

GRAND OFFICER RESPONSIBILITIES

While all Grand Officers share basic responsibilities, each Grand Officer has been assigned specific duties unique to her appointment this year. In some instances, these duties are specific to the office; in other instances, these duties are specific to the girl who has been appointed. The duties assigned to each Grand Officer may change from year to year at the discretion of the Supreme Officer.

Additionally, during the 2018-2019 Grand Year, each Grand Officer will serve on one of three Committees: Membership, Fundraising, or Public Relations. Committee assignments are, for the most part, based on office type.

Please note, the following abbreviations are used throughout the remainder of this section of the Grand Officer Handbook:

Supreme Officer – SO

Area Grand Deputy – AGD

Director of Grand Officers – DGO

Director of Grand Assembly Music – DGAM

Director of Grand Cross Team – DGC

Director of Public Relations – DPR

Please also note that there may (or may not) be overlap between the Committees and Office-Specific Responsibilities of this section of the Handbook. Therefore, Grand Officers are encouraged to read this entire section of the Handbook, paying close attention to their offices.

GRAND OFFICER COMMITTEES

Below is a brief description of the overarching goals of each committee for the 2018-2019 Grand year. These goals will be discussed in more detail during Grand Officer Leadership, in August. These goals may also be revised during Grand Officer Leadership based on the results of the focus groups conducted in April 2018, the input of the Grand Officers serving on a specific committee or the strategic direction provided by the Directors.

During Grand Officer Leadership, each Committee and some individual Grand Officers will develop action plans for the upcoming year. These plans will outline the goals and objectives to be attained, as well as the descriptions of the activities that will occur to support these goals and objectives. Additionally, these action plans will detail the steps to be accomplished by established dates, providing a work plan for the Committee and designated Grand Officers. The action plans and additional duties established by the Grand Officers serving on a specific committee represent additional duties for those Grand Officers and may not be included in the Grand Office Specific Responsibilities described in the following pages.

Directors will be responsible for holding Grand Officers accountable for the duties and deadlines established in the action plan; however, they will not be responsible for doing the work of the Grand Officers, to ensure the action plan is implemented and remains on target and on time. Throughout the year, Grand Officers will report their progress on their assigned duties to their assigned Director/s and the Supreme Officer.

Membership Committee

The Membership Committee is responsible for promoting the recruitment and retention of members.

The Membership Committee will include the Worthy Associate Advisor, because she is responsible for Rainbow Camp, which is a retention activity; Hope, because she is responsible for the retention

of current members, Faith, because she is responsible for promoting the recruitment of new members; and Musician because she will assist with the recruitment and retention of Grand Choir members. The Committee will also include our “younger” Grand Officers, such as the Representatives, Flag Bearers, and Confidential Observer.

The Worthy Associate Advisor’s plans for Rainbow Camp will constitute her responsibility to this committee for developing a recruitment and retention proposal. Hope will be responsible for developing a retention plan, detailing how members will be welcomed, mentored and encouraged to continue their participation. Hope will also be responsible for planning two retention activities, one in the fall and one in the spring, that can be implemented in her geographic area and replicated in the other areas of the state. Faith will be responsible for developing a recruitment plan, detailing strategies for girls and adults to use when recruiting possible members; and, like Hope, Faith will be responsible for planning a fall and spring recruitment event to be held in her geographic area and replicated in the other areas of the state. Musician will collaborate with the Choir Director to develop fliers to recruit Grand Choir members and plan short retention activities to be done during each of the Grand Choir practice. The Representatives and Flag Bearers will assist with the implementation of the events planned by Hope and Charity and will promote membership within their geographic areas.

Additionally, the Membership Committee will have the opportunity to review the Membership information included on the NV IORG web page and make recommendations for revisions to the existing informational items and propose the creation of new materials, as needed, to promote the recruitment and retention of members.

The Membership Committee report will be due to the Supreme Officer no later than April 15; Hope and Faith will collaborate on the preparation and presentation of this report. Committee reports are limited to 3 minutes, total.

Fundraising Committee

The Fundraising Committee is responsible for raising funds to assist with the operating expenses of Nevada Grand Assembly, as a jurisdiction. The 2018 and 2019 budgets identify the expenses that will be paid for through these efforts. If the Fundraising Committee exceeds the minimum fundraising goal, established in the budget, the Committee will be given an opportunity to recommend how the surplus revenue should be spent – to benefit Nevada Rainbow Girls. As an example, surplus funds could be spent to offset the cost of registering for Rainbow Camp or Nevada Grand Assembly (2020) or to offset the Grand Assembly transportation costs for those living more than a one-hour drive from the host city. Other options may also be considered.

The Membership Committee will include Charity, who will be responsible for two, statewide fundraising activities (one of which will be the Sweet Shoppe at Rainbow Camp); Treasurer, who will oversee the promotion and sale of logo wear; the Bow Officers, each of whom will be responsible for planning fund raising events that will result in a profit of \$200-\$250 (per Bow Officer); and Outer Observer, who will assist the Treasurer with the promotion and sale of logo wear.

Additionally, the Fundraising Committee will have the opportunity to create resource materials for the Line Officer Handbook regarding how to plan and implement fundraising events. This information can be added to the Line Officer Resources section of the NV IORG web site.

The Fundraising Committee report will be due to the Supreme Officer no later than April 15th. While the Treasurer and each Bow Officer will provide Charity and the Director with a one-page summary of their individual efforts, Charity will be responsible for compiling this information into the Committee

report. Charity will present this report during Grand Assembly. Committee reports are limited to 3 minutes, total.

Public Relations Committee

The Public Relations Committee is responsible for developing a communication plan for the members of Nevada Rainbow. How do we promote what our assemblies are doing? Should that be done internally, within our membership? Should that be done externally, with our communities? What is the best way to promote Nevada Rainbow and the difference our members are making in our communities?

