includes recommending girls and adults to speak about the importance of the Nevada Rainbow Scholarship program and providing a message, 3 to 5 minutes in length, discussing the importance of education in the lives of our members.

A template has been developed by the SO and Director of Fundraising and will be available as a guide in planning this event.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: FAITH

**Deadlines** for Faith include:

- November 1: Submit preliminary plans for Monday's Grand Assembly Luncheon to SO and Director of Membership
- January 1: Submit final plans for Monday's Luncheon to SO and Director of Membership
- April 15: Submit statewide membership report to SO

The primary **Duties** of the Faith include:

- Serving on the Membership Committee
- Implementing recruitment and retention activities throughout the Grand year
- Preparing a report summarizing the recruitment and retention activities of Membership Committee
- Welcoming and introducing girls initiated during Grand Assembly 2017
- Hosting the girls initiated since last Grand Assembly during Grand Assembly's Monday Luncheon

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Rainbow Reflections

Faith will prepare a minimum of three articles for Rainbow Reflections, in accordance with the deadlines established. The articles should focus on recruiting new members into Pledge and Rainbow and retaining those members. These articles can include topics such as, but are not limited to, statewide membership events, creative ideas for local membership events, reasons why girls should join Rainbow (other than "it's a lot of fun"), a script for inviting girls to join Pledge or Rainbow, how to follow up with girls who have expressed interest in joining our Order, how to make new members feel welcome, and how to continue to engage current members.

### Grand Assembly

On Monday morning, Faith and the Director of Membership will meet with the candidates to prepare them for the Initiation. Faith will remain with the candidates until shortly before the Grand Officers' entrance march.

Following Initiation, Faith will introduce the new sisters, by name and Assembly number, to the Grand Assembly.

Additionally, Faith will host the girls initiated since the last Grand Assembly during Monday's luncheon. This should include designated seating for these new members (and possibly their sponsors), as well as activities and discussions designed to allow the girls to get to know each other and more about Rainbow. The members of the Membership Committee should assist with this event.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: RECORDER

**Deadlines** for the Recorder include:

- October 15: Submit remarks for Annual Membership Report at Grand Assembly to SO
- December 1: Submit remarks to introduce and conclude Announcements at Grand Assembly to SO
- GWA Reception: Coordinate voting slips and awards for Grand Assembly entertainment with Director of Public Relations

The primary **Duties** of the Recorder include:

- Serving as a member of the Public Relations Committee
- Presenting the Annual Membership Report
- Preparing the Recorder's announcements during Grand Assembly
- Assisting with the Proceedings (Minutes) of Grand Assembly

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Public Relations Committee

The Recorder will serve on the Public Relations Committee.

During the 2015-2016 Grand year, the Recorder's focus was as follows: the Recorder will review the NV IORG web page and propose recommendations for making the web page more appealing and user friendly for our members, as well as prospective Rainbow members. The Recorder will also work with the adult members of the Committee to identify ways to encourage girls and adults to utilize Facebook, Twitter, and other social media outlets to promote Nevada Rainbow in a positive and safe manner.

### Rainbow Reflections

The Recorder will prepare a minimum of two unique articles for Rainbow Reflections, as indicated above. Each of these articles should promote the NV IORG web page and the appropriate use of social media to promote Nevada Rainbow. Additionally, these articles should include age appropriate tips for using the internet and social media in a safe manner. (If girls are being encouraged to use social media to promote Rainbow, they need to do so in a way that keeps them and the rest of our members and adults safe from potential predators.)

### Annual Membership Report

The Recorder will prepare and submit a message to the Supreme Officer by the established deadline to introduce and conclude the Annual Membership Report. This message will be presented from memory during Grand Assembly; however, the Recorder will be allowed to read the membership report, as it will be composed almost entirely of numbers, which are not easily memorized accurately.

### Grand Assembly Announcements

The Recorder's announcements will include general announcements provided by the Supreme Officer prior to each Session and identification of items to be retrieved from the "Lost and Found." The Recorder may prepare personalized and creative remarks to incorporate into these Announcements. When preparing these remarks, the Recorder is encouraged to be mindful of the intent and timing of each Session, as some Sessions will need to conclude quickly due to meals being served immediately following the Session. Additionally, Monday morning's Session concludes with the Memorial Service; due to the reverence of this ceremony, Announcements will be limited and will not include any additional remarks from the Recorder. The Recorder's remarks will be submitted no later than the deadline identified above.

The Supreme Officer will designate an adult (usually the Grand Deputy or Past Grand Recorders) to sit with the Recorder (and the Recorder's Personal Page) during each Session of Grand Assembly. This adult will assist the Recorder with spontaneous requests for additional announcements to be made. This adult will also assist with time management – letting the Recorder know if her remarks need to be shortened due to the Session running later than expected.

#### Grand Assembly Proceedings

During Grand Assembly, the Recorder will be responsible for documenting specific information for inclusion in the proceedings of the Grand Assembly. The information to be collected will be identified by the Supreme Officer; this information should be returned to the Supreme Officer with the Recorder's copy of the Grand Assembly Script at the close of Tuesday morning's session.

The Recorder's designated adult will assist the Recorder with collecting the information identified by the Supreme Officer.

*Note: At Grand Assembly 2017, Recorder will be responsible for coordinating the development of voting slips, awards, and judges for Entertainment. Recorder should contact the DPR for additional information regarding this task.*



## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: TREASURER

**Deadlines** for the Treasurer include:

- December 1: Submit remarks for the Annual Financial Report at Grand Assembly to SO
- April 1: Submit final remarks, incorporating logo ware sales information to SO and DGO

The primary **Duties** of the Treasurer include:

- Serving as a member of the Fundraising Committee
- Collecting funds at the request of the Supreme Officer
- Promoting the sale of NV IORG logo wear
- Assisting with the preparation of the Annual Financial Report for Nevada Grand Assembly

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Fundraising Committee

The Treasurer will serve as a member of the Fundraising Committee, offering assistance to the fundraising activities developed by Charity and Hope.

