

GRAND OFFICER APPOINTMENTS – PROCEDURES AND GUIDELINES

(revised February 2019)

Grand Officer appointments are truly the most difficult decisions made by the Supreme Officer. Each Rainbow Girl has unique talents and perspectives to bring to a Grand Officer appointment and the duties of each office. While only one appointment can be made each year for the Grand Worthy Advisor - or Grand Faith - or Grand Representative of a specific state, each member of our Grand Family plays a very important role in the success of our Grand Year, our Grand Assembly, and our state. EVERY appointment is equally important - no Grand appointment is "better" than another. The honor is in receiving an appointment and managing the responsibilities of the appointment with integrity and enthusiasm.

Who is eligible to serve as a Nevada Grand Officer?

- A member who has completed her term as Worthy Advisor prior to Grand Assembly.
- A member who will not have an opportunity to serve as Worthy Advisor may be appointed to serve as a Grand Representative, Grand Flag Bearer, or Specialty Officer, such as Editor, Historian, or Lecturer, upon the recommendation of her Advisory Board and at the discretion of the Supreme Officer.
- A member must not have reached her 20th birthday prior to or on June 15th of this year.

What is expected of a Nevada Grand Officer?

- A commitment to support and promote Nevada Rainbow and her own Assembly, through the recruitment and retention of Rainbow Girls and Pledge members and supporting service and fund raising projects.
- Earning and reporting an average of 8 hours of service per month or a minimum of 96 hours per year.
- Performance of the duties assigned to the Grand Office/s appointed.
- Attendance at the following mandatory events:
 - Founder's Day (in July)
 - Grand Officer Leadership (early August)
 - Official Visits (scheduled typically over 5 weekends between August 1st - October 31st and March 1st - May 8th)
 - Rainbow Camp and Rainbow Sunday (March in Tonopah)
 - The GWA Reception (early May)
 - Grand Officer Practice Day (May in Tonopah)
 - Grand Assembly (June, alternating between Reno and Las Vegas)
- Fulfillment of the financial responsibilities associated with serving as a Grand Officer, including reimbursing the Assembly for fees paid on her behalf at Nevada Grand Assembly (pin deposits, presentations, and Grand Family photo) and the Grand Officer dress (generally \$150; always due by October 1st)

More information on the Expectations of a Nevada Grand Officer can be found on the NV IORG web page, on the Membership Tab and Resources link.

How does a member apply to be considered for a Grand Office?

Each member who is eligible and wishes to be considered for a Grand Officer appointment during the upcoming Grand Year must submit a completed Grand Officer Application Package in accordance with the established procedures and deadlines.

The Grand Officer Application will be distributed (electronically) to current Grand Officers and Grand Deputies in February. Grand Deputies will provide the Application to all members in their respective assemblies who are eligible to apply for a Grand Office but are not currently serving as a Grand Officer.

A similar application process will be utilized to consider members who become eligible for a Grand Officer appointment during the Fall term. Members appointed to Grand Offices mid-year are generally appointed as Grand Representatives of states that were not appointed during the preceding Grand Assembly.

How and when can a member select a “title” office?

In Nevada, it is common for members to receive several Grand Officer appointments, allowing members to advance through various levels of offices during their tenure as Nevada Grand Officers. This progression mirrors how officers are appointed and advance in local assemblies. This progression also challenges members to continue developing and strengthening their confidence and leadership qualities.

This progression has historically resulted in members being appointed to their highest Grand Office during their last year as a Rainbow Girl, as they are approaching their 20th or 21st birthday. While this allows members to demonstrate the confidence and leadership skills they have gained through their Rainbow membership, members approaching Majority age are often challenged to balance their school and work (adult) commitments with their Rainbow commitments. Additionally, some members feel that they must choose between pursuing their future goals – education, career, or military service – and possibly being appointed to their dream Grand Office.

In an effort to be respectful of these challenges, members applying for a Grand Office beginning in 2017, will have the opportunity to select the year in which they wish to receive their “title” (“highest”) Grand Office. This will be the title by which they will be introduced once they have attained Majority. Members may request a “title” office as they approach their 18th or 19th birthday; please refer to the Grand Officer Application for specific eligibility dates.

