

## **ADVISORY BOARD LEADERSHIP**

The Supreme Statutes require that each incoming Advisory Board elect a Chairman, Mother Advisor and Secretary; the Statutes allow the election of other offices deemed necessary by the Advisory Board.

Below is a general description of the leadership roles that generally exist for an Advisory Board.

### **ADVISORY BOARD CHAIRMAN**

#### Who may serve as Chairman?

After serving as an active member of the Advisory Board for a minimum of two (2) years, a member may be elected to serve as Chairman. The two (2) year requirement may be waived by the Supreme Officer, if deemed to be in the best interest of the Assembly and Advisory Board.

#### What are the duties of the Chairman?

- Attend and preside at all Advisory Board meetings; if unable to attend a specific meeting, the Chairman will appoint another Board member to preside during that meeting
- Ensure all Board members and the Grand Deputy are informed of the date, time, and location of all Advisory Board meetings
- Schedule special meetings at the request of the Mother Advisor or a majority vote of the Board members
- Ensure the Board adheres to the rules of the Supreme, Grand and local Assemblies
- Ensure hands-on assistance is provided to the Mother Advisor for Assembly projects, events, travel, etc.
- Establish adult members of the Budget Committee and the Audit Committee; ensure the committees perform their duties in a timely fashion
- Convene the organizational meeting of the incoming (new) Advisor Board in December

### **MOTHER ADVISOR**

#### Who may serve as Mother Advisor?

According to the Supreme Statutes, a woman who has actively served on the Advisory Board for a minimum of two (2) years may be elected to serve as Mother Advisor. This requirement may be waived by the Supreme Officer based on the qualifications of the woman wishing to serve as Mother Advisor and the needs of the Assembly.

A Special Dispensation from the Supreme Officer is required before a mother and daughter may serve in the East at the same time (as Mother Advisor and Worthy Advisor).

#### What are the duties of the Mother Advisor?

The Mother Advisor provides a positive and caring example to the members of the Assembly through her own life, as she serves as the liaison and spokesperson between the members of the Assembly and the Advisory Board. Assembly members may take their concerns and successes to the Mother Advisor, and she will present them to the Board for assistance, resolution or acknowledgement. Similarly, the Mother Advisor will convey all recommendations and guidance from the Board to the members of the Assembly.

Specific duties of the Mother Advisor include, but are not limited to:

- Attending all Assembly meetings, ensuring appropriate ritualistic performance, the proper conduct of business, that guests have been properly vouched for, etc.
- Attend all Advisory Board meetings and report to its members the progress on the girls' projects, upcoming projects and events, issues of concerns, successes, etc.
- Attend all training and workshop opportunities for adult leaders, including Advisory Board Orientation, Adult Leadership, and Youth Protection Session
- Attend Rainbow Camp/Rainbow Sunday, Grand Assembly, and if applicable, the Mystic Banquet
- Encourage active participation by each Rainbow member, timely payment of dues and fees
- Maintain the dignity and decorum of Assembly meetings and visitations
- Ensure the Clothing Guidelines are adhered to by all
- Assist the Worthy Advisor in preparing the agenda for each meeting
- Ensure the Worthy Advisor and other officers are prepared for meetings (ritualistic work is memorized and words are pronounced properly)
- Arrive at the Temple prior to Rainbow meetings early enough to ensure proper placement and care of the paraphernalia and be available to answer last minute questions and concerns; the Mother Advisor is NOT responsible for setting up or cleaning up the Assembly room; that responsibility belongs to the members of the Assembly, usually with the assistance of the Rainbow Dad (for the really heavy stuff)
- Ensure members and visitors do not enter or retire from the Assembly during ritualistic work; the Confidential Observer should be instructed (during practice times) not to respond to an alarm at the door during ritualistic work
- Ensure that the only Ritual open during meetings is that belonging to the adult whom she has asked to serve as Prompter
- Contact each new initiate prior to initiation to ensure the Notice of Election was received and she is prepared for the Initiation; invite the candidate's parents, grandparents, and/or legal guardians to attend the Initiation, reminding them that at this time siblings may not attend the Initiation; inform the adults of the type of dress and shoes that are appropriate for the Initiation
- Ensure appropriate chaperoning is provided at all Assembly functions; the Mother Advisor should attend as many events as possible, however, she is not obligated to attend EVERY event for the entire year
- Maintain membership data on the Supreme web site, including new initiates, demits, affiliations, suspensions, and majority; ensure Majority Cards are issued to eligible members upon their 20<sup>th</sup> birthday
- Ensure the Assembly bills are paid, funds are deposited, correspondence handled, thank you notes sent; enlist the assistance of Advisory Board members with these tasks
- Assist the Worthy Advisor-elect in preparing the term calendar, which is to include Installation, workshop night (the first meeting of the term), Formal Escort (the second or third meeting of the term) or the Official Visit (based on the Official Grand Calendar), Reading of Petitions, Balloting, and Initiation. This should happen LONG before the member is elected to serve as Worthy Advisor!
- Assist other Line Officers-elect with their respective responsibilities, such as membership and fundraising; this is often done in conjunction with monthly Line Officers' meetings
- Meet with the Grand Deputy at least monthly to review the activities of the Assembly
- Maintain control over the *Book of Traditional Instructions* and work with the Worthy Advisor, Faith, and new members to memorize these parts; ensure the *Book of Traditional Instructions* is not lost or copied, which is grounds for suspension or expulsion
- Order supplies needed for the Assembly from the Grand Assembly (Supreme Officer) or the Supreme Assembly, ensuring bills are paid promptly