The Public Relations Committee will the Recorder, Chaplain, and Drill Leader/s (aka the “Misfits”), who will be responsible for creating a communication strategy or plan and implementing that plan over the course of the Grand Year. The Historian will be responsible for the annual slide show at Grand Assembly and assisting with the implementation of the communication strategy. The Editor will assist the Director of Public Relations with the creation and publication of Rainbow Trails, as well as assisting with the implementation of the communication strategy. All of the members of the PR Committee will assist the Editor with the sale of Rainbow Trails ads, which generate funds to offset the cost of publishing this annual publication. Any surplus funds raised through the sale of ads will be utilized to offset future costs pertaining to public relations (cameras, laptops, applications) and other technology (projectors, video screens).

Additionally, or as part of the communication strategy, the Public Relations Committee may review the NV IORG web site and make recommendation for how to update the web site and the information provided. The Committee is reminded that the target audience for the web site has historically been adults; however, if the Committee believes the web site (as a whole or in parts) is useful to our members, modification should be considered – this is a girls’ organization.

The Public Relations Committee report will be due the Supreme Officer no later than April 15th. The Editor will be responsible for preparing and presenting this report. Committee reports are limited to 3 minutes, total.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: WORTHY ADVISOR

The deadlines and duties of the Worthy Advisor are found in the Grand Worthy Advisor's Handbook.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: WORTHY ASSOCIATE ADVISOR

Deadlines for the WAA include:

- July 15: Submit proposed presentation budget and GWA quilt design to SO and DGO
- First OV: Provide quilt squares and instructions to DGO for distribution
- August 15: Submit preliminary plans for Rainbow Camp to SO and Directors of Rainbow Camp and Leadership Programs
- October 1: Submit finalized plans for Rainbow Camp, including printed materials, to SO and Directors of Rainbow Camp and Leadership Programs
- November 1: Submit design concept for Rainbow Camp T-Shirts to SO
- December 1: Submit Grand Assembly presentation information to SO and DGO, including gifts, music, remarks and formations
- April 1: Submit Rainbow Camp Report to SO and Director of Rainbow Camp
- GWA Reception: Deliver GWA quilt to DGO

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

- Serving on the Membership Committee; refer to the Committee descriptions for more information
- 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
 - 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:

Presentation Budget

The WAA will submit a proposed budget for the year's presentations to the SO and DGO no later than the established deadline. Presentation gifts may be purchased or hand crafted. The budget is based on the funds collected through Grand Officer Presentations. A sample budget is provided below.

Reimbursement for Presentations

The WAA is responsible for submitting receipts for the designated gifts to the SO or DGO prior to reimbursement or distribution of additional funds. Receipts must be received within 14 days of the gift giving event. Any funds remaining unexpended at the end of the year will be donated to one of Supreme Assembly's funds, such as the HVAC or the Disaster Relief Fund.

If necessary and requested by the WAA, limited funds may be advanced to the WAA for specific presentations. Future advances will not be made until all prior receipts have been provided and funds accounted for. The WAA is to understand the following: no receipt means no refund - no exceptions, and receipts received more than 2 weeks after Grand Assembly will not be honored.

SAMPLE: GWAA PRESENTATION BUDGET

Total Funds Available: 24 Grand Officers x \$40.00 each = **\$960.00**

(Additional funds may be available in the Fall if additional Grand Officers are appointed.)

Recipient	Gift	Budgeted	Spent
GWA Installation Gift		\$50	
GWA Quilt		\$200	
1 st OV: GWA			
1 st OV: SO			
1 st OV: SRD			
Spring OV: GWA			
Spring OV: SO			
Spring OV: SRD			
Reception Honorees (x 6)			
Grand: SO			
Grand: SRD			
Grand: Parent Ceremony			
Grand: Deputies/Directors			
Grand: GA Committee			
Grand: GWA Parents		N/C	
Unanticipated Expenses			
Total			

Total may NOT exceed the total amount collected for the year!

Grand Officer Presentations

The WAA is responsible for Grand Officers' presentations the first Official Visit in the fall and in the spring, each Reception and Grand Assembly. Each presentation should include a short, thoughtful message on behalf of the Grand Officers, given from memory.

At the Official Visits, the presentation will include the GWA, Supreme Officer, and State Rainbow Dad. This presentation is to be made immediately following the presentation/s by the hosting Assembly(ies) and, if applicable, the Sister Assembly. These individuals will offer gift ideas, which may assist with these presentations. This presentation is initiated by the WAA, who rises in response to the hosting Assembly's Worthy Advisor's question, "Are there any other presentations at this time?" When addressed, the WAA responds as follows, "Thank you, Worthy Advisor. The Grand Officers have a presentation. Grand Officers please join me..."

At Receptions, last year Grand Officers will receive the same meaningful (token) gift. Examples of gifts given during previous years include: engraved picture frames, decorated scrapbook covers, fuzzy blankets specific to the girl's taste; small hand-crafted hope chests, embroidered pillow cases representative of each girl's office and favorite colors; and necklaces specific to each girl's office. These presentations will mirror the process described above (for the OV).

At Grand Assembly, the following presentations will be made on the day indicated:

- Friday evening at the Grandie Party: Grand Deputies, Directors and Grand Assembly Committee; the WAA is encouraged to consider gifts such as Grand Officer pictures for the Deputies and Directors and homemade cookies for the Grand Assembly Committee, or a donation to a specific cause on behalf of these groups.
- Sunday evening: Supreme Officer and parents of Rainbow girls (approximately 150)
- Monday afternoon: State Rainbow Dad
- Tuesday morning: parents of the GWA; pillows will be made from the Grand Officer dress fabric; the SO or DGO will deliver them to Grand Assembly; the WAA is responsible for providing a card, which all the Grand Officers will sign.

- 📅 Tuesday morning: the GWA (her quilt); the DGO will deliver the quilt to Grand Assembly; the WAA is responsible for a card, which all the Grand Officers will sign.

The WAA's remarks for presentations made during Grand Assembly will be:

- ✓ Compatible - with the GWA's overall theme for Grand Assembly
- ✓ Efficient – requiring minimal time for the Officers to retire and re-enter the Grand Assembly room; props may be used, presuming they do not require considerable time to put on and take off
- ✓ Simple – formations should be easily recognizable and made utilizing the East as the target audience; the DGO will work with the Drill Leader/s to make the shapes requested by the WAA.