### Logo Wear

The Treasurer will promote the sale of NV IORG logo wear. This includes requesting adult assistance with logo wear sales during all official functions, including Official Visits and Rainbow Camp, and encouraging girls and adults to purchase and wear NV IORG logo wear. The goal is to sell all current inventory (as of September 2016) prior to the end of the Grand year, so new merchandise may be ordered for the next Grand year.

### Collecting Funds

This duty is similar to that assigned to the Treasurer in a local Assembly. At the request of the Supreme Officer, the Treasurer will collect and prepare receipts for funds received on behalf of Nevada Grand Assembly, including Grand Officer dress payments.

### Rainbow Reflections

The Treasurer will prepare a minimum of two unique articles for Rainbow Reflections, as indicated above. At least two articles must promote the purchase and wearing of NV IORG logo wear. Logo wear is guaranteed to be a "Rainbow appropriate" clothing option at all casual Rainbow events. More importantly, logo wear is a great way to promote Nevada Rainbow and to initiate conversations about our organization with members of the general public.

### Annual Financial Report for Nevada Grand Assembly

The Treasurer will prepare and submit a message to the Supreme Officer by the established deadline to report on the success of logo wear sales during the Grand year and to introduce and conclude the Annual Financial Report. This message will be presented from memory during Grand Assembly; however, the Treasurer will be allowed to read the financial report, as it will be composed almost entirely of numbers, which are not easily memorized accurately.

*Note: While this report is due early in the Grand year (December), the Treasurer will have an opportunity to update the report to include specific information on logo ware sales later in the year (April).*

## **GRAND OFFICE-SPECIFIC RESPONSIBILITIES: DEAN OF THE GRAND CROSS OF COLOR**

**Deadlines** for the Dean of the Grand Cross include:

- October 15: Submit Mystic Banquet remarks (November) to SO, DGC, and hosting Assemblies' Grand Deputies
- January 1: Submit message for Rainbow Sunday to SO and DGC
- February 15: Submit Grand Assembly message regarding the Grand Cross of Color and the announcement of Girls of the Year for Service and Assembly Service Hour Award to SO and DGC
- April 15: Submit Grand Cross of Color Luncheon remarks to SO and DGC

The primary **Duties** of the Dean of the Grand Cross include:

- Serving as the Mistress of Ceremonies for the Mystic Banquets in Las Vegas and Reno (November) and the Grand Cross of Color Banquet (June)
- Preparing a message regarding the Grand Cross of Color for Rainbow Sunday
- Preparing a message for Grand Assembly
- Assisting with the presentation of the annual Service Hour Report

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Rainbow Reflections

The Dean of the Grand Cross will prepare at least one article for Rainbow Reflections, in accordance with the deadlines established above. Articles written by the Dean should focus on the Grand Cross of Color and Adult Service Award designation and the reporting of Service Hours by all members.

### Mistress of Ceremonies

The Dean will serve as the Mistress of Ceremonies for the Mystic Banquet (November) held in her geographic area and for the Grand Cross of Color Banquet held during Grand Assembly. Additionally, the Dean may serve to choose as the Mistress of Ceremonies for the Mystic Banquet held outside her geographic area, if funds are available from the Gypsy Fund and/or if she and her family are willing to commit the time and financial resources necessary. (The Supreme Officer's preference is that the Mystic Banquets - north and south - be held on different weekends, allowing her to attend both.) If the Dean wishes to attend both events, she must notify the Supreme Officer of that intent no later than September 1. This will allow sufficient time for the Supreme Officer to select someone to serve as Mistress of Ceremonies for the other event and allow that girl sufficient time to prepare herself to preside during the banquet.

As the Mistress of Ceremonies, the Dean will be responsible for the following:

- Presiding during the Mystic Banquet, following the script provided by the Supreme Officer (and updated by the hosting Assembly's Grand Deputy)
- Preparing welcome and introductory remarks, which will be given at the start of the event
- Presenting the "History of the Grand Cross of Color" from memory and adding 2 to 3 prepared "stories" to the end of the History of the Grand Cross of Color, collected from other Masters of the Grand Cross of Color, sharing the importance of this honor in their lives. Or, if she chooses, the Dean may prepare her own lecture on the Grand Cross of Color and its importance in the lives of those upon whom it has been awarded; this unique lecture should be 3 to 5 minutes in length and would not need to be memorized
- Presenting the Bread Service entirely from memory

The Dean will submit her welcome and personal remarks for inclusion in the History of the Grand Cross by the deadline established above. The Supreme Officer will forward these approved messages to the hosting Assembly's Grand Deputy for inclusion in the final script.

Prior to the Mystic Banquet and the Grand Cross of Color Banquet, each hosting Assembly's Grand Deputy will finalize the script, including the messages approved by the Supreme Officer and the names and titles of those who have been selected to participate in the ceremony. On the day of the event, the Grand Deputy will remove the History and Bread Service sections, ensuring the Mistress presents these parts from memory. The hosting Assembly's Grand Deputy will have a complete script that includes all speeches, tributes and prayers. The Grand Deputy will prompt, as necessary, from this script.

Please note that the introductions included in the Mystic Banquet scripts are limited to those participating in the Mystic Banquet. This is not intended to diminish the guests or the honors they have attained; it is intended to enhance the humility of the occasion. Additional introductions may not be added without the prior approval of the Supreme Officer.

#### Rainbow Sunday

In Nevada, our tradition is to announce the recipients of the Grand Cross of Color and the Adult Service Award during Rainbow Sunday, which is held during Rainbow Camp. The Dean will prepare a 2 to 3 minute speech for Rainbow Sunday that describes both of these honors, including the importance of this recognition and how it is earned. This presentation is to be submitted by the established deadline, noted above. Once this presentation has been approved, the Dean should prepare herself to present it from memory.