- Collect and maintain forms required by the Grand Assembly, such as Media Release Forms and Transportation Release Forms
- Ensure members wear their Lambskin Aprons on Rainbow Sunday, at Rainbow Funerals, and for the laying of cornerstones at Masonic Temples
- Visit other Assembly's meetings and Installations with Assembly members whenever possible; travel with Assembly members to Official Visits and Receptions
- Ensure the "old" Board anticipates those activities and items which will need attention prior to the first meeting of the "new" Board following Installation. For example, Rainbow Camp planning cannot be deferred until the "new" Board convenes, because registration information and fees are due by February 1<sup>st</sup>. Additionally, some sponsoring Lodges and Chapters will host Installations or Official Visits in January and February and want the assistance of the Assembly. These types of events should be approved by the "old" Board, remembering the "new" Board members have no authority until they are installed.
- Prepare the Year End Reports and Adult Service Award and Grand Cross of Color recommendations using the forms required by the Supreme Assembly; ensure the reports and necessary checks are prepared and submitted to the Supreme Officer by the established deadline
- In January, complete an inventory of all Assembly assets with the incoming Mother Advisor or another member of the Advisory Board appointed by the Board Chairman; the inventory must be included with the Annual Report

#### In the absence of the Mother Advisor

If the Mother Advisor is unable to attend an Assembly meeting, the Assistant Mother Advisor should assume her duties for that evening. If the Assistant Mother Advisor is also unable to attend the meeting, the Mother Advisor will select a Past Mother Advisor, or a Past or current Grand Deputy to fill her position.

### **ASSISTANT MOTHER ADVISOR**

Any female member of the Advisory Board may be elected to serve as the Assistant Mother Advisor.

The Assistant Mother Advisor is the assistant to the Mother Advisor. Additionally, the Assistant Mother Advisor assumes the duties of the Mother Advisor in her absence. For this reason, it is imperative that the Assistant Mother Advisor work closely with the Mother Advisor, so she is familiar with the girls' plans and projects. This can be done by attending the monthly Line Officers meetings and Grand Deputy – Mother Advisor meetings.

In most Assemblies, the Assistant Mother Advisor collects the points earned by the members of the Assembly and awards bars (and charms) based on the points earned. The Assistant Mother Advisor may also collect and report service hours, or this may be done by another Advisory Board member.

### **SECRETARY**

Any member of the Advisory Board may be elected to serve as the Secretary.

