

GRAND REPRESENTATIVE RESPONSIBILITIES

*NOTE: In Nevada, the correct title is "Grand Representative **OF...**" NOT "Grand Rep to...."*

Deadlines for the Representatives include:

- February 1: Submit draft report to Director of Grand Representatives (DGR)
- Camp: Review and time report with DGR
- April 1: Submit a final draft of the report to the DGR
- May 1: Submit a video recording of the report to the DGO

Supreme Assembly's goal for the Representative program is allow girls the opportunity to form friendships with their counterparts in other states. Nevada Grand Assembly has an additional goal, which is to learn and share about the traditions and innovative ideas of our sister jurisdictions during our Grand Assembly Sessions.

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

- Corresponding regularly with their counterpart, exchanging information about Rainbow
- Inviting their counterpart to attend Nevada Grand Assembly
- Attending Grand Assembly in their jurisdiction if possible
- Preparing a report highlighting traditions in the assigned state or jurisdiction

Additionally, Representatives of west coast states (**Arizona, California, Oregon, and Washington/Idaho**) should work with the Supreme Officer, Director of Grand Representatives, and other designated adults to organize a Nevada delegation to visit that jurisdiction's Grand Assembly or another official function, if possible.

Commission Certificates are prepared for each jurisdiction for which a Grand Representative has been appointed. Each Commission includes the name, address and phone number of Nevada's Representative, along with the name, address and phone number of Nevada's Director of Grand Representatives. Commissions and a congratulatory letter for the new Grand Representative of Nevada are distributed to the Director of Grand Representatives in each jurisdiction. This generally occurs during Supreme Assembly or Supreme Seminar, which are held in July or August of alternating years.

Similarly, Directors of Grand Representatives in other jurisdictions will provide Commission Certificates to Nevada's Director of Grand Representatives. Our Director of Grand Representatives will distribute Commissions to our Grand Representatives as they are received.

Upon receipt of a Commission or contact information for a counterpart, each Representative should begin corresponding with her counterpart. The goal of the program is that Representatives will develop a pen-pal relationship with their counterparts, sharing information about Rainbow and our state-specific traditions, as well as forming a lifelong friendship.

Email communication is encouraged, because it is an effective and efficient means of communication. It is also easy to document when messages were sent and received. It is recommended that initial messages include the Director of Grand Representatives, so she knows that an effort is being made to initiate contact.

Representatives should invite and encourage their counterpart to attend Nevada Grand Assembly. This invitation should include the dates and location of Grand Assembly, noting that the registration materials are posted to the NV IORG web site in early spring (generally by February). Girls from other states will be housed with our Representative's respective assembly, generally four to a room, and should be invited to participate in all Grand Assembly and Assembly sponsored events and

meals. While Grand Officers attend practices, the hosting assemblies should ensure guests are included in Assembly events, so our guests are never left on their own. It is also helpful for hosting assemblies to assist with local transportation needs, such as getting from the airport to the hotel and back to the airport.

Representatives are encouraged to travel to their jurisdiction, whenever possible, attending Grand Assembly, official functions, or local events hosted by their counterpart/s Assembly. Please refer to the “Visiting Other Grand Jurisdictions” section of the Handbook for additional information.

By the last fall OV, each Representative will confirm with the Director of Grand Representatives that contact has been made with her counterpart/s. The Director of Grand Representatives may ask for written confirmation in the form of an email or she may provide a request for specific information that would demonstrate that communication and sharing has begun.

By February 1st, each Representative will submit a written, draft report regarding the Rainbow activities in her jurisdiction to the Director of Grand Representatives. The report should adhere to the Representative Report Guidelines found later in this document. This report is due by the established deadline regardless of whether or not that Grand Assembly has occurred.

During March, each Representative will meet with the Director of Grand Representatives in person or via Zoom to review and time the report. During this review process, the Representative will read her speech aloud, allowing it to be timed (for scripting purposes) and facilitating discussion regarding areas that may be confusing to the listener. The Director of Grand Representatives may invite another adult to assist with the review and recommendation process.

By April 1st, each Representative will submit a final, written report to the Director of Grand Representatives, as well as an update of the length (in minutes) of the report. Once the finalized report has been accepted by the Director, the Representative should begin memorizing the report.

By May 1st, each Representative will submit a pre-recorded report to the Director of Grand Representatives. This video will be shared during Grand Assembly.

At Grand Assembly, each Representative will:

- Be a gracious hostess to her counterpart if she/they are able to attend Nevada Grand Assembly

Getting to know Rainbow in other jurisdictions

These following questions are provided as a guide for gathering information about Rainbow in other Grand jurisdictions. These questions may be asked over the course of several communications.

- When and where is Grand Assembly held?
- What are the major activities of Grand Assembly?
- How many Assemblies are in the Grand jurisdiction?
- What is the total membership in the Grand jurisdiction?
- Does the Grand Assembly have a state publication (equivalent to Rainbow Trails)? What is it called? How often is it published?
- How are Grand Officers selected? What are the eligibility requirements for serving as a Grand Officer?
- Does the Grand Worthy Advisor have a statewide service project or other projects?

- Does the Grand Worthy Advisor wear a crown? If so, is it a crown of her choice or is it passed down?
- Who is eligible to serve as a Grand Representative?
- Do Grand Representatives give reports during Grand Assembly? If not, what types of reports are given during Grand Assembly?
- Do the Grand Representatives participate in organized activities, such as a drill or costume contest, etc.? If yes, it may be helpful to obtain a copy or a description.
- What is the membership of the girl's own assembly?
- Do the officers (in local assemblies) all wear gowns (formal dresses)?
- Are they all the same style and color? If so what color?
- What are the money-making projects in her Assembly? (Please go into detail.)
- What are the service projects of the Assembly?

Grand Representative Report Format

All Representative reports are to be:

- ✓ Type written on 8 ½ x 11 inch paper
- ✓ Using a traditional 12 size font, such as Arial, or Times New Roman
- ✓ Double spaced with one inch margins (on all sides)
- ✓ Submitted as a Word document

All Representative reports must be timed. To obtain the most accurate timing, the report should be read aloud, with inflection and the anticipated drama or antics.

A two-minute report, for many, includes approximately two pages of typed information.

Grand Representative Report Guidelines

Be creative when developing your report. Be interesting and informative! Don't be boring!!

- Representative reports may be up to 2 minutes in length (for a single state or a region).
- 2022-2023: all representative reports were recorded and played during Grand Assembly; the format for 2023-2024 will be determine during Grand Officer Leadership.
- A theme may be selected for the report - Cute? Third person? Animated? Reporter format? Keep in mind the theme should not dominate the report; the audience wants to hear about Rainbow, not the character of the speech.
- If you attended the state's Grand Assembly Sessions, please share about your experience. If you did not attend, please do not pretend that you did. Our audience likes to be reminded of who received Pixie Dust or had an opportunity to travel during the year. This is a great opportunity to again say thank you, if you were blessed with Pixie Dust.
- Identify the State represented and the first name of your counterpart (If she is AT our Grand Assembly, introduce her by her first and last name).
- Discuss innovative ideas and special projects that may be unique to that jurisdiction.
- Discuss the Grand Worthy Advisor's service or fundraising projects.
- DO NOT discuss your Representative's boyfriend, grades in school, her favorite sport or music group!