If music is selected for Grand Assembly presentations, it should be complementary to the overall theme of Grand Assembly. This musical selection must be provided to and approved by the DGAM in advance of the deadline for submitting presentation information to the SO and the DGO. Once the musical selection is approved, the WAA is to burn a CD and provide it to the Sound Booth during Grand Assembly's Friday's practice. The CD must be clearly labeled "GWAA Presentation CD."

Formations and approved music selections for Grand Assembly presentations must be submitted to and approved by the SO and the DGO by the established deadline. Additionally, the WAA is to submit the list of gifts included in each presentation. This includes the gift for the SO, as this information is included in the various scripts used during Grand Assembly.

GWA Quilt

The WAA is responsible for the design and construction of the GWA's quilt, which includes:

- ✓ Designing a quilt that measures at least 86" x 86" and includes approximately 50 quilt squares. Note: using 1/4-inch batting renders a quilt suitable for wall hanging and display.
- ✓ Submitting to the SO and DGO the tentative design of the quilt and the draft instructions for those preparing a quilt square no later than the deadline noted above.
- ✓ Before the first Official Visit, hand delivering to the DGO individually addressed envelopes, containing the quilt square and the instructions for completing the square. Each envelope must be addressed to the recipient for accurate delivery and tracking. The DGO will assist in mailing the envelopes to those not in attendance on that weekend.
- ✓ All completed quilt squares (or \$25 payments) should be submitted directly to the DGO, not the WAA. The DGO will be responsible for tracking squares as they are received and notifying the SO of girls and/or adults that owe money (for failing to submit a square by the deadline).
- ✓ Enlisting additional assistance from other Grand Officers and adults, as needed, to finalize the quilt. There are businesses that do the embroidery, quilting, backing, etc. For example: Creative Monogramming will do embroidery for about \$15 per square.
- ✓ Delivering the GWA's quilt to the DGO in an unwrapped box by the deadline established.

In 2018-2019, the Grand Family will start with 24 Grand Officers, with the potential of adding 4 to 6 more in the Fall. Additionally, squares should be given to (at least) those identified below:

1. Supreme Officer
2. Supreme Worthy Associate Advisor
3. State Rainbow Dad
4. Eleven Grand Deputies
5. Eight Directors (not included: Mrs. Lusk and Mrs. Koscik, also Grand Deputies)
6. Grand Assembly Board of Directors (Mrs. Jacka will do this square)
7. Grand Dressmaker
8. Personal Page to the GWA

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.

During the Official Visit, under Good of the Order, the WAA will be the first 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) officers 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 have made their announcements, the WAA will conclude her remarks as follows, "Thank you, Worthy Advisor."

Rainbow Camp

Prior to the deadline established above, the WAA will collaborate with the SO and the Directors of Rainbow Camp and Leadership Programs to discuss the preliminary agenda and topics of interest for Youth Protection Training and Leadership training. The agenda will need to include time for team building, youth protection training, leadership skills development and proficiency.

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

- Select a theme for Rainbow Camp weekend
- Design a flier to promote Rainbow Camp, which will be distributed through the Adult Newsletter and Mother Advisor Update in December and posted on the NV IORG web site.

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

- Finalize the agenda and specific activities consistent with the selected theme; the activities should be flexible, in the event they need to be moved to accommodate inclement weather or other issues that may arise.
- Purchase and prepare (with the advice and approval of the Director of Rainbow Camp) the items needed for the team building activities, including, but not limited to, name tags and decorations. 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, including all events and activities on Saturday. Please remember, Pledge Girls ALWAYS eat first at Camp (for every meal; no exceptions!).

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:

- August 15: Submit fundraising proposal to SO and Director of Fundraising
- January 15: Coordinate the Sweet Shoppe with the assistance of Director of Fundraising
- April 15: Submit final Fundraising Committee Report to SO and Director of Fundraising

The primary **Duties** of Charity include:

- Serving on the Fundraising Committee; refer to the Committee descriptions for more information
- Supporting the Bow Officers with their individual fundraising efforts
- Coordinating the Sweet Shoppe during Rainbow Camp
- Conducting at least one additional statewide fundraising event
- Preparing a report summarizing efforts of Fundraising Committee

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:

Fundraising Activity

As a member of the Fundraising Committee, Charity will be responsible for raising a pre-determined amount of money over the course of the year. Charity will plan (and conduct) at least two activities, one of which will be the Sweet Shoppe at Rainbow Camp, to raise these funds.

Each member of the Fundraising Committee will submit the plans for their proposed fundraising events to the SO and Director of Fundraising by the established deadlines. These plans should include the following information: a description of the event, the proposed date and time of the event, a preliminary flier promoting the event, the amount of money projected to be earned by the event, and the assistance needed (from other girls and adults) to ensure the success of the event. Charity will compile this information into the Fundraising Committee report, which will be submitted to the SO by the established deadline.

Sweet Shoppe

Charity will organize and operate the "Grand Charity Sweet Shoppe" during Rainbow Camp. This includes soliciting donations from assemblies and Rainbow adults and/or purchasing candy/treats/fruit snack/trail mix selections. A flier should be prepared by the established deadlines, so that donations may be solicited at Adult Leadership and in the Adult Newsletter.

When requesting donations, please keep in mind that having a variety of sweet and no-sugar treats has proven to be successful in the past, offering tasty options for all dietary preferences.

Additionally, Charity will coordinate with the Director of Fundraising and her Grand Deputy or the designated Advisory Board member to:

- Ensure sufficient quantities of items are available for sale
- Have change available in the cash box when the Sweet Shoppe opens
- Price individual items (nothing less than 50 cents)
- Schedule adults (preferably Past Grand Charities or Advisory Board members) to work in the Sweet Shoppe during the designated operating time; traditionally, the Past Grand Charities are available and excited to assist with the Sweet Shoppe – if asked to do so.

Following the closure of the Sweet Shoppe, Saturday afternoon, Charity and the Director of Fundraising (or her designee) will provide the proceeds from the sales and a financial report to the SO or her designee.

