

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.

During the 2020-2021 Grand Year, each Grand Officer will serve on one of three Committees: Membership, Outreach, or Service. Additionally some Grand Officers will also serve on the Fundraising Committee. Grand Officers self-selected their 2020-2021 Committee assignments during Grand Officer Leadership, which was held in August 2020.

GRAND OFFICER HANDBOOK UPDATES

The Grand Officer Handbook is a living document; it is updated each year, based on the input of the Grand Officers and Adult Leadership Team members. Continuing Grand Officers are strongly encouraged to re-read the Handbook each year, so they remain up to date on the evolving expectations of each Grand Office.

The following abbreviations are used throughout the Handbook:

Supreme Officer: SO

~~Director of Grand Officers: DGO~~

Area Grand Deputy: AGD

Director of Grand Assembly Music: DGAM

Director of the Grand Cross of Color Team: DGC

Directors of Outreach Team: DOT

GRAND OFFICER COMMITTEES

During Grand Officer Leadership 2020, the Grand Officers discussed the Committees, or Teams, that should be in place during the upcoming Grand year. The Grand Officers agreed to form three teams: Membership, Outreach (previously PR), and Service. Each Grand Officer then selected the Team she wished to serve on during the upcoming year. Additionally, several Grand Officers volunteered to serve on the Fundraising Team during the Grand Year.

Because Teams were not formed before Grand Officer Leadership, the development of action plans for the upcoming year will occur during the first few months of the 2020-2021 Grand Year. Directors will convene their committees to develop these plans, then the plans will be shared with the remaining members of the Grand Officer Team and the Directors and Deputies.

These plans should 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 Team. The action plans and additional duties established by the Grand Officers serving on a specific Team will represent additional duties for the Grand Officers.

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. Throughout the year, Grand Officers will report their progress on their assigned duties to their assigned Director/s and the Supreme Officer.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: WORTHY ADVISOR

The deadlines and duties of the Worthy Advisor are found in the Grand Worthy Advisor's Handbook. This handbook is updated each year, based on the input and experiences of previous GWAs. The Handbook is provided to the GWA following her appointment and serves as the basis for her work plan for her year as GWA. Others who wish to receive a copy of this handbook should notify the SO, in writing.

Additionally, in 2020-2021, the GWA will serve as a member of the Membership Team and the Fundraising Team. While the GWA is expected to participate and support both teams, her duties as GWA must remain a priority. She will coordinate with the SO and the Directors to ensure her time and talents are well invested.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: WORTHY ASSOCIATE ADVISOR

In 2020-2021, many of the deadlines for the GWAA will be developed by the GWAA and her adult advisor, in consultation with the SO. The deadlines that are considered to be "firm" deadlines are specifically noted below.

Additionally, for the 2020-2021 Grand Year, the GWAA will serve as a member of the Membership Team; therefore, she should be actively supporting that team and consulting with the Directors of Membership and Pledge. If each member of the Team is assigned a specific activity to plan and implement, the GWAA may wish to use Rainbow Camp as that activity, since it targets both Pledge and Rainbow Girls.

Deadlines for the WAA include:

- TBD: Submit proposed presentation budget and GWA quilt design to SO and designated adult
- TBD: Assist designated adult with distribution of instructions for the GWA's quilt
- November 15: Submit preliminary plans for Rainbow Camp to SO and Directors of 2020-2021 Teams
- December 1: Submit design concept for Rainbow Camp T-Shirts to SO
- January 1: Submit finalized plans for Rainbow Camp to SO and Directors of 2020-2021 Teams
- February 1: Finalize plans for Rainbow Camp with Directors of 2020-2021 Teams
- March 15: Submit Grand Assembly presentation information to SO for inclusion in the Grand Assembly script; this includes gifts and remarks
- April 15: Submit Rainbow Camp Report to SO and Directors of Outreach for inclusion in Rainbow Trails

