

## EXPECTATIONS OF A NEVADA GRAND OFFICER

### It is an honor to serve as a Nevada Grand Officer!

The opportunity to represent Nevada Rainbow as a Grand Officer is an honor. Rainbow is a GIRLS' organization, which should be guided by its members. Being entrusted with the leadership of this amazing organization and contributing to its future is a tremendous responsibility. Grand Officers set the standard for Nevada Rainbow; therefore, they should conduct themselves in a manner they want others to emulate. Grand Officers should always be mindful of the fact that girls, parents, adult workers, and even Past Grand Officers will look to them to evaluate how well Nevada Rainbow is doing.

Nevada Grand Officers are expected to be an example to their Rainbow sisters in every aspect of their lives – from their positive attitude, to their ritualistic work, to their enthusiastic support for every project, to their utilization of social media. Rainbow is a 24/7 commitment. It is imperative that Grand Officers have their Rainbow smiles and Rainbow hats securely in place at all times.

Grand Officers are encouraged to avoid situations in which they may be exposed to, associated with, or involved with tobacco, alcohol, or drugs. Because these things are inappropriate and are or may be illegal based on one's age, it is essential to maintain a **zero tolerance policy**, every day, all day. If a situation occurs during a Rainbow event that involves tobacco, alcohol, or drugs, Grand Officers, as leaders in the organization, are expected to immediately speak to the adults in charge. For the adults, the primary concern at every Rainbow event is the physical safety and mental wellbeing of our members.

Serving as a Grand Officer is an honor – for the Grand Officer and for her Assembly! It is important to remember that without the Assembly and the support of its adult workers, girls would not have the opportunity to serve as Nevada Grand Officers. Providing support and assistance to the Assembly and its adults is one way to express appreciation for their continued efforts to help each Grand Officer achieve her own Rainbow Dreams.

### What is expected of a Nevada Grand Officer?

These expectations are identical to those included in the Grand Officer Appointments – Procedures and Guidelines document, which is provided to each girl who applies to serve as a Nevada Grand Officer:

- A renewed commitment to support Nevada Rainbow and her own Assembly by supporting service and fund raising projects and promoting Rainbow through the recruitment and retention of Rainbow Girls and Pledge members.
- Earning and reporting an average of 8 hours of service per month, or 96 hours per year.
- Performing the duties assigned to the Grand Offices to which one was appointed.
- Attending the following mandatory events:
  - Founder's Day (in July)
  - Grand Officer Leadership (late July or early August in Reno)
  - Official Visits (scheduled typically over 5 weekends between August 1<sup>st</sup> and October 31<sup>st</sup> and March 1<sup>st</sup> and the beginning of May)
  - Rainbow Camp and Rainbow Sunday (second weekend in March in Tonopah)
  - The GWA Reception (early May)
  - Grand Officer Practice Day (April or May in Tonopah)
  - Grand Assembly (June, alternating between Reno and Las Vegas)
- Fulfillment of the financial responsibilities associated with serving as a Grand Officer, including reimbursing the Assembly for fees paid on her behalf at Nevada Grand Assembly (pin

deposits, presentations, and a Grand Family photo/s) and the Grand Officer dress (generally \$150; ½ due by Grand Officer Leadership; remaining balance due by October 1<sup>st</sup>)

#### Commitment to your assembly:

When a girl applies for consideration to serve as a Nevada Grand Officer, she is indicating her willingness to do MORE on behalf of our Order and, more specifically, Nevada Rainbow. A Grand Officer must continue to support and fulfill her obligations to her local assembly. This includes attending all meetings, service projects, fundraising events, and fun activities, as well as recruiting new Pledge and Rainbow members.

Assemblies depend on their Grand Officers to set an example for younger girls and assist with Assembly activities. This is done by being on time and prepared. It is also done by being excited about the Worthy Advisor's choices for term projects, fun projects, etc. (regardless of one's personal opinion).