#### Grand Assembly Message

The Dean will prepare a 2 to 3 minute speech on the importance of living a life of service (as Rainbow girls) and doing so without any expectation of reward or acknowledgement (as Masters of the Grand Cross of Color). This should culminate with the announcement of the Girls of the Year for Service and the Assembly Service Hour Award. These remarks will be submitted in accordance with the deadline established above.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CHAPLAIN

**Deadlines** for the Chaplain include:

- One week prior to each official function: Submit prayers to SO
- October 1: Submit propose plans for Rainbow Sunday and Vespers to the SO and DGO
- October 15: Submit approved plans (theme) to Lecturer and Religion
- November 1: Submit Rainbow Sunday message and prayers to SO, DGO, and Lecturer
- December 1: Submit musical selections for Rainbow Sunday to SO and DGAM
- January 1: Submit Rainbow Sunday message SO, DGO, and Lecturer
- February 15: Submit musical selections for Vespers Service to SO and DGAM
- April 15: Submit message and Invocation for Vespers Service to SO, DGO, and Lecturer
- 

The primary **Duties** of the Chaplain include:

- Invoking a blessing prior to all meals served during official functions, including Grand Assembly
- Planning the Rainbow Sunday service, including the message and the program
- Planning the Vesper Service, including the message and the program

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Invoking Blessings

At all official functions, the Chaplain will invoke an appropriate, original and meaningful blessing prior to each meal. Each prayer is to be MORE than 2 to 3 sentences and must be submitted for approval prior to the deadline identified above. Once each prayer has been approved, the Chaplain is to memorize the prayer.

### Rainbow Sunday Service

According to the *Ritual*, if an Assembly attends a local church service on Rainbow Sunday, the Assembly should request that the minister deliver a sermon to the girls on God's promises, as symbolized by His bow in the clouds. In Nevada, our tradition has become the observance and celebration of Rainbow Sunday during Rainbow Camp.

The Chaplain will plan, organize and participate in the Rainbow Sunday church service, held during Rainbow Camp. The church service should be approximately 15 minutes in length. This duty includes several deadlines, identified above. It is essential that these deadlines be met to ensure all participants have adequate time to prepare themselves for this day of celebration.

The "Rainbow Sunday Church Service – Guidelines" and script provide detailed information on the responsibilities of the Chaplain and the expectations of the church service. These documents will be provided to the Chaplain and her Grand Deputy during Grand Officer Leadership, or shortly thereafter. In general, the Chaplain will:

- † Collaborate WITH the Lecturer to select a theme and overall message regarding God's promises as symbolized by His bow in the clouds; the Lecturer will prepare and present a 3 to 5 minute message that enhances or responds to the Chaplain's message
- † Assist the Sister of Religion in the selection of scripture readings that are complementary to the overall theme of the church service; Sister of Religion will participate in the service by presenting (from memory) a scripture reading
- † Request approval of the proposed musical selections and accompaniment from the Director of Grand Assembly Music; coordinate with the Director to ensure recorded music is available

or someone is asked to play for this service; musical selections should be limited to songs that are widely known; it is NOT necessary to sing every verse of musical selections – one or two verses should be sufficient

- † Invite the State Rainbow Dad to give the benediction
- † The Supreme Officer will identify the participants in the Service, who will be first time Worthy Advisors and Jr. Past Worthy Advisors. The Supreme Officer will notify each participant's Grand Deputy of her assigned scripture reading (or tribute), as well as information specific to the service, such as the attire, expectations of participants, and the time of practice
- † Prepare a welcome that includes introduction of the participants, invocation, and the message for the service; the Chaplain's message will be at least 5 minutes in length; submit each of these for approval by the established deadline identified above
- † Transmit her (the Chaplain's) message to the Lecturer, so she may prepare her response
- † Send a written thank you note to each person (girls and adults) who participated in the Rainbow Sunday church service within one week of the service

### Vespers Service

The "Vespers Service – Guidelines" and script provide detailed information on the responsibilities of the Chaplain and the expectations of the church service. For the most part, the Vespers Service parameters mirror those of Rainbow Sunday. The Vespers Service should last no less than 20 minutes and no more than 25 minutes, including the time necessary for the participants to enter and retire from the Grand Assembly room.

*Note: Because the intent of the Vespers Service is the church service itself, dignitaries should not be introduced during the Vespers Service. Additionally, a collection will not be taken during the Vespers Service, due to the time limit for the service.*

### Rainbow Reflections

The Chaplain has not been assigned the responsibility of preparing articles for Rainbow Reflections. The Chaplain has an abundance of communication opportunities through each of her prayers, Rainbow Sunday, and Vespers. However, if the Chaplain chooses to submit articles to Rainbow Reflections (according to the deadlines established for the publication), they will be gladly accepted.

**GRAND OFFICE-SPECIFIC RESPONSIBILITIES:  
DRILL LEADER AND HONORARY DRILL LEADER**

(If no HDL is appointed, Faith will be the DL's partner for march-ins at Grand Assembly.)

**Deadlines** for the Drill Leader/s include:

- March 15: Schedule at least 5 drill practices with the DGO

The primary **Duties** of the Drill Leader/s include:

- Serving on the Membership Committee
- Assisting with Grand Officer line-up and seating at official functions
- Creating and leading entrance marches for Grand Assembly

**Duties in detail:** below is more specific information for each duty assigned to this office:

Rainbow Reflections

The Drill Leader/s will prepare a minimum of three articles for Rainbow Reflections, in accordance with the deadlines established above. The articles should focus on the importance of retention, specific activities designed to promote retention, and other strategies for keeping girls active in our Order.