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

- Grand Officer Presentations at designated Official Visits, Receptions, and Grand Assembly
- Facilitating the design of the GWA's quilt
- Assisting with the following during each Official Visit
 - Ensuring Grand Officers are in compliance with the dress code and properly lined and prepared to march in at the appropriate time
 - Leading songs during Formal Escort
 - Speaking on behalf of the Grand Officers during Good of the Order and facilitating announcements by other Grand Officers
- Fulfilling commitments to the Membership Team
- Planning and facilitating the Saturday session of Rainbow Camp
- Preparing a report on Rainbow Camp to be published in Rainbow Trails

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 designated adult advisor 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 or her designated adult advisor is responsible for submitting receipts for the designated gifts to the SO 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 Capital Campaign 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 a gift giving event, including Grand Assembly, will not be honored.

SAMPLE: GWAA PRESENTATION BUDGET

Total Funds Available: 20 Grand Officers x \$40.00 each = **\$800.00**

Recipient	Gift	Budgeted	Spent
GWA Installation Gift	Purchased prior to GA	\$75	
GWA Quilt (fabric and quilting)		\$400	
1 st OV: GWA			
1 st OV: SO			
1 st OV: SRD			
Spring OV: GWA			
Spring OV: SO			
Spring OV: SRD			
Reception Honorees (est. TBD)			
Grand: SO			
Grand: SRD			
Grand: Deputies/Directors			
Grand: GA Committee			
Grand: GWA Parents	Pillows from GO dresses	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 during the first Official Visit in the fall and 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 assemblies. These individuals may offer gift ideas to 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 would like to make a presentation at this time. Grand Officers, please join me..."

At Receptions, Guests of Honor 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, embroidered pillow cases representative of each girl's office and favorite color, and necklaces specific to each girl's office. These presentations will mirror the process described above for OVs.

At Grand Assembly, the following presentations will be made; information on the specific day of the presentation will be available in the Minute x Minute Script, which is generally available in May or early June:

- Presentation #1 - 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.

- Presentation #2: Supreme Officer
- Presentation #3: State Rainbow Dad
- Presentation #4: GWA's parents: the gift for the GWA's parents will continue to be pillows (made by Mrs. Jacka) using fabric from or similar to the Grand Officer dresses; the SO will deliver them to Grand Assembly, wrapped; the WAA is responsible for providing a card, which all the Grand Officers have signed.
- Presentation #5: the GWA (her quilt): WAA's designated adult advisor will deliver the quilt to Grand Assembly; the WAA is responsible for a card, which all the Grand Officers have signed.

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

When planning for Grand Assembly 2020-2021, the WAA should consult with the SO and her designated adult advisor prior to planning the presentations, because it is possible that the format for presentations may be altered.

If music is selected for Grand Assembly presentations, it should be complementary to the overall theme of Grand Assembly and should not include any inappropriate language or innuendos. The WAA should obtain copies of the words for all music, so that she and her designated adult advisor can review and confirm appropriateness.

These musical selections must also be provided to and approved by the DGAM in advance of the deadline for submitting presentation information to the SO. Once the musical selection is approved by the DGAM, 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 the SO 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 of the GWA's quilt, which includes:

- ✓ Designing a quilt that measures at least 86" x 86" and includes approximately 50 quilt squares.
Note: In 2020-2021, there will be approximately 20 Grand Officers 25 Adult Leadership Team members appointed. In some years, the GWA's Personal Page has had a square.
Note: using 1/4-inch batting renders a quilt suitable for wall hanging and display.
- ✓ Ensuring each quilt square measures 13" x 13"; smaller sizes are difficult to machine embroider.

The WAA is responsible for assisting her designated adult advisor with the following:

- ✓ Preparing draft instructions for those preparing a quilt square no later than the deadline established. This should also include a provision for those that do not wish to prepare their own quilt square. They may return a concept, their fabric, and a check for \$35 payable to Nevada Grand Assembly. The fee will be apportioned between those who are willing to assist with the creation of quilt squares and the Statewide Service Project. The instructions should note that

the design concept will serve as a starting point for the square, but it may not match the final design, as each person has access to different embroidery files.