Grand Officers are cautioned to remember that while they are in a leadership role at the Grand level, they are in a supportive role in their Assembly. Grand Officers should support the decisions made by the Line Officers, not over ride them. Conversely, Grand Officers should not take a "hands off" approach, leaving all the work to the Line Officers. There is a fine line between being active and taking over. Line Officers will never learn to lead if they only follow the suggestions/requests/demands of the Grand Officers in their Assembly.

If a Grand Officer is unable to attend an event in her local Assembly, she should contact the Mother Advisor prior to the event to request to be excused. As a courtesy, the Grand Officer should also contact the Worthy Advisor and the chair of the event, if one has been selected, explaining her absence and providing encouragement for a successful event. The Grand Deputy should be included in both messages.

Grand Officers who attend college out-of-town or out-of-state are expected to participate in a local assembly in the community in which they are attending school. Grand Officers remaining in Nevada, but attending school out-of-town, will be assigned to a local Assembly by the Supreme Officer and expected to become actively involved with that Assembly during the academic year. The Supreme Officer will make these assignments to ensure all Assemblies benefit from additional participation from out-of-town students. (Additional information for out-of-state college students follows below.)

#### Living a life of service:

Each year, during Grand Officer Leadership, the Grand Officers are given the opportunity to discuss the minimum number of hours each Grand Officer should be earning AND reporting each month (or during the year). While this minimum standard is open for discussion at every Grand Officer Leadership event, the girls' expectations of themselves, as Grand Officers, has remained consistent for several years at a minimum of 96 hours per year.

Grand Offices are expected to report their hours to the Mother Advisor, or her designated adult, in a timely manner. This reporting serves several purposes. First, it sets a positive example for the younger girls in the Assembly, showing them that all Rainbow girls perform and report community service. Next, it demonstrates the commitment to the expectations established by the Grand Family by working toward, and perhaps exceeding, the service hour goal. Lastly, it is important for these hours to be reported, so they can be included in Assembly's total for the year, as well as in the state's service hour report for the Grand year. (More important than personal recognition is the recognition received by each assembly and by Nevada Rainbow when we

promote the number of hours of service provided in our communities. This is not an occasion for being shy or humble!)

#### Grand Officer Responsibilities:

All Grand Officers share some basic responsibilities, including:

- Working with the Adult Leadership Team for the common good of our Order
- Checking email DAILY and responding to email messages at THAT time – even if the response is limited to “got it and will respond later today/tomorrow/etc.”
- Reviewing the Grand Officer Handbook, in its entirety, within 30 days of Grand Assembly
- Memorizing the ritualistic work associated with this Grand appointment within 30 days of Grand Assembly Installation and EAGERLY accepting opportunities to fill in, upon request
- Accept opportunities for leadership during Grand Officer Leadership, Rainbow Camp, etc.
- Participate in the Build A Grandie program
- Support the Statewide Service Project/Program
- Participate in the Proficiency Program, advancing at least one level this Grand year
- Return a completed quilt square for the GWA’s quilt by the established deadline or return the quilt square with \$25, so it can be completed by someone else
- Serve as the responsible custodian of pass down items specific to this Grand appointment, ensuring items are shared with next year’s Grand Officer

Each Grand Office is assigned specific duties, based on the office or the girl serving in that office this year. Office-specific duties are found in the Grand Officer Handbook and on the NV IORG web page, in the section titled “Grand Officer Responsibilities.”

#### Attendance:

Grand Officers will want to participate fully in the events of this Grand Family - the friendships that last a lifetime exist between Rainbow Sisters.

All Rainbow girls know that Founder’s Day and Rainbow Sunday are mandatory, annual events. In Nevada, Rainbow Sunday is celebrated during Rainbow Camp. Grand Officers who are unable to attend Camp are expected to attend a church service during that weekend to fulfill their commitment to our Order.