Members requesting a “title” office next year will be introduced by the Grand Worthy Advisor appointed to serve next year. Those serving in “title year” offices will be the guests of honor at a reception during that year; they will not be guests of honor at a reception (again) in the year they attain Majority.

Members requesting a “title” office will remain eligible for future Grand Offices (until they approach their 20th birthday) and are expected to continue to apply for and serve as a Grand Officer through their Majority. Appointments following a “title” year will be based on the needs of the Grand Assembly and, to the extent possible, the interests of the applicants. Appointments following a “title year” will not become part of the Past Grand Officer title, following Majority.

What is included in the Grand Officer Application?

Those wishing to apply for a Grand Office must submit the following to the Mother Advisor by the established deadline:

- Grand Officer Application Form (3 pages)
 - Page 3 requires signatures from parents/guardians
- Title Year Confirmation (if applicable)
 - if not eligible for or requesting a Title Year appointment, do not include this page
- Confidential letter to the Supreme Officer (transmitted in a sealed envelope)

What should be in the Confidential Letter to the Supreme Officer?

Throughout the Grand Officer application, evaluation, and recommendation process, the Supreme Officer receives input needed to evaluate each member's strengths and challenges. However, this process does not necessarily provide insight into a member's dreams and aspirations. These dreams are often very personal, and therefore, kept private. To maintain this privacy, each member seeking a Grand Officer appointment is asked to write a CONFIDENTIAL letter to the Supreme Officer sharing these hopes and dreams.

The opportunity to share this information is not intended to imply that an applicant will receive her "dream" office. It is an opportunity to share information that may not be widely known to Advisory Board members, Grand Deputies, Directors, or the Supreme Officer.

Ideally, each applicant will be appointed to at least one of her identified "dream" offices during her tenure as a Grand Officer. It is important to remember that in the Grand Family, each Grand Officer is given the opportunity to serve the Order by "blooming where she is planted" with each Grand Officer appointment.

This letter should be given the same attention to detail as a job or scholarship application. The letter must be type written. The letter should be written in complete sentences, using proper grammar and sentence structure, i.e. capital letters, punctuation, etc. Continuing and returning Grand Officers are strongly encouraged to write a new letter each year, sharing their most current goals, aspirations, and ideas.

After the confidential letter is placed in a sealed envelope, the applicant should sign the back of the envelope (over the sealed edge). The Application Package, including the sealed envelope, must be given to the Mother Advisor by the established deadline.

The CONFIDENTIAL letter to the Supreme Officer should include the following:

- Part 1 – Self Reflection: Each applicant should begin her letter by responding to the following:
 1. During the past year, my most proud Rainbow accomplishment was
 2. If I could change one thing about my Rainbow performance in the past year, it would be ...
- Part 2 – Grand Representative Requests: On the Grand Officer Application Form, each applicant identified several states she would like to represent as a Grand Representative. Each applicant should briefly discuss why she requested these specific states. For instance, does she have family in a specific state, is her family planning a vacation to this state, is she planning to attend college in an identified state?
- Part 3 – Grand Office Aspirations: On the Grand Officer Application Form, each applicant identified the types of office she would like to be considered for during the upcoming Grand Year. Each applicant should briefly discuss the offices she would like to be considered for and why she believes she is best suited for these offices. Recognizing that only one member can be appointed to serve in each Grand Office, applicants are strongly encouraged to provide the Supreme Officer with more than one option for the upcoming year. (Applicants are encouraged to focus on offices other than Grand Worthy Advisor; it is presumed that most members dream of serving as Grand Worthy Advisor.)

- Part 4 – Additional Information: An applicant should provide any other information she believes is relevant and important to the Grand Officer appointment process. If an applicant does not want to be appointed to a certain office, this information should be included in this portion of the letter. For example, a member may not wish to be appointed American Flag Bearer because she is Canadian, or Grand Drill Leader because she suffers from foot or joint ailments, or some other Grand Officer for a legitimate reason. This IS the appropriate place to share this information, confidentially, with the Supreme Officer.

Again, this letter will remain CONFIDENTIAL. It will not be read by anyone other than the Supreme Officer.

What happens after the Application Package has been submitted to the Mother Advisor?