- ✓ Delivering the instructions and the quilt square to each person who will be contributing this gift for the GWA.
- ✓ Ensuring that all completed quilt squares are submitted directly to the designated adult advisor, not the WAA. The designated adult advisor will be responsible for tracking squares as they are received and notifying girls and adults that owe money (for failing to submit a square by the deadline).

During In-Person Official Visits

The WAA will assist with Grand Officer dress check, ensuring each Grand Officer is respectful of the established dress code. The WAA will notify the SO of Grand Officers who are out of compliance. The WAA and the Drill Leader will ensure Grand Officers are lined up at least 5 minutes prior to the start of each OV and prepared to enter the Assembly Room, when indicated by the SO.

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 Assemblies for their hospitality and refreshments; congratulating the Assemblies' 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 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

In 2020-2021, Rainbow Camp will be a virtual event. The following information is provided as a guideline; however, it is not a concrete set of expectations. The WAA and her designated adult advisor are encouraged to be creative in planning a day of events that will be fun for all Pledge Girls and Rainbow Girls.

Prior to the deadline established above, the WAA will collaborate with her designated adult advisor and the SO 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. Additionally, the Directors for each Team should be consulted to determine if they have specific activities or events they would like to include in Rainbow Camp. The WAA is encouraged to be innovative in her planning, ensuring Camp is exciting and memorable for all girls.

The WAA, with the approval of her designated adult advisor will:

- Select a theme for Rainbow Camp
- 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
- Design the t-shirt for Rainbow Camp which will go on sale in January

Based on the schedule and parameters established for Rainbow Camp 2021, 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 altered to accommodate issues that may arise.

- Develop a list of items that participants need to have on hand in order to participate in Rainbow Camp activities and events. The WAA should select items that are readily available or can be purchased at the dollar store. It is important to limit costs to the extent possible, especially because some items may not be used following Camp.
- Following the Registration deadline, the registration coordinator for 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 one page, type written report on Rainbow Camp, which includes the theme of the event, the activities she facilitated, and the experiences gained.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CHARITY

In 2020-2021, Grand Charity is a member of the Service Team and the Fundraising Team; therefore, her efforts should focus on the work of these Teams. Additionally duties and deadlines will be dependent on the action plan developed by each Team.

Grand Charity should work with the Director of Fundraising to determine if she can/should provide leadership to a specific event and, if so, what deadlines are reasonable to ensure successful completion of the project.

Deadlines for Charity include:

- TBD: TBD

The primary **Duties** of Charity include:

- Fulfilling commitments to the Service Team
- Fulfilling commitments to the Fundraising Team

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:

Duties will be determined by the work plans developed by the Service Team and the Fundraising Team.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: HOPE

In 2020-2021, Grand Hope is a member of the Membership Team and her efforts should focus on the work of this Team. Additionally duties and deadlines will be dependent on the action plan developed by the Membership Team.

Grand Hope should work with the Director of Membership and the Director of Pledge to determine if she can/should provide leadership to a specific event and, if so, what deadlines are reasonable to ensure successful completion of the project.

Deadlines for Hope include:

- TBD: TBD

The primary **Duties** of Hope include:

- Fulfilling commitments to the Membership Team
- Assisting with the girls initiated during Grand Assembly 2021

Duties in detail:

Duties will be determined by the work plans developed by the Membership Team.

Grand Assembly

Prior to Initiation, Hope, Faith and the Director 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 the Session, Hope will stay with the newly initiated members until their Mother Advisors has come to get them.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: FAITH

In 2020-2021, Grand Faith is a member of the Outreach Team and the Fundraising Team; therefore, her efforts should focus on the work of these Teams. Additionally duties and deadlines will be dependent on the action plan developed by each Team.