Grand Officer Leadership, which is historically held in early August at the Jacka’s home, is a mandatory event for Nevada Grand Officers. This is the Grand Officers first opportunity to come together as a Grand Family to discuss and establish the expectations for the upcoming Grand Year.

Once the Official Visit schedule has been finalized, it will be distributed. It will then be posted and updated on the NV IORG website and in the Grand Officers’ Updates. Grand Officers are encouraged to mark Official Visit weekends on their calendars, holding those dates for Rainbow. The Grand Worthy Advisor depends on each Grand Officer to make this year a successful one for the entire state; assemblies appreciate and depend on the support of Grand Officers for their projects, including their Official Visit. Additionally, Grand Officers are encouraged to INVITE Assembly members to travel with them, following the established driving guidelines. Younger girls and adults enjoy travel and should be included them in those plans.

Grand Officers are encouraged to stay with Rainbow families, not hotels, when traveling for official functions. Housing can often be arranged by contacting Grand Officers in that area at least one week in advance. It is incumbent upon the Grand Officer needing housing, as a guest, to CALL

the hosting adult (not text), to confirm that she can spend the night at her home. Do not rely on invitations such as “sure, my mom will be ok with (22) girls spending the night.” When staying in someone’s home, Grand Officers should pack a bath towel and personal toiletries, as well as a written thank you note to be left for the hostess before departing in the morning. Grand Officers are also encouraged to be gracious and easy house guests, with the hope it will ensure they may return during a future trip.

Grand Officers will be assigned to leadership roles during Rainbow Camp. Grand Officers who are unable to attend Camp should notify the Supreme Officer, the Director of Rainbow Camp, and the Grand Worthy Associate Advisor as soon as possible, so they can modify their plans accordingly (and before Camp begins).

Grand Officer Practice Day provides Grand Officers, Deputies, and Directors additional time to practice (and perfect) memory work and to review the general sequence of events during Grand Assembly. This additional day has allowed girls and adults to assess our readiness for Grand Assembly and has contributed to more efficient and effective practices during Grand Assembly. Practice Day will be held in Tonopah in April or May. To encourage proficiency at Grand Officer Practice Day, Grand Officers who demonstrate proficiency in their memory work will not need to repeat that work during their respective Assembly meetings prior to Grand Assembly.

Grand Officers are required to attend ALL practices, sessions and special events at next year's Grand Assembly. There are exceptions, such as missing a few hours of Grand Assembly to attend one’s high school graduation, which must be discussed with the Supreme Officer at least two months prior to Grand Assembly. If you are unable to attend Grand Assembly, you WILL be asked to relinquish your office.

Excused Absences:

If a Grand Officer is unable to attend any official function, she will need to be excused (for example, a family member’s wedding, her prom, SAT tests, etc.). A **single email** to the Supreme Officer, Director of Grand Officers, and her Grand Deputy must be received PRIOR to event, preferably at least one week prior. The message should explain why she will be unable to attend the event and include information that may be needed during the event (i.e. I will send my quilt square and Secret Sister gift with my Grand Deputy, etc.). Explanations received after the fact will be considered un-excused absences, except when the Supreme Officer determines that extenuating circumstances exist.

**All Grand Officers who have not requested an excused absence will be expected at the official event.** If Grand Officers are not present, the Adult Leadership Team will call their parents to make sure their daughters are safe and accounted for.

Grand Officer participation will have a direct influence on future appointments. A lack of participation this year will not be rewarded by appointments that have greater responsibilities and recognition next year.

Attending college out-of-state:

Grand Officers who choose to attend college out-of-state must inform the Supreme Officer prior to the beginning of the school year, as well as prior to each official weekend. When the Grand Officer is "home" for holidays and other school breaks, she should participate fully with her local Assembly, as well as attend any official functions that may be scheduled during that time.