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 individual efforts of each member of the Committee to raise funds during the Grand Year. The report is to be submitted to the SO by the deadline established above.

Please note: this report should not include the introduction of the members of the Fundraising Committee; this will be done by the Grand Worthy Advisor.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: HOPE

Deadlines for Hope include:

- August 15: Submit fundraising proposal to SO and Directors of Membership
- Fall: Promote, implement, and evaluate retention activity
- December 1: Coordinate with the Directors of Membership to revise plans for the spring event, based on the lessons learned from the fall event
- December 1: Submit Rainbow Camp Entertainment plans to SO, Director of Camp, and DGAM
- Spring: Promote, implement and evaluate retention activity
- April 15: In collaboration with Faith, submit final Membership Committee Report to SO and Directors of Membership

The primary **Duties** of Charity include:

- Serving on the Membership Committee, specifically focusing in the retention of members; refer to the Committee descriptions for more information
- Planning and conducting one retention activity in the fall and one in the spring, which can be replicated in communities throughout the state
- Including the Membership Committee in retention activities in their geographic area
- Sharing retention ideas with the Hopes of each assembly, each term
- Preparing a report, in collaboration with Faith, summarizing efforts of Membership Committee

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

Membership Activity

As a member of the Membership Committee, Hope will be responsible for the retention of our members. Specifically, Hope will plan two retention events, one for the fall and one for the spring. These events should be sufficiently planned, so that assemblies in other geographic areas may replicate these events with minimal effort. Hope will invite the members of the Membership Committee to assist with these events in their geographic area. Hope will also provide those serving as Hope in our local assemblies with retention ideas. These ideas should be shared with the assemblies prior to each term and should vary from one term to the next.

Hope is responsible for preparing the Membership Committee report, in collaboration with Faith, and submitting it to the SO by the established deadline.

Rainbow Camp Entertainment

The Grand Line, 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 Grand Line will prepare a “script” that introduces each performance and a list of props that will be provided to each assembly. There is generally time for the Grand Line to work on this following each of the fall OVs.

Hope is responsible for submitting these plans, including the scrip, the prop list, and the proposed songs to the SO, Director of Rainbow Camp and the DGAM by the established deadline.

In 2019, Rainbow Camp Entertainment will be held at the Convention Center and no awards will be issued. This is intended make the event more efficient and more focused on just being goofy and having fun.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: FAITH

Deadlines for Faith include:

- August 15: Submit fundraising proposal to SO and Directors of Membership
- Fall: Promote, implement, and evaluate recruitment activity
- December 1: Coordinate with the Directors of Membership to revise plans for the spring event, based on the lessons learned from the fall event
- Spring: Promote, implement and evaluate recruitment activity
- March 15: Submit introductory and congratulatory remarks for the Announcement of the Girls of the Year for Membership and the Assembly Membership Award to SO
- April 15: In collaboration with Hope, submit final Membership Committee Report to SO and Directors of Membership

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

- Serving on the Membership Committee, specifically focusing in the recruitment of members; refer to the Committee descriptions for more information
- Planning and conducting one recruitment activity in the fall and one in the spring, which can be replicated in communities throughout the state
- Including the Membership Committee in retention activities in their geographic area
- Sharing recruitment ideas with the members of each assembly and specific recruitment ideas with the Faiths of each assembly, each term
- Preparing a report, in collaboration with Hope, summarizing efforts of Membership Committee
- Welcoming and introducing girls initiated during Grand Assembly 2019
- Assisting with the announcement of the Girls of the Year for Membership and the Assembly Membership Award during Grand Assembly 2019

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

Membership Activity

As a member of the Membership Committee, Faith will be responsible for the recruitment of our members. Specifically, Faith will plan two retention events, one for the fall and one for the spring. These events should be sufficiently planned, so that assemblies in other geographic areas may replicate these events with minimal effort. Faith will invite the members of the Membership Committee to assist with these events in their geographic area. Faith will also provide those serving as Faith in our local assemblies with recruitment ideas. These ideas should be shared with the assemblies prior to each term and should vary from one term to the next. Additionally, Faith may share recruitment tips for all of Nevada Rainbow to try.

Faith collaborate with Hope to prepare the Membership Committee report. Ultimately, Hope is responsible for preparing the Membership Committee report and submitting it to the SO by the established deadline.

Grand Assembly

On Monday morning, Faith and the Directors 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 and welcome the new sisters, by name and Assembly number, to the Grand Assembly. Faith will also assist with the announcement of the Girls of the Year for Membership and the Assembly Membership Award. This announcement will include introductory and congratulatory remarks from Faith to those earning these awards and recognitions.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: RECORDER

Deadlines for the Recorder include:

- July 15: Coordinate with the Drill Leader to write songs sung by GO during OV Formal Escort
- March 1: Submit remarks for Annual Membership Report to SO
- March 15: Submit remarks to introduce and conclude Announcements for each session of Grand Assembly (except for Monday morning) to SO
- May 15: Submit introductions for Grand Assembly Entertainment to SO

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

- Serving on the Public Relations Committee; please refer to the Committee descriptions for more information
- Assisting with the Grand Officer Songbooks
- Presenting the Annual Membership Report during Grand Assembly
- Preparing the Recorder's announcements during Grand Assembly
- Preparing the introductions for Grand Assembly Entertainment

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

Grand Officer Songbooks

The Recorder will assist the Drill Leader/s with writing the songs for the GO songbooks. This may include preparing new songs or recycling popular songs from previous years. When selecting songs, it may be helpful to use familiar tunes, such as common childhood songs, rather than more current tunes that some (adults) don't know well enough to recall without accompaniment.

Additional information regarding this duty can be found in the Grand Office-Specific Responsibilities for the Drill Leader/s.

Grand Officer Leadership

During Grand Officer Leadership, the Recorder and the Treasurer will be responsible for collecting all monies paid by Grand Officers and Adults. This will include payments for Grand Officer dresses; GWA pins and pin holders, and meals.

Public Relations Committee

As a member of the Public Relations Committee, the Recorder is responsible for implementing the communications plan developed by the Committee. It is anticipated that the Committee will have at least one communication opportunity per month.