Deadlines for Faith include:

- TBD: TBD

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

- Fulfilling commitments to the Outreach Team
- Fulfilling commitments to the Fundraising Team
- Welcoming and introducing girls initiated during Grand Assembly 2021

Duties in detail:

Duties will be determined by the work plans developed by the Outreach Team and the Fundraising Team.

Grand Assembly

Prior to Initiation, Hope, Faith and the Director 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.

GRAND OFFICE-SPECIFIC RESPONSIBILITIES: CHAPLAIN

In 2020-2021, Grand Chaplain is a member of the Service Team and the Fundraising Team; therefore, her efforts should focus on the work of these Teams. Additionally duties and deadlines will be dependent on the action plan developed by each Team.

Deadlines for the Chaplain include:

- One week prior to each in-person official function: Submit prayers (for meals) to SO
- November 15: Submit the proposed theme for Rainbow Sunday to the SO and designated AGD
- December 1: Submit Rainbow Sunday message to SO and AGD
- April 15: Submit Vespers message to SO for inclusion in the Grand Assembly Script
- May 1: Submit prayers for all Grand Assembly meals (except GCOC) to SO and designated AGD

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

- Fulfilling commitments to the Service Team
- Fulfilling commitments to the Fundraising Team
- Invoking a blessing prior to all meals served during in-person official functions, including Grand Assembly
- Planning the Rainbow Sunday service in collaboration with Lecturer and Religion, including the theme and message
- Preparing and presenting the Vespers Service message

Duties in detail:

Duties will be determined by the work plans developed by the Service Team and the Fundraising Team.

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 specifically 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 collaborate with Religion and Lecturer to plan, organize and participate in the Rainbow Sunday church service held during the Rainbow Camp weekend. 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 the applicable Area Grand Deputy during Grand Officer Leadership, or shortly thereafter. In general, the Chaplain will:

- † Select a theme in collaboration with Religion and Lecturer
- † Prepare a 3 to 5-minute message that ties to the selected theme; ideally the message will be regarding God's promises, as symbolized by His bow in the clouds
- † Share the approved message with the Lecturer by the established deadline, so she may prepare her response; ; the Lecturer will prepare and present a 3 to 5-minute message that enhances or responds to the Chaplain's message
- † Invite the State Rainbow Dad to give the benediction
- † The SO and AGD will identify the additional 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

In 2020-2021, the Vespers Service may be reformatted to include messages presented during an evening session of Nevada Grand Assembly. More specific information will be provided to the Chaplain, Religion, and Lecturer as it becomes available.

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)**

In 2020-2021, Grand Drill Leader is a member of the Outreach Team and the Fundraising Team; therefore, her efforts should focus on the work of these Teams. Additionally duties and deadlines will be dependent on the action plan developed by each Team.

Deadlines for the Drill Leader/s include:

- March 15: Schedule approximately 3-5 drill practices with the designated adult advisor/s

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

- Fulfilling commitments to the Outreach Team
- Fulfilling commitments to the Fundraising Team
- Assisting with Grand Officer line-up and seating at in-person official functions
- Creating and leading entrance marches for Grand Assembly

Duties in detail:

Duties will be determined by the work plans developed by the Outreach Team and the Fundraising Team.

Grand Officer Songbooks

There will be no in-person statewide events held during the fall of 2020; there is cautious optimism about the ability to hold in-person statewide events during the spring of 2021. If it appears that in-person events will be possible in the spring, the Drill Leader will work with the DGAM to create escort songs for the GWA, PSWA, SO in Nevada, SRD/PSRD, and the GWA's family.

With the assistance of the DGAM, the Drill Leader will prepare songs for the GO songs for the Spring OVs. 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.

Official Visits

During Official Visits, the Drill Leader will assist the WAA by ensuring there is sufficient seating available for the Grand Officers in the designated area of the Assembly room, prior to the start of the OV. The Drill Leader will ensure the Grand Officers are lined-up and prepared to enter the Assembly room at least 5 minutes prior to the scheduled or anticipated start time.