While attending school out-of-state, Grand Officers (and all Rainbow Girls) are asked to please observe Rainbow Sunday and Founder's Day with an Assembly in the new area, if possible, or by attending Church as required. Those who are Masters of the Grand Cross of Color who are unable to attend a Grand Cross function (mid-November) at home, should make every effort to break bread with another recipient of the Grand Cross or a girl in her teens, preferably a member of the Order.

While away at school, a Grand Officer is to WRITE or email her assembly on a REGULAR basis. Correspondence should be sent through the Mother Advisor, so it can be included in the Assembly correspondence. Girls miss their Grand Officers!

Financial Responsibilities:

Serving as a Nevada Grand Officer also requires a financial commitment from the Grand Officer and, in many cases her family. Below is a summary of the additional expenses incurred by Grand Officers during the year. This information is provided as a guide, so girls and their families can anticipate these expenses and set up savings and/or payment plans.

| Due                         | Expense  | Amount               |
|-----------------------------|--|----------------------|
| Immediately following GA    | Reimburse Assembly for fees paid at Grand, including: Pin deposit (\$15/pin); GWA Pin (\$5); Presentations (\$40); Photos (\$8); Dress Fitting Deposit (\$10 x 3 fittings) | \$98 +               |
| By GO Leadership            | Long-line bra (if don't already have)  | \$40-80              |
| At GO Leadership            | Meals during Grand Officer Leadership<br>Dress Payment (\$75 min; \$150 total)   | \$10<br>\$75         |
| Prior to 1 <sup>st</sup> OV | Grand Officer-type Shoes (if don't already have)   | \$20-50              |
| OVs                         | Coin March: \$2 donation for Statewide Service Project<br>Travel to OVs (and Receptions)   | \$10<br>TBD          |
| October 1                   | Final Dress Payment  | \$75                 |
| Flexible                    | Shift Material (depends on fabric/design choice)<br>Pantaloons (Pantaloon Parade)<br>Traveling Dress Fabric (optional; depends on dress style)                             | \$30<br>\$25<br>\$50 |
| TBD                         | Secret Sister Gifts (generally 3 gifts/year x \$10 each)   | \$30                 |
| Grand Assembly              | Additional night of lodging; breakfast on Sat., practices lunches (2)  | TBD                  |

Below is additional information on the anticipated expenses of a Grand Officer.

**Accessories:** Most Grand Officers are able to use the same hoop and hair piece throughout their year/s as a Nevada Grand Officer. In order to maximize the longevity of these items, it is important to take good care of them, storing and maintaining them as recommended by the manufacturer.

All Grand Officers are asked to purchase a long line bra to be worn for all dress fittings and during Grand Assembly, as well as during other formal occasions during the year. A long line bra creates a smooth bodice and eliminates the need for girls to pin themselves (their bra straps) into their dresses. It may be necessary to purchase more than one long line bra during a girl's tenure as a Grand Officer, based on her growth during these years.

It is a long standing tradition in Nevada Rainbow that Grand Officers wear white, flat shoes. In recent years, the Grand Officers have decided, during Grand Officer Leadership, to select a

specific style of shoe to be worn at all official functions. The Grand Officers believe this uniformity adds to the overall visual presentation of the Grand Family. Newly appointed Grand Officers are encouraged not to purchase these shoes until after Grand Officer Leadership, to ensure the shoe selection remains the same as prior years.

**Grand Officer Fees paid during Grand Assembly:** Prior to Grand Installation, each Assembly paid for their Grand Officers' pin deposit (\$15 per pin x the number of offices appointed), Grand Family photo/s, Grand Officer presentations, and the GWA pin (to be delivered at Leadership). These expenses are to be reimbursed to the Assembly (by the Grand Officer) immediately following Grand Assembly.

Pin deposits are transferable to future years and are fully refundable upon Majority, presuming the Grand Officer pins have been returned in good condition. If Grand Officer pins are lost, the replacement cost is \$15 per pin. For instance, if a girl holds three Grand appointments, her pin deposit is \$45 (\$15 x 3). When she returns her pins at the end of the Grand Year, she will receive a credit of \$45, which will be applied toward next year's Pins/Presentations fees. IF she is appointed to two offices next year, the \$15 credit will be applied to her presentation fees; if she is appointed to four offices next year, she will owe an additional \$15 deposit.