Annual Membership Report

The Recorder will prepare introductory remarks to introduce and conclude the Annual Membership Report. These remarks will be submitted to the SO by the established deadline. This message will be presented from memory during Grand Assembly; however, the Recorder will be allowed to read the membership report, because it will be composed almost entirely of numbers, which are not easily memorized accurately. The Recorder may request a copy of the Annual Membership Report from the SO after February 1.

Grand Assembly Announcements

The Recorder's announcements will include general announcements provided by the SO prior to each Session of Grand Assembly and identification of items to that have been turned in to 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 to the SO no later than the deadline identified above.

Please note, the Recorder is responsible for providing the Lost and Found box used during Grand Assembly. If the box is decorated, it should conform to the theme selected by the GWA for Grand Assembly.

The SO 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 Entertainment

The Recorder will be responsible for introducing Assembly entertainment during Grand Assembly. Introductory comments must be prepared for each Assembly. While these introductions should follow an overall theme, the introductions must be written in a stand-alone manner, because the sequence of the performances are subject to change as the SO finalizes the Grand Assembly script. These introductions will be submitted to the SO and DGAM by the established deadline.

GRAND OFFICE-SPECIFIC DUTIES: TREASURER

Deadlines for the Treasurer include:

- August 15: Submit proposal for logo wear sales to the SO and Director of Fundraising
- March 1: Submit remarks for Annual Financial Report to SO

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

- Assisting with the collection of money during official events, as requested by the SO
- Serving on the Fundraising Committee and coordinating with the Outer Observer to develop plans for promoting and selling logo wear throughout the year
- Participating in Audit Day in her geographical area
- Presenting the jurisdiction's Annual Financial Report at Nevada Grand Assembly

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

Grand Officer Leadership

During Grand Officer Leadership, the Recorder and the Treasurer will be responsible for collecting all monies paid by Grand Officers and Adults. This will include payments for Grand Officer dresses; GWA pins and pin holders, and meals. The Treasurer will be responsible for submitting the tracking sheets and funds collected to the SO.

Fundraising Activity

As a member of the Fundraising Committee, Treasurer (with the assistance of Outer Observer) will be responsible for promoting and selling our NV IORG logo wear.

The Treasurer will work with the Outer Observer develop plans to promote and sell logo wear items throughout the year. This proposal will be submitted to the SO and Director of Fundraising by the established deadlines. These plans should include the following information: recommendations for new inventory, a promotion strategy (to sell existing and new inventory), preliminary promotional materials and distribution dates, and the assistance needed (from other girls and adults) to ensure the success of the event.

Audit Day

The Treasurer will assist the Grand Executive Board with the training and guidelines for our annual Audit Day, held in Reno and Las Vegas. The Treasurer will be responsible for ensuring information is presented in a manner that makes sense to the girls serving on audit committees. She may also be asked to assist in presenting this information to the girls and adults in attendance. Additionally, the Treasurer will serve on the GEB/Jr. GEC audit committee when Audit Day is held in her geographic area.

Annual Financial Report for Nevada Grand Assembly

The Treasurer will prepare and submit a message to the SO by the established deadline 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. The Treasurer may request a copy of the Annual Financial Report after February 1.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CHAPLAIN

Deadlines for the Chaplain include:

- One week prior to each official function: Submit prayers (for meals) to SO
- November 1: Submit the proposed theme for Rainbow Sunday to the SO and AGD
- November 15: Submit Rainbow Sunday message to SO and AGD
- December 15: Forward the approved Rainbow Sunday theme and message to AGD, Religion, Lecturer, and Musician
- March 1: Submit the proposed theme for the Vespers Service to the SO and AGD
- March 15: Submit Vespers Service message to SO and AGD
- April 1: Submit welcome for Vespers Service to AGD
- April 15: Forward approved Vespers Service theme and message to AGD, Religion, Lecturer, and Musician
- May 1: Submit prayers for all Grand Assembly meals (except GCOC) to SO and DGO

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

- Serving on the Public Relations Committee; please refer to the Committee descriptions for more information
- Invoking a blessing prior to all meals served during official functions, including Grand Assembly
- Planning the Rainbow Sunday service, including the theme and message
- Planning the Vespers Service, including the welcome and message

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

Public Relations Committee

As a member of the Public Relations Committee, the Chaplain is responsible for implementing the communications plan developed by the Committee. It is anticipated that the Committee will have at least one communication opportunity per month.

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 5 to 8 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.

The Chaplain does not need to prepare a prayer for the Grand Cross of Color Banquet at Grand Assembly, unless she is asked to serve in this capacity.

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:

- † Select a theme and prepare a 3 to 5-minute 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
- † Share the approved message with the Lecturer by the established deadline, so she may prepare her response
- † Invite the State Rainbow Dad to give the benediction
- † The SO and AGD will identify the participants in the Service, who will be first time Worthy Advisors and Jr. Past Worthy Advisors. The SO and AGD 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 written thank you note to each person (girls and adults) who participated in the Rainbow Sunday church service and deliver those notes on the Sunday of Rainbow Camp

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.

**GRAND OFFICE-SPECIFIC RESPONSIBILITIES:
DRILL LEADER AND HONORARY DRILL LEADER (IF APPOINTED)**

Deadlines for the Drill Leader/s include:

- July 1: Coordinate with the Recorder to write songs sung by GO during OV Formal Escort
- July 15: Submit proposed songs for formal escort (during OVs) to SO and DGAM
- August 15: Submit (final) songs for formal escort to the DGO and DGAM, who will prepare song sheets for each OV weekend
- March 15: Schedule at least 5 drill practices with the DGO

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

- Serving on the Public Relations Committee; please refer to the Committee descriptions for more information
- Developing the Grand Officer Songbooks
- 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:

Public Relations Committee

As a member of the Public Relations Committee, the Drill Leader/s is responsible for implementing the communications plan developed by the Committee. It is anticipated that the Committee will have at least one communication opportunity per month.