*Note: This requirement is waived during the 2016-2017 Grand year, because Drill Leader is also serving as Lecturer. Rainbow Reflections articles should address the duties established for Lecturer.*

Official Visits

During Official Visits, the Drill Leader/s will assist the Director of Grand Officers with line-up and ensuring there is sufficient seating available for the Grand Officers in the designated area of the Assembly room. This should be done during the Grand Officer meeting preceding Saturday events and shortly before the start of Sunday events. Additionally, the Drill Leader/s will ensure the Grand Officers are lined-up, prepared to enter the Assembly room at least 5 minutes prior to the scheduled or anticipated start time.

Grand Assembly March-Ins

The Drill Leader/s, in collaboration with the Director of Grand Officers, will create the entrance marches performed by the Grand Officers at the start of each Grand Assembly Session. These march-ins will utilize the music selected by the Grand Worthy Advisor and should reflect the intent of the specific session. For instance, the entrance march used for Monday morning's Session should reflect the dignity and decorum associated with Initiation and Memorial, while other Sessions, such as Sunday and Monday evenings, could be more enthusiastic.

*Note: In the event a Grand Honorary Drill Leader is not appointed, the Drill Leader will be responsible for creating all marches. Grand Faith will assist with the marches during Grand Assembly; however, she is not responsible for the development of the marches.*

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: BOW OFFICERS

**Deadlines** for the Bow Officers (individually) include:

- October 1: Submit project proposal to SO, Director of committee, and Grand Deputy
- March 15: Bow projects must be complete
- April 15: Bow reports due (latest date) to SO and Director of committee

The primary **Duties** of each Bow officer include:

- Selecting a project which will support the activities of her committee assignment
- Submitting articles for Rainbow Reflections
- Preparing a report on her Bow project

Additionally, **Religion** will be prepared to invoke the blessing prior to meals at Official functions, in the absence of the Chaplain. Religion will also participate in the Rainbow Sunday and Vespers church services by assisting the Chaplain with the selection of all of the scripture readings and sharing a selected scripture from memory.

**Deadlines** for Religion include:

- November 1: Submit scripture readings for Rainbow Sunday to SO and DGO
- April 1: Submit scripture readings for Vespers to SO and DGO

**Duties in detail:** below is more specific information for each duty assigned to each office:

### Service Project

*During Grand Officer Leadership 2016, the Bow decided that this year's projects would focus on promoting the efforts of their individual committee assignments. For example, those serving on the Membership Committee will plan and implement an activity to promote recruitment or retention, while girls serving on the Fundraising Committee will plan and implement events to raise additional funds, assisting Hope and Charity in attaining their fundraising goals.*

Proposed projects will include the Officer's local Assembly and, depending on the scope of the project and proximity, neighboring Assemblies. This project **must not** interfere with the Assembly's approved term projects or compete with the specific events selected by the Grand Line Officers. Additionally, service hours earned during Bow projects may not be counted toward another service project, such as the Grand Worthy Advisor's statewide service project. However, service hours earned during Bow projects, as with all other service hours, should be recorded in the Assembly's records for each member who participated.

### Rainbow Reflections

Each Bow Officer will prepare a minimum of two article for Rainbow Reflections during the Grand year. One article should focus on the Bow officer's proposed project. The article should include the date, time, and location of the officer's service project, as well as an adult contact for the project. This will allow girls and adults from other assemblies to assist with the projects, as their schedules permit.

Each Bow officer is to write one additional article for Rainbow Reflections. These articles may discuss the importance of the specific bow lesson or may encourage girls to be true to their commitment to live a life of service. Articles may also suggest ways to earn service hours and remind girls to report their service hours, so they can be reported and included in our statewide service hour totals.

### Bow Reports

Bow officers will prepare a two minute service project report, which describes the project, the assemblies that participated, the total number of hours of service provided, and the experience gained. These reports should not give thanks to specific individuals who participated or make apologies. Each Bow **report is due within 30 days of project completion**. Because all Bow projects must be completed by March 15<sup>th</sup>, all Bow reports will be due no later than April 15<sup>th</sup>.

As a point of reference, a two minute speech is approximately two (typed) double spaced pages of information. Reports should be timed, prior to submission, to ensure the time requirement is met. Reports that do not meet the established time requirement will be returned for revision.



## **GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CONFIDENTIAL OBSERVER AND OUTER OBSERVER**

**Deadlines** for the Confidential and Outer Observers include:

- GWA Reception: Coordinate voting slips and awards for Grand Assembly competitions with DPR

The primary **Duties** of the Observers include:

- Serving on assigned committees
- Responsibility for the Grand Officer jewels during Grand Assembly

**Duties in detail:** below is more specific information for each duty assigned to these offices:

### Rainbow Reflections

Each of the Observers will prepare a minimum of two articles for Rainbow Reflections, in accordance with the deadlines established. Articles should focus on upcoming statewide events, such as Official Visits and Receptions, Rainbow Camp, or Grand Assembly. One article should focus on the competitions held during Grand Assembly, such as Assembly fabric, scrapbooks, banners, etc.

### Grand Officer Jewels

The Observers are responsible for all of the Grand Officer jewels during Grand Assembly Sessions. They will ensure each officer has her jewel on prior to march-in and that the jewels are returned to them when EACH Session is recessed. This can be easily accomplished if each Observer is responsible for the officers lined up at one doorway. Under no circumstances are the Grand Officers to leave the Grand Assembly room (line up area) with their jewels; NO EXCEPTIONS! The Observers may not be excused until all jewels are accounted for.