Each Grand Officer pays a \$30 dress fitting deposit, which is based on three dress fittings per year at \$10 each. The intent of this deposit is to motivate girls to be attentive to their dress fittings, specifically scheduling appointments in a timely manner, keeping those appointments, and taking all appropriate accessories to those fittings, including a long line bra and Grand Officer shoes.

The dress fitting deposit may be reimbursed based on a girl's timely scheduling of individual fittings and attending those appointments with proper under garments and shoes in hand! For dress fitting appointments that are made and kept, the girl will be credited the \$10 fee at the end of the Grand year; for appointments that are made but not kept, canceled less than 24 hours in advance, do not include proper undergarments/shoes, etc., the Dressmaker will be paid the \$10 fee! Similar to the pin deposit, the dress fitting deposit is transferable to subsequent years. If a girl's dress fitting fee is less than \$30 at the start of the next Grand year, the difference will be added to her fees. Upon reaching Majority, a girl will be reimbursed the remaining balance of her dress fitting deposit.

**Grand Officer Dresses:** The Grand Officer dresses, worn during Grand Assembly, are \$150 each. The dress deposit (\$75) is due at Grand Officer Leadership; the balance is due no later than October 1<sup>st</sup>. Payments should be made by check, payable to Nevada Grand Assembly. Girls wishing to establish a payment plan should contact the Supreme Officer to make arrangements prior to the first payment date (Leadership).

**Shifts, Pantaloon, Aprons and Traveling Fabric:** Grand Officers often choose to make a shift and pantaloons that are representative of their current Grand Office. These are often worn during Grand Assembly. Several years ago, the Grand Officers started the tradition of wearing aprons at official functions, as a way of promoting their respective office/s and protecting their dresses from potential spills. Grand Officers may use the pass down apron or make or purchase their own. Additionally, many Grand Officers choose to make a formal dress using the traveling fabric selected by the Grand Worthy Advisor. Traveling dresses are worn by the delegation when traveling to Grand Assemblies and other official events in other Jurisdictions, as well as Supreme Assembly. The costs associated with these items are dependent upon the material, decorations, and amount of fabric purchased.

Each year, the Grand Officers have the option of participating in a Secret Sister program. The parameters of this program, including how often gifts are exchanged and the value of the gifts exchanged, are discussed during Grand Officer Leadership.

**Coin March Donation:** Each Grand Officer is expected to have more than a few pennies for the Coin March collection during each official function. In fact, dollars are preferable, since these funds support the statewide service project/program. If a Grand Officer must sacrifice her daily Starbucks for the weekend in order to have the funds for that donation, ok. It is important that each Grand Officer demonstrate her support of the statewide service project/program and set an example for the younger girls.

**Unexpected Financial Hardship:** If a Grand Officer is simply unable to meet certain financial obligations or deadlines, but she is prepared to meet every other responsibility of her Grand Office, she should contact the Supreme Officer privately to discuss options for assistance in meeting these financial obligations. A lack of funding should never be the reason for any girl to stop being involved in Rainbow, if she is able to commit to a life of active service.

**Supreme Assembly Travel Fund:** Supreme Assembly will be held in Rhode Island in 2016, in Virginia in 2018, and in Reno, Nevada in 2020. Our Supreme Trip generally includes an extended trip, which lasts 3 to 4 days following Supreme Assembly, and allows those traveling to experience other areas of the country.

Many girls (and adults) dream of attending Supreme Assembly, especially as Mrs. Jacka progresses through the Supreme line. This dream becomes easier to achieve as girls (and adults) begin saving for Supreme Assembly; this saving can begin months, even years, in advance.