Grand Assembly March-Ins

In 2020-2021, there will be fewer march-ins done during Grand Assembly. The specific number will be determined prior to January 2021, when the GWA will share the selected (and approved) march-in music. The Drill Leader will work with the SO and designated adult advisor/s, understanding that practices are often held outdoors and may not be in earnest until late spring 2021.

The Drill Leader/s, in collaboration with the designated adult advisor/s, will create the entrance marches performed by the Grand Officers and Personal Pages at the start of designated sessions of Nevada Grand Assembly. These march-ins will utilize the music selected by the Grand Worthy Advisor and should reflect the intent of the specific session.

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

In 2020-2021, each Bow Officer will serve on one of three teams: Outreach, Service, or Membership. Additionally, some Bow Officers also volunteered to serve on the Fundraising Team. Additionally duties and deadlines will be dependent on the action plan developed by each Team.

Deadlines for Bow Officers include:

- Fulfilling commitments to the applicable Team
- Fulfilling commitments to the Fundraising Team, if applicable

Additional Deadlines for Religion include:

- January 1: Submit scripture readings and explanations for Rainbow Sunday to applicable AGD

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

- Serving as an active member of the selected Team

Duties in detail:

Duties will be determined by the work plans developed by the Team that the Officer is serving on.

For those serving on the Fundraising Team, additional duties will be determined by the Team's work plan for the year.

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 to the SO for approval. 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

Religion will collaborate with Chaplain and Lecturer to identify the theme for Rainbow Sunday. Based on the selected theme, Religion will be responsible for selecting 4 to 8 scripture-type readings. 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 may be selected from any Book of Faith and should support the theme and message prepared by the Chaplain. Additionally, each scripture should also include a brief explanation (2 to 3 sentences) explaining to the audience how this scripture relates to the theme of the service.

Religion will participate in the Rainbow Sunday service by sharing one of the selected scripture readings.

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

In 2020-2021, the Confidential Observer and the Outer Observer volunteered to serve on one of three teams: Outreach, Service, or Membership. These officers may have also volunteered to serve on the Fundraising Team. Additionally duties and deadlines will be dependent on the action plan developed by each Team.

Deadlines for Observers include:

- Fulfilling commitments to the applicable Team
- Fulfilling commitments to the Fundraising Team, if applicable

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

- Serving as an active member of the selected Team

Duties in detail:

Duties will be determined by the work plans developed by the Team that the Officer is serving on.

For those serving on the Fundraising Team, additional duties will be determined by the Team's work plan for the year

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

In 2020-2021, these officers were not appointed during Grand Assembly. It is possible that officers may be appointed in the fall of 2020. If appointments are made, specific duties and deadlines will be established at that time.

Additionally, it is unclear if a Grand Choir will be formed during 2020-2021. Some duties have been included in the event a Choir is formed. If a Choir is not formed, these duties may not be performed by the Choir Director.

The Musician and Choir Director will select the Team they wish to serve on during the Grand year: Outreach, Service, or Membership. Additionally duties and deadlines will be dependent on the action plan developed by each Team.

Deadlines for the Musician and Choir Director include:

- December 1: Musician will work with the DGAM to obtain sheet music for songs that will be performed during Grand Assembly
- January 1: Musician will submit musical selections for Rainbow Sunday to AGD and DGAM
- TBD: Grand Choir Director will submit recommended songs for the Grand Choir to sing during Grand Assembly to the DGAM
- TBD: With the assistance of the DGAM, organize and conduct Grand Choir practice

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

- ♪ Recruiting Grand Choir members
- ♪ Facilitating Grand Choir Practice during the year
- ♪ Introducing those participating in the Grand Choir during OVs and at Grand Assembly

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

- ♪ Selecting songs to be played and/or sung during Rainbow Sunday
- ♪ Introducing the Grand Choir at in-person official functions if the Choir Director is absent

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 in-person 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:

It is unclear if a Grand Choir will be formed during 2020-2021. If a Grand Choir is formed, the DGAM will be responsible for recruiting choir members, selecting appropriate songs to be sung by the choir, and conducting practices.