Additionally, the Observers are to notify a member of the Paraphernalia Committee if a jewel is damaged during Grand Assembly. This will alert the Committee of the need to repair the jewel prior to the next Session.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: MUSICIAN AND CHOIR DIRECTOR

**Deadlines** for the Musician and Choir Director include:

- December 1: Submit plans for Talent Competition to SO and DGAM
- January 1: Grand Choir Director shall submit recommended songs for the Grand Choir to sing during Grand Assembly to the DGAM
- Camp: With the assistance of the DGAM, organize and conduct Grand Choir practice and assist with Talent Competition try-outs, as requested by the DGAM
- April 15: Submit introductions for the Talent Show to the SO and DGAM
- May 15: Confirm Talent Show performers and notify SO and DGAM of any withdrawals

*Note: During the 2016-2017 Grand year, Grand Religion will assist with the Talent completion.*

The primary **Duties** of the Musician and Choir Director, collectively, include:

- ♪ Recruiting Grand Choir members
- ♪ Organizing the Talent Show at Grand Assembly
- ♪ Facilitate Grand Choir Practice at Camp and other times during the year
- ♪ Introduce those participating in the Talent Competition during Grand Assembly

Additionally, if the Musician is a musician by training, her **Duties** include:

- ♪ Being prepared to play the piano (or another musical instrument) during Official Visits when the Assembly does not have either an adult or a member responsible for this
- ♪ Playing musical selections (using the piano or approved musical instrument) during Grand Assembly Sessions

Additionally, the primary **Duties** of the Choir Director include:

- ♪ Introducing the Grand Choir at all official functions
- ♪ Recommending songs for the Grand Choir to sing during Grand Assembly

**Duties in detail:** below is more specific information for each duty assigned to these offices:

### Rainbow Reflections

The Musician and Choir Director will each prepare a minimum of two articles for Rainbow Reflections. The Musician's articles should focus on the Talent Competition; the Choir Director's articles should focus on the Grand Choir, such as recruiting choir members and providing information on practices and Grand Assembly. Articles are to be submitted in accordance with the deadlines established.

### Grand Choir Introductions

During each Official Visit and Grand Assembly, the Choir Director will introduce the members of the Grand Choir, when requested to do so by the presiding Officer. In her absence, the Musician will make these introductions. It may be helpful to have a list of the Grand Choir members available for reference during these introductions. Just as it would be inappropriate for the GWA to ask her Grand Officers to introduce themselves, it would be inappropriate for the Choir Director or Musician to ask Grand Choir members to introduce themselves.

*Note: In the absence of a Grand Choir Director, the Grand Musician is responsible for recruitment and introduction of Grand Choir members.*

*Additionally, it has been recommended that the Grand Music Team invite the members of the Grand Choir to eat with them on Sunday morning (of official weekends). This is a great opportunity to get to know and bond with the Grand Choir members.*

### Grand Choir Songs

The Choir Director, with the assistance of the Grand Choir Advisor, will recommend approximately 12 songs for the Grand Choir to sing during Grand Assembly. Based on prior years' Grand Assembly scripts, these songs will be sung as follows:

- Sunday - 4:30 p.m. - to purge the Grand Assembly
- Sunday - 6:00 p.m. - as a break during Formal Escort
- Sunday - 6:30 p.m. - at the end of Formal Escort
- Monday - 8:30 a.m. - to purge the Grand Assembly
- Monday - 10:30 a.m. - before the Memorial Service
- Monday - 2:30 p.m. after GWA thanks Sound, First Aid, etc.
- Monday - 3:30 p.m. - after Faith's report
- Tuesday - 9:15 a.m. after GWA's report
- Tuesday - 9:40 a.m. - to purge the Grand Assembly
- Tuesday - 10:30 a.m. - to purge the Grand Assembly (again)

*Note: It is recommended that the Grand Choir sing one or two verses of each song, rather than the entire song. It is understood that the Grand Choir members are usually young girls, who tend to know one or two verses of a song well. Similarly, the audience at Grand Assembly appears to get distracted during longer songs, which is disrespectful of the Choir and their efforts.*

Once the proposed songs are approved by the Director of Grand Assembly Music, copies of the music will be made for the Grand Choir and adults assisting with Grand Assembly Music. These copies will be used for Grand Choir practices, including during Rainbow Camp. The Grand Choir members will keep these copies, so they can continue to practice before Grand Assembly. When possible, a CD for each Grand Choir member to take home is a great practice tool. The Choir Director and Director of Grand Assembly Music should discuss who will be responsible for these tasks. Receipts for these copies should be submitted to the Supreme Officer during Rainbow Camp, so this expense may be reimbursed.

### Talent Show

For several years now, a simple, non-competition talent show has been offered at Grand Assembly, with miscellaneous types of 3-minute entertainment presentations spread across most sessions. The Music Team and Religion (aka Talent Scouts) will:

- ✓ Encourage girls (and adults) to participate as single or group talent at Grand Assembly, understanding such talent is not judged or rewarded other than with appreciation
- ✓ Prepare articles for Rainbow Reflections providing the guidelines (and application form) for participation (the Musician is responsible for submitting these articles, based on the identified deadlines); applications will be submitted and reviewed at Rainbow Camp by the Director of Grand Assembly Music
- ✓ Conduct simple auditions at Rainbow Camp; applications and auditions will NOT be held after Rainbow Camp, so early promotion is critical to the success of this activity
- ✓ Prepare simple introductory comments for each act, which the Supreme Officer will enter into the Grand Assembly script at appropriate times
- ✓ Confirm with each participant that he/she is indeed prepared to continue with the approved talent presentation at Grand Assembly; specific songs to be sung, specific words to skits, etc. must be presented before any act can be entered into the script; it is the responsibility of the Music Team to secure and transmit this information to the Supreme Officer and the Director of Grand Assembly Music

### Grand Choir Practices

The Musician and Choir Director, with the assistance of the Director of Grand Assembly Music, will organize Grand Choir practices throughout the year, including during Rainbow Camp. If possible, Grand Choir practices should be held prior to an official function in the north and the south during the Spring term, to provide the Grand Choir with additional opportunities to practice before Grand Assembly.

The Musician and the Choir Director will attend the Grand Choir practice during Grand Assembly, Sunday morning, prior to the Vespers Service.

### Grand Assembly

During Grand Assembly, the Musician will play during Opening, Initiation, Closing and at all other times possible. If the Musician does not play the piano (or another musical instrument), she will work with the Director of Grand Assembly Music to ensure others have been asked to play during these times.