The Mother Advisor provides the names of the girls who have applied for a Grand Officer appointment to the Grand Deputy. Then, the Mother Advisor completes the following for each applicant:

- Grand Officer Applicant Assessment, which is placed in a sealed envelope to maintain the confidentiality of the Mother Advisor’s assessment of each girl
- The Mother Advisor’s portion of the Advisory Board Evaluation and Recommendation form

Both of these forms are to be added to the Grand Officer Application Package, submitted by each girl applying for a Grand Office, and delivered to the Grand Deputy PRIOR to the Advisory Board meeting when Grand Officer recommendations are processed.

The Grand Deputy completes the Grand Officer Applicant Assessment for each applicant, prior to the Advisory Board meeting when Grand Officer applications are processed. The Grand Deputy’s assessment is confidential and does not need to be shared with the Mother Advisor or the Advisor Board. The Grand Deputy does not need to place this form in a sealed envelope because she/he is responsible for submitting the completed package directly to the Supreme Officer.

During the Advisory Board, when Grand Officer recommendations are processed, the Advisory Board will consider each applicant on her own merits. The Grand Deputy will share the Grand Officer Application form and the Advisory Board Evaluation and Recommendation form with the Board members who are eligible to participate in the recommendation process.

The Advisory Board will then identify the strengths and challenges of the applicant, which the Grand Deputy will record on the form. Each eligible Advisory Board member will then complete a ballot, evaluating the performance of the individual applicant. The average scores will be recorded. The Advisory Board will identify the levels of offices they would recommend for the applicant. Lastly, the Advisory Board members who participated in the evaluation and recommendation process will sign the form, indicating their support of the overall recommendation.

Following the Advisory Board meeting, the Grand Deputy is responsible for submitting the complete Grand Officer Application Package to the Supreme Deputy, which includes:

- ✓ Grand Officer Application Form
- ✓ Title Year Confirmation form, if applicable (if not applicable, do not forward to Supreme Officer)
- ✓ Confidential Letter from the applicant to the Supreme Officer (in a sealed envelope)
- ✓ Grand Officer Applicant Assessment from the Mother Advisor (in a sealed envelope)
- ✓ Grand Officer Applicant Assessment from the Grand Deputy
- ✓ Advisory Board Evaluation and Recommendation (Pages 1 and 4, only)

Each Grand Officer Application Package should be secured with a binder clip; no staples, please.

Directors wishing to provide input on individual Grand Officers should complete the Grand Officer Applicant Assessment form and return it to the Supreme Officer by the established deadline.

How are appointments made?

Following the submission deadline, the Supreme Officer considers the information included in each Application Package, as well as information provided by the Directors, who worked with the applicant during the past year. The Supreme Officer also considers the overall performance of each applicant and her own personal experiences with each member.

Factors taken into consideration by the Supreme Officer include, but are not limited to the following:

- The member's ability to exemplify Rainbow's teachings through dignity, gentleness, honesty, humility, kindness, poise and service.
- Active support of her local Assembly and its projects.
- Continued efforts to promote our Order through the recruitment of new members.
- Demonstration of ritualistic proficiency.
- Positive interactions with and respect for members AND adults.
- Respect for the Code of Conduct for Nevada Rainbow, including social media guidelines.
- Attendance at mandatory events, such as Rainbow Camp, Rainbow Sunday, Founder's Day, Official Visits and Grand Officer/Grand Representative meetings.
- Attendance at other official functions, i.e., Receptions for Grand Officers, etc.
- The ability to fulfill the responsibilities of current offices - in her Assembly and Grand Assembly - and to meet established deadlines, including Grand Officer financial obligations.
- Continued interest in educational and/or career goals.

For each continuing or returning applicant, the Supreme Officer also considers if the member has received any of her self-disclosed "dream offices" during her tenure as a Grand Officer

The Supreme Officer then begins the appointment process, which mirrors the hiring process used in places of employment. Appointments are made based on the performance and potential of each applicant, her interests, and the duties of each Grand Office during the upcoming year. As appointments are made, the Supreme Officer tries to appoint each applicant to at least one of the offices she has requested for the upcoming Grand Year.

Ultimately, the responsibility for Nevada Grand Officer appointments lies with the Supreme Officer. The Supreme Officer is the only person who has access to all of the information included in the Application Package, including the confidential information provided by the applicant and the confidential assessments of the Mother Advisor, Grand Deputy, and Directors. This information allows the Supreme Officer to make informed appointments (hiring decisions.)