Grand Officer Songbooks

With the assistance of the Recorder, the Drill Leader and Honorary Drill Leader will prepare songs for the GO song books. This may include preparing new songs or recycling popular songs from previous years. When selecting songs, it may be helpful to use familiar tunes, such as common childhood songs, rather than more current tunes that some (adults) don't know, or don't know well enough to recall without accompaniment.

Historically, these songs were sung as guests were escorted from the West to the East for introduction. Now that many guests are introduced from the West or from their seats, it is no longer necessary to sing to every dignitary group. Therefore, for 2019 this list has been revised, to reflect only those who are escorted to the East for introduction – and the State Rainbow Dads and GWA parents.

The Grand Officer song list should include several song options (one per official weekend) for each of the following dignitaries, in (exactly) the order listed below:

Dignitary/Group	Notes
GWA	
Supreme Deputy	
Supreme WAA	
GWA in other jurisdictions	Rarely attend OVs; one song is sufficient
PGWAs	
State Rainbow Dad/PSRD	
Past Grand Officers	
GWA Parents	
Masonic Dignitaries	Just in case....
Fun Songs	
Grand Assembly Song	

Approximately 15 copies of the proposed song books, without covers, should be available for Grand Officer Leadership. During Leadership, the Grand Officers (and adults) will practice the proposed songs. Suggestions are often made for minor revisions, and occasionally, songs are removed because the Grand Officers cannot sing them well.

Official Visits

During Official Visits, the Drill Leader/s will assist the DGO by 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. 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 DGO, will create the entrance marches performed by the Grand Officers and Personal Pages 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, should 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 Bow Officers include:

- August 15: Submit fundraising proposal to SO and Director of Fundraising
- February 15: Submit a summary report describing the fundraising event/s held to SO, Director of Fundraising, and Charity

Additional Deadlines for Religion include:

- January 1: Submit scripture readings and explanations for Rainbow Sunday to SO and AGD
- May 1: Submit scripture readings and explanations for Vespers Service to SO and AGD

The primary **Duties** of the Bow Officers include:

- Serving on the statewide Fundraising Committee; refer to the Committee descriptions for more information
- Supporting Charity with her statewide fundraising efforts, including Sweet Shoppe
- Conducting at least one (local) fundraising event (per Bow Officer) to meet the financial goal
- Preparing a report summarizing the local projects and how the financial goal was attained

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

Fundraising Activity

As a member of the Fundraising Committee, each Bow Officer will be responsible for raising a pre-determined amount of money over the course of the year. Each Bow Officer will plan (and conduct) up to two local events to raise the amount identified.

Each member of the Fundraising Committee will submit the plans for their proposed fundraising events to the SO and Director of Fundraising by the established deadlines. These plans should include the following information: a description of the event, the proposed date and time of the event, a preliminary flier promoting the event, the amount of money projected to be earned by the event, and the assistance needed (from other girls and adults) to ensure the success of the event.

Following each event, the Bow Officer will prepare a one-page written summary of the event, describing the event and the amount of funds earned. This information should then be submitted to the SO, Director of Fundraising, and Charity. Charity will utilize these reports to prepare the Grand Assembly report on behalf of the Fundraising Committee. Ideally, each report should be submitted within 14 days of the event; however, all summary reports **MUST** be submitted no later than the deadline established above.

The additional **Duties** of Religion include:

Invoking Blessings

Religion may be asked to invoke the blessing prior to meals at official functions, in the absence of the Chaplain. Each prayer should be 5 to 8 sentences and must be submitted for approval prior to the established deadline. The timeline for submitting prayers for review and approval will be based on the amount of advance notification the SO receives from the Chaplain regarding her absence.

Rainbow Sunday and Vespers Service

Religion will be responsible for selecting 4 to 8 scripture-type readings for each of our church services. The number of scriptures needed will depend on the number of Worthy Advisors and Past Worthy Advisors participating in each service; the SO and AGD can provide this information upon request.

The readings selected by Religion should support the theme and message prepared by the Chaplain. They may be selected for any Book of Faith. Additionally, each scripture should also include a brief explanation (2 to 3 sentences) explaining to the audience how this scripture relates to the service.

Religion will participate in both services, sharing one of the selected readings during each event.

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

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

Committee Membership

In 2019, the Confidential Observer will serve on the Membership Committee, assisting Faith and Hope with recruitment and retention activities in her geographic area. Please refer to the Committee descriptions for more information.

In 2019, the Outer Observer will serve on the Fundraising Committee, assisting the Treasurer with the promotion of logo wear sales. Please refer to the Committee descriptions and the Grand Office Specific Responsibilities for the Treasurer for more information.

Grand Officer Jewels

The Observers are responsible for the Grand Officer jewels during Grand Assembly Sessions. They will ensure each officer has her jewel on prior to march-in and that all jewels are returned to them as 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:

- ☐ September 15: Submit proposed plans for Talent Show to SO and DGAM
- ☐ November 1: Grand Choir Director shall submit recommended songs for the Grand Choir to sing during Grand Assembly to the DGAM
- ☐ February 15: Musician submits musical selections for Rainbow Sunday to AGD and 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 1: Submit introductions for the Talent Show to the SO and DGAM
- ☐ May 1: Musician submits musical selections for Vespers Service to AGD and DGAM

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

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

Additionally, the primary **Duties** of the Musician include:

- ♪ Selecting songs to be played and/or sung during Rainbow Sunday and the Vespers Service

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 a member or adult to play
- ♪ 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:

Grand Choir Recruitment

At Grand Assembly 2018, each assembly paid for mascots, fabric, and materials (songbooks, CDs) for three Grand Choir members, resulting in 30 to 33 Grand Choir members. However, girls have not yet signed up to be in the Grand Choir.

Rather than waiting for girls to sign up with their assemblies, the Choir Director and Musician should design a flier or invitation describing the purpose of the Grand Choir, the fun that is had, and inviting girls to join. The flier or invitation should encourage girls to sign up early! It has been suggested that we announce the Grand Choir during our first or second OV weekend, making it a big deal. Girls should also be encouraged to sign up early, so we can be sure to buy enough fabric for all the dresses that will be needed. If more than 30 girls sign up before we purchase fabric (September/October), we can buy extra fabric. After that purchase is made, the size of our Grand Choir is limited by the amount of fabric that is available.

