

Grand Officer Handbook 2019-2020 Edition

The 2020 Grand Officer Handbook includes the following sections:

- Grand Officer Leadership and Build A Grandie Information (4 pages)
- Grand Representative Responsibilities (7 pages)
- Expectations of a Nevada Grand Officer (8 pages)
- Looking like a Nevada Grand Officer (3 pages)
- Grand Officer Etiquette (7 pages)
- Grand Officer Responsibilities (30 pages)
- Preparing for Grand Assembly (4 pages)
- 2019-2020 Committee Assignments (1 page)
- 2019-2020 Fundraising Committee: Supplemental Information (8 pages)
- 2019-2020 Grand Officer Address List (1 page, double sided)
- 2019-2020 Adult Leadership Team Address List (2 pages, double sided)

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

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

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

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

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