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.

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. 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 in-person 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."

Musical Selections: Rainbow Sunday and Vespers Service

The Musician will select appropriate music for the Rainbow Sunday Service, based on the theme selected by the Chaplain, Religion, and Lecturer. 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 who is assisting with the service. 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. If possible, Grand Choir practices should be held in the spring, prior to in-person 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 practices during Grand Assembly.

Grand Assembly

During Grand Assembly, the Musician will play a musical instrument 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: EDITOR

The Editor should work with the Directors of the Outreach Team to determine appropriate deadlines for the duties listed below. Those deadlines that are “firm” have been noted.

Deadlines for the Editors (together) include:

- TBD: Work with the DOT to share ideas for “Rainbow Trails” to DOT
- TBD: Design an order form for “Rainbow Trails” ads and submit to DOT for publication in Adult Newsletter
- TBD: Assist DOT with the sale of ads for “Rainbow Trails”
- Spring: Assist DOT with the development of “Rainbow Trails”

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

- 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:

“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 Outreach Committee and/or Grand Assembly. Therefore, selling ads is a very important component of our “Rainbow Trails”.

The Editor should work with the DOT 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. The Editor should collaborate with the members of the Outreach Team and the DOT to identify other opportunities to promote the sale of these ads.

The Editor should offer to assist the DOT with the sale of ads and other activities that benefit the publication of “Rainbow Trails”. Additionally, the Editor and the DOT should return all funds collected to the SO or her designee, 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 DOT 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

The Editor should work with the Directors of the Outreach Team to determine appropriate deadlines for the duties listed below. Those deadlines that are “firm” have been noted.

Deadlines for the Historian include:

- TBD: Submit an outline of the Slide Show to DPR
- TBD: Submit proposed musical selections for the slide show to DOT and DGAM
- April 15: Submit Historian’s (written) final report to SO
- May 15: Submit completed Grand Assembly Slide Show to DOT

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

- Collecting photos from assemblies to be used to promote Nevada Rainbow (through the Outreach Team) and in the annual Slide Show
- 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 to the DOT for approval, then to the SO by the deadline 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 are allocated to this presentation.

Slide Show for Grand Assembly

The Historian 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. The Historian should print the words for each piece of music considered to ensure there the songs do not include inappropriate words or innuendos.

During official functions, only the Historian and/or the official (adult) photographer will take photos. Additionally, the Historian 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 DOT 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

Additional information regarding Rainbow Sunday is found in the Chaplain's section of the Handbook. The Lecturer is encouraged to refer to that section, as well.

Deadlines for the Lecturer include:

- November 15: Notify the SO if a Ceremony will be presented from memory at Grand Assembly or if an original message will be presented
- December 1: If applicable, submit the Ceremony or original message to SO and DGO
- January 1: Submit Rainbow Sunday message (response) to SO and AGD
- April 15: If applicable, submit the Message for the Sunday Session of Grand Assembly to the SO and DGO
- TBD: Submit messages or thoughts for inclusion in the Girls' Newsletter or the Adult Newsletter

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

- Preparing a response to Grand Chaplain's Rainbow Sunday message
- Presenting the Lecturer's ceremony or message at Grand Assembly
- Providing written messages or thoughts for the Girls' Newsletter and/or the Adult Newsletter

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.

Grand Assembly Ceremony or Original Message

The Lecturer may choose to present a Ceremony of her choosing or an original message during Grand Assembly.

In the past, girls have chosen to present the Ribbon Ceremony or the Rose Lecture, while others have opted to create their own presentation. If the Lecturer chooses to present a ceremony, the ceremony is to be submitted for approval by the deadline established above. This presentation must be memorized prior to Grand Assembly.

If the Lecturer chooses to present an original message, 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.