Additionally, it has been recommended that the Grand Music Team invite the members of the Grand Choir to eat with them during official weekends. This is a great opportunity to get to know and bond with the Grand Choir members, and it qualifies as a membership retention activity.

In 2019, the Musician is a member of the Membership Team, so she can focus on retention through the Grand Choir. This is an excellent opportunity to engage these girls and keep them excited about Rainbow and Grand Assembly!

Grand Choir Songs

The Choir Director, with the assistance of the DGAM, will recommend approximately 15 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 afternoon, Monday morning, and Tuesday morning as the Grand Assembly room is purged (those not allowed to attend a closed session exit)
- Sunday afternoon as a break during Formal Escort (allowing visiting GO/PGO to retire for escort)
- Monday morning following the greeting from our Masonic dignitaries
- Monday afternoon, after GWA thanks Sound, First Aid, Paraphernalia, etc.
- Tuesday morning after GWA's report (allowing her time to return to the East, gather her thoughts)

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 DGAM, copies of the music should be made for the Grand Choir. 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. Additionally, a CD may be provided to Grand Choir members, as a practice tool. The Choir Director and DGAM should discuss who will be responsible for these tasks. Receipts for these copies (music and CDs) should be submitted to the SO no later than Rainbow Camp, so this expense may be reimbursed.

Songs are often removed from the list following the practice session at Rainbow Camp, when the Music Team and DGAM better understand the musicality and interests of the Choir.

Grand Choir Introductions

During each Official Visit and Grand Assembly, the Choir Director will introduce the members of the Grand Choir; in the absence of the Choir Director, the Musician will make these introductions. It may be helpful to have a list of the Grand Choir members available to 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.

When asked by the Worthy Advisor to introduce the Grand Choir, the Choir Director (or Musician) should respond as follows: "Thank you Worthy Advisor. I am _____ to introduce the _____ Grand Choir. From Assembly # _____, I would like to introduce _____....." Once all of been introduced, the Choir Director (or Musician) should conclude with something similar to, "Thank you girls for being here today and for being part of the Grand Choir. We are so excited about working with each of you."

Talent Show

For several years, a simple, non-competition talent show has been offered at Grand Assembly, with miscellaneous types of 3-minute entertainment presentations. These performances are now given as part of our Talent Show, which is held on Sunday afternoon. The Music Team (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 information regarding the guidelines (and application form) for participation
- ✓ Conduct simple auditions at Rainbow Camp with the DGAM
- ✓ Prepare introductory comments for each act
- ✓ Confirm that each participant is prepared to perform the approved talent at Grand Assembly

Musical Selections: Rainbow Sunday and Vespers Service

The Musician will select appropriate music for the Rainbow Sunday and Vespers Services, based on the theme selected by the Chaplain. These musical selections may be instrumental or vocal pieces. If the audience is to sing the songs selected, musical selections should be limited to songs that are widely known. Additionally, it is NOT necessary to sing every verse of musical selections – one or two verses should be sufficient. All music must be approved by the DGAM; all approved music must be forwarded to the AGD. The Musician should ask the AGD and the DGAM if she is responsible for making the necessary CDs, or if the adults will do so on her behalf.

Grand Choir Practices

The Musician and Choir Director, with the assistance of the DGAM, will organize Grand Choir practices throughout the year, including during Rainbow Camp. If possible, Grand Choir practices should be held in the Spring, prior to official functions in the north and the south. This will provide the Grand Choir with additional opportunities to practice before Grand Assembly and to get to know each other better.

The Musician and the Choir Director will attend all Grand Choir practice during Grand Assembly.

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 may invest time during the Grand Year to learn to play these songs on the piano; in the past, we have shared a color-coded key board and sheet music. If this is not possible, the Musician should work with the DGAM to ensure others are asked to play on her behalf.

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: DEAN OF THE GRAND CROSS OF COLOR

Deadlines for the Dean of the Grand Cross include:

- September 15: Notify the SO if the History of the Grand Cross will be presented from memory or if an original message will be prepared for the Mystic Banquets
- October 1: Submit Welcome and Closing remarks for the Mystic Banquets to SO and DGC
- October 15: Submit Mystic Banquet remarks to SO and DGC
- February 15: Submit message for Rainbow Sunday to SO and AGD
- March 15: Submit Grand Assembly message regarding service and announcing the Girls of the Year for Serving and Assembly Service Awards to SO
- April 15: Submit Grand Cross of Color Luncheon remarks (welcome, message, and conclusion) 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:

Mistress of Ceremonies

The Dean will serve as the Mistress of Ceremonies for the Mystic Banquets (November) and for the Grand Cross of Color Banquet (at Grand Assembly). Based on the “standardized calendar,” the Mystic Banquets in the north and the south will be held on different weekends, allowing the Dean (and the SO to attend both. The Grand Assembly (jurisdiction) will purchase the plane ticket for the Dean to attend the Mystic Banquet held outside of her geographic area.

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

- Presiding during the Mystic Banquet, following the script provided by the SO and/or DGC
- 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, the Dean may prepare her own message 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 will not need to be memorized
- Preparing concluding remarks, thanking those in attendance for their dedication and participation and thanking the hosting assembly
- Presenting the Bread Service entirely from memory

The Dean will submit her remarks to the SO and the DGC by the established deadline.

Prior to the Mystic Banquet and the Grand Cross of Color Banquet, the script will be prepared, compiling the names of the participants, remarks from the Dean, and tributes. Ideally, the script will be provided to the Dean two weeks prior to each event, allowing her time to familiarize herself with the flow of the event and the names of those who will be introduced.

On the day of the event, the History of the Grand Cross and Bread Service section will be removed from the podium script, ensuring the Mistress presents these parts from memory. The designated

adult (SO, DGC, or hosting Assembly's Grand Deputy) will have a complete script for prompting purposes.

