

**GRAND OFFICER APPOINTMENTS – PROCEDURES AND GUIDELINES**  
**2022-2023 GRAND YEAR**  
*(Revised February 2022)*

Grand Officer appointments are 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 20<sup>th</sup> birthday prior to or on June 15<sup>th</sup> 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 5 hours of service per month, or a minimum of 60 hours per year.
- Performance of the duties assigned to the Grand Office/s appointed.
- Attendance at the following mandatory events:
  - Founder's Day (July)
  - Grand Officer Leadership (August)
  - Official Visits (scheduled typically over 5 weekends between August 1<sup>st</sup> - October 31<sup>st</sup> and March 1<sup>st</sup> - May 8<sup>th</sup>)
  - Rainbow Camp and Rainbow Sunday (second weekend in March)
  - The GWA Reception (early May)
  - Grand Officer Practice Day (mid-May)
  - Grand Assembly (June)
- 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.

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) via the NV IORG web page and 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 and 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 request a “title” office?

In Nevada, it is common for members to receive several Grand Officer appointments, allowing members to serve in several offices during their tenure as Nevada Grand Officers. This progression creates opportunities for 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 20<sup>th</sup> or 21<sup>st</sup> 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 school and work (adult) commitments with Rainbow (girl) 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, 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, regardless of what offices they may be appointed to fill after that year. Members may request a “title” office as they approach their 18<sup>th</sup> or 19<sup>th</sup> birthday; specific eligibility dates are found in the current Grand Officer Application.

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 20<sup>th</sup> 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, regardless of the member’s age
- Title Year Confirmation (if applicable)
  - if not eligible for or requesting a Title Year appointment, *do not include this page*
- Response to Interview Questions (transmitted to the Supreme Officer in a sealed envelope)

- Personal Profile (limited to 1 page)

#### Why are written Interview Questions submitted to the Supreme Officer?

Grand Officer appointments equate to hiring members to serve in specific offices with specific duties for the upcoming Grand Year. The roles and responsibilities of each office vary from year to year, based on the needs of our local assemblies and our Grand Assembly. In order to match each member with the best office and opportunities for her for the upcoming year, it is necessary to gather and consider a variety of information.

The Interview Questions represent questions that could be asked during a job interview. Members should answer each question honestly, taking advantage of the opportunity to share directly with the Supreme Officer. This information will provide the Supreme Officer with additional insight into each member's self-identified strengths, goals, and plans for the future. Similar to a job interview, this interaction is limited to the applicant and the employer, in this case the Supreme Officer.

The Interview Questions should be given the same attention to detail as a job or scholarship application. The response must be type written. The response should be written in complete sentences, using proper grammar and sentence structure, i.e. capital letters, punctuation, etc. The response to the Interview Questions should be placed in a sealed envelope, then the applicant should sign the back of the envelope (over the sealed edge).

The complete Application Package, including the sealed envelope, must be given to the Mother Advisor by the established deadline.

#### What is a Personal Profile?

Personal Profiles are an opportunity to share information with fellow Grand Officers and the Adult Leadership Team. These are a great way to get to know, or learn more about, the members of the Grand Family. The information included in the Personal Profiles may be utilized for matching "Bigs" with "Littles" and to prepare the Grand Banquet Escort introductions at next year's Grand Assembly. Personal Profiles should not include information on future Grand Offices; those decisions have not been made.

#### How should the Personal Profile be formatted?

- 1 page
- Typewritten in a 12 font size
- Include your name and assembly
- Written in complete sentences, utilizing proper grammar and punctuation

#### What information should be included in the Personal Profile?

Information included in the profile may be presented in a style that reflects the PERSONALity of the author. The content recommendations are just that - recommendations. Do not feel obligated to follow the list precisely.

- ✓ Describe your personal interests and hobbies – your educational and career goals, things that make you happy, etc.
- ✓ Include information about your family: parents' names, siblings' names and ages, interesting facts about your family (16 dogs, lived in the same house since birth, etc.).
- ✓ Discuss what you hope to accomplish during the upcoming year: as a Grand Officer, as a member of your assembly, or in your life.

- ✓ Share highlights of your Rainbow life, such as when and where you were initiated, when you served as Worthy Advisor, or your favorite Rainbow office.

#### 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 should 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 meeting 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 scoring sheet, 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
- ✓ Response to Interview Questions from the applicant to the Supreme Officer (in a sealed envelope)
- ✓ Personal Profile
- ✓ 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.

The Supreme Officer then begins the appointment process, which mirrors the hiring process used in places of employment. Each applicant is ranked based on her individual scores from her Advisory Board, Grand Deputy, and Directors, as well as scores for service hours and proficiency levels attained in the past year. Those who rank the highest are appointed to offices first. This does not mean that the highest scoring applicant is appointed Grand Worthy Advisor. It does mean that the highest scoring applicant is considered first. 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) in the best interest of the jurisdiction for the upcoming year.

### How to address concerns regarding appointments?

The Grand Officer application and appointment processes are updated each year, based on the input and priorities of the girls, recommendations from adults, and the changing needs of the Grand Assembly. Girls and adults are invited to provide input to the Supreme Officer regarding ways to improve this process and to better meet the needs of Nevada Rainbow.

Concerns regarding specific Grand Officer appointments should be addressed with the Supreme Officer through email or telephone communication. Concerns should not be expressed through social media. Public criticism of a girl or an adult could be interpreted as bullying or harassment, both of which are a violation of the Supreme Assembly's Code of Conduct and Youth Protection Training.