The Secretary is responsible for preparing the minutes from each Advisory Board meeting and working with the Advisory Board Chairman to ensure the minutes are distributed to Board members and the Grand Deputy in a timely manner, ideally within 7 days. Additionally, the

Secretary, or in his/her absence, a designee, should discretely record the attendance of Advisory Board members at Assembly meetings. This information will help Board members confirm their eligibility to vote for Grand Officer and Grand Cross of Color recommendations.

In some Assemblies, the Advisory Board Secretary assists the Assembly Recorder with the performance of her duties; however, this can also be done by another Advisory Board member.

## **TREASURER**

Any member of the Advisory Board may be elected to serve as the Treasurer.

The Treasurer is responsible for ensuring compliance with the Financial Policies established by the Grand Assembly, including timely depositing of funds received, timely payment of Assembly bills, maintaining paper records, and entering all financial transactions into Quicken. Additionally, the Treasurer is to provide monthly reports to the Advisory Board and less detailed reports to the Assembly Treasurer.

## **OVERVIEW OF THE ROLE OF THE GRAND DEPUTY**

The Grand Deputy is not a member of the Advisory Board, unless the Supreme Officer has issued a Special Dispensation, specifically allowed the Grand Deputy to serve as a member.

As related to his/her local Assembly and its Advisory Board, the Grand Deputy is the Supreme Officer's representative. He/she has been appointed by the Supreme Office to oversee and assist the Assembly, ensuring that it runs smoothly and prospers, and to work directly with the Assembly's Grand Officers, ensuring these girls fulfill their duties and responsibilities throughout the Grand Year and at Grand Assembly. In order to provide this assistance, the Grand Deputy needs to be informed regarding all aspects of the Assembly, the Advisory Board, and the Sponsoring Body. He/she is to work toward continued peace and harmony between the various groups, as well as acting as a liaison between these groups.

The Grand Deputy will:

- Be available to answer questions and assist with resolving conflict; if he/she does not have answers to specific questions, he/she will contact the Supreme Officer or ask the Mother Advisor to do so
- Attend all Assembly meetings, projects, and events
- Conduct, with the assistance of the Mother Advisor, all Assembly practices; provide individual instruction regarding floor work to the Assembly's members, as needed
- Attend all Advisory Board meetings, observing the Board's guidelines regarding confidentiality; preside during the Grand Officer and Adult Service Award and Grand Cross of Color recommendation process, using the procedures established by the Supreme Officer
- Attend all training and workshop opportunities for adult leaders, including Advisory Board Orientation and Training, Adult Leadership, and Youth Protection Sessions
- Attend Rainbow Camp/Rainbow Sunday, Grand Assembly, and if applicable, the Mystic Banquet; attend all Nevada Grand Assembly practices and sessions and Grand Officer Leadership
- Meet with the Mother Advisor at least monthly to review the activities of the Assembly, any areas or members that may need special attention, etc.; provide assistance and instruction to the Mother Advisor regarding ritualistic work
- Work continuously with the Assembly's Grand Officers; hold MONTHLY Grandie meetings

- Request Special Dispensations from the Supreme Officer, as needed; dispensations are required for anything “out of the normal”, including Open Meetings, informal meetings, etc.
- Approve the overall program for Installation, Official Visits, and Receptions
- Transmit copies of the Assembly’s Installation Program, term calendar, special programs or items of interest to the Supreme Officer
- Visit other Assembly’s meetings and Installations with Assembly members whenever possible; travel with Assembly members (Grand Officers) to all Official Visits and Receptions
- Advise the Supreme Officer if a Worthy Advisor fails to fulfill the obligations of her office and the related circumstances
- Ensure an adult, other than the Mother Advisor, keeps an accurate record of the points and service hours earned by the Assembly’s members and that applicable reports are submitted in a timely manner
- Ensure the Advisory Board Chairman appoints the Budget and Audit committees
- Work with the Sponsoring Body regarding the membership of next year’s Advisory Board and submit the list recommended members to the Supreme Officer by the established deadline for consideration and approval
- Assist the Mother Advisor in finalizing the Annual Report, including the on-line reporting, the supporting documentation (bank statements, audit reports, budget), the Adult Service Award and Grand Cross of Color recommendation forms, and obtaining the necessary checks.