Please note that the introductions included in the 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 each recognition and how each is awarded. This presentation is to be submitted by the established deadline to the SO and the AGD. 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: EDITOR

Deadlines for the Editors (together) include:

- August 15: Submit ideas for Rainbow Trails to SO and DPR
- Camp: Assist DPR with the sale of ads for Rainbow Trails
- Spring: Assist DPR with the development of Rainbow Trails
- April 15: Submit Public Relations Committee Report to SO and DPR

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

- Serving on the Public Relations Committee and preparing the Committee Report for Grand Assembly; refer to the Committee descriptions for more information
- Selling ads for Rainbow Trails
- Assisting with the development and publication of Rainbow Trails
- Maintaining the Editor's (pass down) Handbook

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

Public Relations Committee

As a member of the Public Relations Committee, the Editor is responsible for implementing the communications plan developed by the Committee. It is anticipated that the Committee will have at least one communication opportunity per month.

The Editor is responsible for preparing the Public Relations Committee report, in collaboration with the members of the Committee, and submitting it to the SO by the established deadline. The Editor will also present the report at Grand Assembly.

Rainbow Trails Ads

Funds earned through the sale of Rainbow Trails Ads are used to offset the cost of publishing Rainbow Trails. Unspent funds may also be used to address the technology needs of the PR Committee and/or Grand Assembly. Therefore, selling ads is a very important component of our Rainbow Trails.

The Editor should work with the DPR to update the forms used to sell Rainbow Trails ads, and these forms should be submitted to the SO for posting on the NV IORG web page and distribution through the Adult Newsletter and the Mother Advisor Update. The Editor should collaborate with the members of the PR Committee and the DPR to identify other opportunities to promote the sale of these ads.

The Editor should offer to assist the DPR at Rainbow Camp with the sale of ads and the Photo Booth, which also benefits the publication of Rainbow Trails. This assistance may be most appreciated during the set up and take down of these work stations. Additionally, the Editor and the DPR should return all fund collected at Rainbow Camp to the SO or her designee at the end of each day (Saturday evening and Sunday morning), so those funds may be recorded and deposited.

Rainbow Trails

The Editor 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 DPR will request the assistance of the Editor with this publication, as needed.

Editor's (pass down) Handbook

Throughout the Grand year, the Editor will maintain the pass down handbook, which includes information from previous Editors regarding their efforts to gather information for our various Rainbow publications.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: HISTORIAN

Deadlines for the Historians (together) include:

- August 15: Submit an outline of the Slide Show to SO and DPR
- February 1: Submit proposed musical selections for the slide show to DPR and DGAM
- April 15: Submit Historian's Report to SO and DPR
- May 15: Submit completed Grand Assembly Slide Show to DPR

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

- Collecting photos from assemblies to be used to promote Nevada Rainbow (through the Public Relations Committee) and in the annual Slide Show
- Preparing the Historian's report
- Creating the annual Slide Show for Grand Assembly
- Maintaining the Historian's (pass down) Handbook

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

Historian's Report

The Historian will prepare the Historian's report, which will be presented during Grand Assembly, prior to the Slide Show. This report will be submitted by the deadlines established above. Additionally, the Historian 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. Traditionally, 15 minutes is allocated to this presentation.

Slide Show for Grand Assembly

The Historian/s will submit an outline of the proposed slide show for Grand Assembly, including any anticipated expenditures, by the deadline identified above. Once this proposal has been approved, the Historian/s will implement the proposal by:

- ☞ Accepting financial responsibility for one of Nevada Grand Assembly's digital cameras and ensuring it is returned in the same (excellent) condition at the GWA's Reception
- ☞ Taking photographs at official functions and maintaining notes about each event
- ☞ Requesting photos from assemblies regarding local events (if included in the slide show)
- ☞ Submitting the completed slide show (including all photos, graphics, and music) by the established deadline

Please note that all music included in the Slide Show must be submitted to and approved by the DGAM before it is added to the presentation and submitted for final approval.

During official functions, only the Historian and/or the official (adult) photographer will take photos. Additionally, the Historian taking pictures will not interfere with or interrupt the event or its activities to "get the picture." Photos may not be taken by the Historian when the Bible is open. (If pictures are to be taken when the Bible is open, that task will be designated to specific adults, preferably those who have been designated by the DPR to serve as "Official Photographers" for the Grand year.)

Historian's (pass down) Binder

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

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: LECTURER

Deadlines for the Lecturer include:

- November 1: Notify the SO if a Ceremony will be presented from memory at Grand Assembly or if an original message will be presented
- December 1: Submit the Ceremony or original message to SO and DGO
- January 15: Submit Rainbow Sunday message (response) to SO and AGD
- April 1: Submit the Message for the Sunday Session of Grand Assembly to the SO and DGO
- May 1: Submit Vesper Service message (response) to SO and AGD

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

- 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:

Guidelines for Messages (lectures)

All presentations written by the Lecturer are to be original work and must include more than re-telling a heart-wrenching story! The Lecturer has a captive audience that should be challenged to think about and respond to her messages. 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 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, or she may choose to write her own ceremony or message. 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, individually, include:

- March 1: Christian Flag will submit the Invocation for Rainbow Sunday to SO and AGD
- April 15: All Flag Bearers will submit a Flag Tribute to SO and DGO
- May 1: Christian Flag will submit the Invocation for the Vespers Service to SO and AGD

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

- Serving on the Membership Committee and assisting Grand Faith and Grand Hope with recruitment and retention activities; please refer to the Committee descriptions for more information
- Preparing an original Flag Tribute

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

Flag Tribute

Each Flag Bearer is to prepare an original tribute (2 minutes in length) 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.

The additional **Duties** of Christian Flag include:

Invoking Blessings: Rainbow Sunday and Vespers Service

Christian Flag will also participate in the Rainbow Sunday and Vespers church services by offering the Invocation at each event. Each prayer is to be 5 to 8 sentences and must be submitted for approval prior to the established deadline. Once each prayer has been approved, the Christian Flag should memorize the prayer.

Additionally, Christian Flag may be asked to invoke the blessing prior to meals at official functions, in the absence of the Chaplain and Religion. The timeline for submitting prayers for review and approval will be based on the amount of advance notification the SO receives from Chaplain and Religion regarding their absence.