The Choir Director will direct the Grand Choir in all performances at Grand Assembly. Additionally, the Choir Director will introduce the members of the Grand Choir during Grand Assembly; therefore, it is imperative that she review each name and its proper pronunciation during practice! It is recommended that the Choir Director create an introduction list during Grand Assembly practice, once the seating order has been established, so girls are introduced in order.

Additionally, the Musician and the Choir Director (both) should have a token gift for each member of the Grand Choir. Both will give appropriate messages of appreciation and encouragement to the Grand Choir members throughout Grand Assembly, remembering these are usually younger Rainbow Girls who will need a considerable amount of TLC and attention.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: EDITOR/S

**Deadlines** for the Editors (together) include:

- July 15: Submit outline for each edition of Rainbow Reflections to SO and DPR
- First OV: First edition of Rainbow Reflections printed and distributed
- November 1: Second edition of Rainbow Reflections submitted to SO and DPR for electronic distribution
- Camp: Third edition of Rainbow Reflections printed and distributed and assist with the collection of ads for Rainbow Trails
- April 15: Submit Editor's Report to SO and DPR

Additional deadlines will be established by the DPR for each edition of Rainbow Reflections and tasks specific to the publication of Rainbow Trails.

The primary **Duties** of the Editor/s include:

- Serving on the Public Relations Committee
- Designing the format for each edition of Rainbow Reflections
- Collecting articles for each edition of Rainbow Reflections
- Soliciting ads for Rainbow Trails
- Preparing the Editor's Report
- Maintaining the Editor's (pass down) Handbook

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Rainbow Trails

The Editor/s will assist with the compilation of the Rainbow Trails for the upcoming Grand Assembly, based on data from last year's Grand Assembly Sessions. The Director of Public Relations will request the assistance of the Editor/s with this publication, as needed.

### Editor's Report

The Editor/s will prepare a report, with a positive message, for presentation at Grand Assembly, sharing the assistance received throughout the year with the publication of Rainbow Reflections, as well as the publication of Rainbow Trails. This report should be 2 to 3 minutes in length.

Please note: this report should not include the introduction of the members of the Public Relations Committee; this will be done by the Grand Worthy Advisor. The report is to be submitted to the Supreme Officer and the Director of Public Relations by the deadline established above.

### Editor's (pass down) Handbook

Throughout the Grand year, the Editor/s will maintain the pass down handbook, which includes information from previous Editors regarding their efforts to gather information and publish Rainbow Reflections.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: HISTORIAN/S

**Deadlines** for the Historians (together) include:

- November 1: Coordinate voting slips for the Build A Grandie program (last Fall OV) with the DPR
- Camp: Coordinate voting slips for the Build A Grandie program (Grand Assembly) with the DPR
- April 15: Submit Historian's report and anticipated length of slide show to SO and DPR
- May 15: Submit completed Grand Assembly Slide Show to DPR

The primary **Duties** of the Historian/s include:

- Creating the annual Slide Show for Grand Assembly
- Selecting Judges for the Build A Grandie Program
- Submitting articles for Rainbow Reflections
- Preparing the Historian's report
- Selecting Judges for Grand Assembly Awards

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Build A Grandie Awards

The Historian/s will familiarize themselves with the Build A Grandie program, noting the due dates for each item, and proposing the appropriate people and number of judges for each item. This recommendation will be submitted to the Supreme Officer and the DPR for approval.

Based on the approved plan, the Historian/s will ensure those selected to serve as judges are notified (ASKED) prior to the event during which judging will occur and distribute and collect the appropriate number of voting slips. During the Grand year, voting slips are to be collected and tallied during the Saturday event and photos are to be taken (discretely) of the winning items. The voting slips will be given to the DPR, or her representative, who will verify the tally prior to the Sunday event. Awards will be announced by the Historian/s during the Grand Officers' announcements on Sunday morning.

The following will not be judged: business cards and aprons.

### Rainbow Reflections

The Historian/s will prepare at least three articles for Rainbow Reflections, in compliance with the deadlines identified. These articles will discuss the importance of taking photos at Rainbow events (fun, document for historical purposes, promote Rainbow, etc.) and to solicit additional photos from local Assemblies, if those are to be included in the Grand Assembly Slide Show.

### Historian's Report

The Historian/s will prepare the Historian's report, which will be presented during Grand Assembly, prior to the Slide Show. This report is to be submitted by the deadlines established above. Additionally, the Historian/s should notify the SO of the anticipated length of the Grand Assembly Slide Show, so this information may be included in the Grand Assembly script.

### Grand Assembly Awards

The Historian/s will work with the DPR to develop the proposed Competition Judging Schedule for Grand Assembly, excluding Grand Assembly entertainment. The schedule will include the number of judges for each competition and the individuals who will be asked to judge each

competition. In the past, specific groups of guests have been asked to serve as judges, such as visiting GWAs, visiting Representatives of Nevada, members of the Supreme family, PGWAs, etc. Following the approval of the DPR and prior to Grand Assembly, the Historian/s will publish the Competition Judging Schedule. Changes to this schedule are only permitted with the approval of the DPR.

Additionally, the Historian/s will print the necessary ballots and request assistance from the DPR in distributing the ballots to the selected judges. Ballots need to include information about where and when the ballots need to be turned in, i.e. "please return this completed ballot to the Recorder's Desk by 12:30 pm on Monday...."

Prior to Grand Assembly, the Historian/s will prepare award certificates for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners for all events being judged during Grand Assembly. Certificates may be on pre-printed forms or designed by the Historian/s (and approved by the DPR). Keep in mind that many girls and Assemblies will include these certificates in their scrapbooks. A Sharpie pen should be used to add the names of the winners to the award certificates; Sharpie ink won't smear, etc.

