

## **Grand Officer Handbook 2017-2018 Edition**

The 2018 Grand Officer Handbook includes the following sections:

- Expectations of a Nevada Grand Officer
- Looking like a Nevada Grand Officer
- Grand Officer Etiquette
- Grand Officer Responsibilities
- Grand Officer Deadlines
- Preparing for Grand Assembly
- 2017-2018 Committee Assignments
- Grand Officer Address List
- Adult Leadership Team Address List

Following Grand Officer Leadership, additional sections may be added, such as:

- Committee Action Plans for 2017-2018

Each section is intended to stand on its own; therefore, the page numbers are for each section, not the entire handbook.

This is your handbook. It does not need to be returned. Please organize the sections in the order that works best for you, and make notes throughout each section to help you ensure you are prepared to fulfill the expectations of a Nevada Grand Officer and the duties of your office/s.

Please note, some information is no longer included in the Grand Officer Handbook, because it is information that should have been acquired as a New Member and Line Officer. If you wish to refresh your self, these documents are found on the NV IORG web site:

- ❖ Clothing Guidelines: located in the Member Resources and Handbook Section
- ❖ Nevada Traditions: located in the Member Resources and Handbook Section
- ❖ Order Forms for Hairpieces: located in the Line Officer Resources and Handbook Section

The Grand Officer Handbook is reviewed and updated annually, prior to the next Grand Assembly. If you detect errors or omissions or if you have recommendations on how to better format the Handbook, please send those to the Supreme Officer no later than May 1<sup>st</sup> of each year.