Supreme is not an inexpensive trip. In fact, it costs approximately \$1,000 - \$1,500 per person. However, that amount includes everything for the trip, except spending money. Saving this amount of money can be a daunting task for anyone, including adults. That is why Nevada Grand Assembly has established Travel Accounts for girls and adults wishing to make regular payments toward this trip. If you are unable to join us on the trip (having put funds in the travel account), any money held in savings can either be applied to a future trip or refunded.

#### Grand Officer Deadlines:

A considerable amount of attention has been given to establishing Grand Officer deadlines, maximizing the time each Grand Officer has to complete the tasks assigned to her while ensuring the adults responsible for reviewing and approving that work have sufficient time for thoughtful consideration and constructive feedback. Additionally, deadlines have been scheduled throughout the Grand year, ensuring girls do not have multiple deadlines in a single month or on a single day. This is intended to allow each Grand Officer the opportunity to focus her time and attention on a single task, giving it her full attention.

Deadlines are not a new concept – as Worthy Advisor, each girl had specific deadlines she was expected to meet. If those deadlines could not be met, she was expected to contact the Mother Advisor to discuss the delay and options for getting back on track. The expectations for Grand Officer deadlines are no different. If a Grand Officer is unable to meet a deadline established in the Grand Officer Handbook, she is to notify (in a single email message) the Supreme Officer, the appropriate Director/s, and her Grand Deputy of the delay. This message should include the cause of the delay and propose a resolution, including how and when the deadline will be met and how further delays will be avoided in the future.

### Questions? Who to contact?

When questions arise, Grand Officers should first contact their respective Grand Deputy. If the Grand Deputy is unable to answer the question, the Grand Officer may (with the knowledge of her Grand Deputy), contact the applicable Director. If these adults are unable to answer the question, then it should be forwarded to the Supreme Officer. This chain of communication mirrors the process utilized by many organizations and businesses.

The following is a general guideline of whom to contact when questions or concerns arise:

- Ritualistic work, Flags, Representatives: Grand Deputy, Director of Grand Officers
- Camp and Grand Assembly entertainment: Director of Grand Assembly Music
- Jeweled Officers - unless otherwise noted below - Director of Grand Officers
  - Musician/Choir Director – Director of Grand Assembly Music
  - Editor/Historian: Director of Public Relations
  - Membership – recruitment, retention, and Pledge: Director of Membership
  - Statewide fundraising: Director of Fundraising
  - Speeches/presentations: Grand Deputy, Director of Grand Officers, Supreme Officer
- Money: Contact the Supreme Officer, she signs the checks
- Still confused? Contact the Supreme Officer for further guidance or assistance

### Resignations

A Grand Officer who becomes unable to fulfill the responsibilities of her office, marries, decides to cohabitate with a romantic partner, or becomes pregnant during the Grand year must resign her appointment immediately. This resignation must be sent in writing to the Supreme Officer and the Grand Deputy. (This expectation mirrors that of many employers, who require written notification of resignation.)

The Supreme Officer will provide confirmation, in writing, that the resignation has been accepted. At that time, the Grand Officer's title will revert to what it was prior to this appointment, i.e. Past Worthy Advisor or the prior year's Grand title. A Grand Officer resigning due to marriage will be issued a Majority card by her Assembly; a Grand Officer resigning due to co-habitation or pregnancy will be issued a Demit and allowed the opportunity to apply for a Majority card upon reaching the age of 20 and paying the necessary fees. Girls receiving Demits under these circumstances may not attend Rainbow functions until they are eligible for a Majority card due to marriage or due to reaching the age of Majority, without the prior consent of the Supreme Officer.

The Grand Officer's pins, mascot bag, and all pass down items must be returned, in good condition, to the Supreme Officer within 30 days of the resignation. (The mascot does not need to be returned.) If these items are returned within 30 days and in good condition, the pin deposit will be refunded. Other fees, such as presentations and dress fitting deposit, and dress payments will be forfeited (not reimbursed).