#### Historian's (pass down) Binder

The Historian/s will maintain the pass down binder, adding her/their helpful hints regarding this position.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: LECTURER

**Deadlines** for the Lecturer include:

- ☐ October 15: Submit Ceremony to be presented during Grand Assembly to SO
- ☐ November 1: Submit Grand Assembly message to SO and DGO
- ☐ December 1: Submit Rainbow Sunday message (Response) to SO and DGO
- ☐ April 15: Submit Vespers message (Response) to SO and DGO

The primary **Duties** of the Lecturer include:

- Submitting articles for Rainbow Reflections
- Preparing a response to Grand Chaplain's Rainbow Sunday message
- Preparing a response to Grand Chaplain's Vesper Service message
- Presenting the Lecturer's message at Grand Assembly
- Presenting the Ribbon Ceremony or another ceremony, from memory, during Grand Assembly

**Duties in detail:** below is more specific information for each duty assigned to this office:

All presentations written by the Lecturer are to be original work and must include more than retelling a heart-wrenching story! The Lecturer has a captive audience that should be challenged to think about and respond to her messages. That being said, it is important to keep in mind the age of the primary audience – Rainbow Girls - between the ages of 11 and 20. Messages should be appropriate and relevant to this diverse age range. All presentations are to be submitted by the deadlines established above.

### Rainbow Reflections

The Lecturer will prepare at least two articles for Rainbow Reflections, in compliance with the deadlines identified. Ideally, these articles should coordinate with the theme selected by the Editor/s for that edition.

### Rainbow Sunday Response

The Lecturer will prepare a 3 to 5 minute message (response) to be given during the Rainbow Sunday Service at Rainbow Camp. The message should be positive, uplifting, and inspirational, tantamount to a message we would hear in Church. The message should enhance and/or respond to the message given by the Chaplain and coordinate with the theme selected for Rainbow Sunday. Ideally, this message will be presented primarily from memory.

### Vespers Service Response

Similar to Rainbow Sunday, the Lecturer will prepare a 3 to 5 minute message (response) to be given during the Vespers Service. The message should be positive, uplifting, and inspirational, again, tantamount to a message we would hear in Church. The message should enhance and/or respond to the message given by the Chaplain and coordinate with the theme selected for the Vespers Service. Ideally, this message will be presented primarily from memory.

### Grand Assembly Lecture

The Lecturer will prepare a message, which will be given during Monday afternoon's session of Grand Assembly. The theme of this message may be tied to the theme of Grand Assembly, to an aspect of Grand Assembly, or a theme selected by the Lecturer. The message should be 2 to 3 minutes in length and does not need to be memorized.



Memorized Presentation during Grand Assembly

Additionally, the Lecturer will select or write a lecture or ceremony to present, from memory, during Monday night's session of Grand Assembly. In the past, girls have chosen to present the Ribbon Ceremony or the Rose Lecture; others have opted to create their own presentation. This ceremony is to be submitted for approval by the deadline established above. This presentation must be memorized prior to Grand Assembly.

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: FLAG BEARERS

**Deadlines** for the Flag Bearers, collectively, include:

- Last Fall OV: Submit Rainbow Camp entertainment plans to DGAM
- GWA Reception: Finalize introductions for Grand Assembly entertainment with DGAM; submit to SO

**Deadlines** for the Flag Bearers, individually, include:

- April 1: Submit Flag Tribute to SO and DGO

The primary **Duties** of the Flag Bearers include:

- Planning and facilitating Rainbow Camp entertainment
- Preparing an original Flag Tribute
- Introducing assemblies participating in Grand Assembly entertainment

**Duties in detail:** below is more specific information for each duty assigned to this office:

### Rainbow Camp Entertainment

The Flag Bearers, as a group, will organize assembly entertainment and awards at Rainbow Camp. The proposed entertainment plan will include a listing of Rainbow-appropriate songs for lip sync entertainment and props to be used by assemblies, or Rainbow-appropriate skits “campfire” style. Additionally, the Flag Bearers will prepare a “script” that introduces each performance. These plans (and the script) will be submitted to the Director of Grand Assembly Music by the deadline established above. The Director of Grand Assembly Music will ensure all music is approved PRIOR to Rainbow Camp.

These plans do not need to include the Pledge girls. The Director of Grand Assembly Music will coordinate with the Director of Membership to select appropriate music for these girls. The adults working with Pledge will ensure appropriate props are available for these young girls.

Lastly, the Flag Bearers will ask at least three adults (such as the Supreme Officer and the State Rainbow Dad) to serve as “judges” for the evening. The Flag Bearers will ensure that each assembly is rewarded in some way for their participation in the entertainment contest.

### Flag Tribute

Each Flag Bearer is to prepare an original tribute to the flag she represents. Flag tributes may discuss the history and meaning of the flag or the personal significance of the flag. Flag tributes should not include our existing tributes or tributes (in their entirety) written by others.

Each tribute is to be 2 minutes in length and must be submitted by the deadline identified above.

### Grand Assembly Entertainment

The Flag Bearers will be responsible for introducing Assembly entertainment during Grand Assembly. Ten introductory comments must be prepared – one per Assembly. While these introductions should follow an overall theme, the introductions must be written in a stand-alone manner. The Supreme Officer will establish the performance schedule based on other presentations occurring during specific sessions of Grand Assembly, such as Grand Representative reports and Bow reports. The introductions will be submitted for approval to the Supreme Officer and Director of Grand Assembly by the deadline identified above.

The Flag Bearers may utilize simple costumes or accessories during the entertainment introductions, understating that these props must be put on and removed as the girls move

between their seats and the Grand East. Because Flag Bearers facilitate the entertainment portions of Grand Assembly, they may NOT participate in their assemblies' performances. No exceptions!

*Note: During Grand Assembly 2017, the Grand Line Officers will introduce the Grand Assembly Entertainment from their stations. Because the Line Officers will not leave their seats to introduce Entertainment, any props used must be small.*

## GRAND OFFICE-SPECIFIC RESPONSIBILITIES: REPRESENTATIVES

*NOTE: The correct title is "Grand Representative **OF...**"; the title is NOT "Grand Rep to...."*

*During Grand Officer Leadership (July 2016), the Grand Officers discussed their desire to have Grand Representative Reports be more fun and innovative. For example, Grand Officers indicated they are interested in hearing about Pixie Dust Experiences and how Rainbow is different in other states. They indicated they do not find information about colors and mottos particularly interesting. Based on this input Grand Representatives are encouraged to focus on writing reports that are innovative and fun to listen to. Lastly, representatives are encouraged not to rely only on information found on web sites, as many jurisdictional web sites are out of date.*

*No changes have been made to this section since Grand Assembly 2016.*

**Deadlines** for the Representatives include:

- Last Fall OV: Submit completed Rep Report Template (form) to SO and DGO
- February 1: Submit draft report to DGO
- Camp: Review report with DGO
- April 1: Submit final report to DGO

Representatives of **west coast states** will work with the Tour Director, Supreme Officer, and Grand Worthy Advisor to organize a Nevada delegation to visit that jurisdiction's Grand Assembly or other official functions whenever possible.

**By November 1<sup>st</sup>**, each Representative will confirm with the Director of Grand Representatives that contact has been made with her counterpart/s. This confirmation should be sent via email and include a summary of the information that has been exchanged to date. If contact has not been made, the Representative should provide the Director of Grand Representatives with copies of all correspondence sent to her counterpart. The Director, and if needed the Supreme Officer, will then follow up with the respective jurisdiction.

**By February 1<sup>st</sup>**, each Representative will submit a written, draft report regarding the Rainbow activities in her jurisdiction/s to the Director of Grand Representatives. The report should adhere to the Representative Report Guidelines found later in this document. This report is due by the established deadline regardless of whether or not that Grand Assembly has occurred.

**During Rainbow Camp**, each Representative will meet with the Director of Grand Representatives IN PERSON to review the report. Each Representative is to bring at least two copies of the draft report to Camp. During this review process, the Representative will read her speech aloud, allowing it to be timed (for scripting purposes) and facilitating discussion regarding areas that may be confusing to the listener.

**By April 1<sup>st</sup>**, each Representative will submit a final, written report to the Director of Grand Representatives, as well as an update of the length (in minutes) of the report. Once the finalized report has been accepted by the Director, the Representative should begin memorizing the report. All Representative reports will be presented from memory during Grand Officer Practice day and/or a regularly scheduled Assembly meeting.

**At Grand Assembly**, each Representative will:

- Present her memorized report regarding Rainbow in her jurisdiction/s
- Utilize a costume or props to enhance the presentation of her report

- Be a gracious hostess to her counterpart/s if she/they are able to attend Nevada Grand Assembly

### **Grand Representative Questionnaire**

These following questions are provided as a guide for gathering information about Rainbow in other Grand jurisdictions. These questions may be asked over the course of several communications.

- When and where is Grand Assembly held?
- What are the principle activities of Grand Assembly?
  
- How many Assemblies are in the Grand jurisdiction?
- What is the total membership in the Grand jurisdiction?
- Does the Grand Assembly have a state publication (equivalent to Rainbow Reflections)? What is it called? How often is it published?
  
- How are Grand Officers selected? What are the eligibility requirements for serving as a Grand Officer?
- Does the Grand Worthy Advisor have a statewide service project or other projects?
- Does the Grand Worthy Advisor wear a crown? If so, is it a crown of her choice or is it passed down?
  
- Who is eligible to serve as a Grand Representative?
- Do Grand Representatives give reports during Grand Assembly? If not, what types of reports are given during Grand Assembly?
- Do the Grand Representatives participate in organized activities, such as a drill or costume contest, etc.? If yes, it may be helpful to obtain a copy or a description.
  
- What is the membership of the girl's own assembly?
- Do the officers (in local assemblies) all wear gowns (formal dresses)?
- Are they all the same style and color? If so what color?
- Do you have OPEN installations of officers?
- Who are the installing officers?
- What are the principle money-making projects in her Assembly? (Please go into detail.)
- What are some interesting social activities the Assembly has participated in?
- What are the principle service projects of the Assembly?
- Who is the sponsoring body of your Assembly?
- Do they contribute toward the finances of the Assembly?

### **Grand Representative Report Guidelines**

Be creative when developing your report. Please remember: if each report follows this exact outline, we will be sleeping by the time we hear the third one! Keep our attention! Be interesting and informative!

- Representatives are required to speak one minute per state; if they traveled to one (or more) of their states, they are entitled to an additional minute.

- *No report, regardless of the amount of travel or the number of states, shall exceed five minutes – because that is too long to hold our attention.*
- A theme may be selected for the report - cute? third person? animated? reporter format?
- Identify the State(s) represented and the name of your counterpart; introduce her at the podium if she is present.
- Time permitting, include some personal information about your Representative such as her age, grade in school, years in Rainbow, offices held in her Assembly, etc.
- Discuss the size of Rainbow in her State.
- Discuss the traditions (hoops/hairpieces/mascots, camp, leadership opportunities, election versus appointment of grand officers, etc.) and other unusual topics and special projects.
- Discuss the Grand Worthy Advisor's service or fund raising projects.
- Share briefly about your visit to the State, if you attended the Grand Assembly Sessions.
- DO NOT discuss your Representative's boyfriend, grades in school, her favorite sport or music group!

### **Grand Representative Report Format**

**All Representative reports are to be:**

- ✓ **Type written on 8 ½ x 11 inch paper**
- ✓ **Using a traditional 12 size font, such as Courier, Arial, or Times New Roman;**
- ✓ **Double spaced with one inch margins (on all sides)**

Additionally, all Representative reports must be timed: Each Representative must actually time her spoken report, sending that timed information to the Director of Grand Officers when her report is submitted. To obtain the most accurate timing, the report should be read aloud, with inflection and the anticipated drama or antics.

A three-minute report, for many, includes approximately three pages of typed information.