

## **ADVISORY BOARD: ROLES AND RESPONSIBILITIES**

To more clearly and more equitably share the work of the Advisory Board, the roles and responsibilities of Advisory Board members and elected Advisory Board officers have been revised, effective February 1, 2019. The following is a summary of those responsibilities, not a concrete job description.

### **All Adult Workers**

All Adult Workers, including, but not limited to Advisory Board members, are expected to:

- Complete an Adult Worker Profile (once every two years)
- Complete a background check by the vendor selected by Nevada Rainbow (NV IORG)
- Complete an Adult Release (annually)
- Attend Advisory Board Training (annually)
- Complete Youth Protection Training (YPT) Modules 1-7 (one time requirement); attend refresher courses (as scheduled)
- Attend Adult Leadership (annually)
- Attend Statewide events, such as Adult Leadership, OV's, Rainbow Camp, and Grand Assembly (to the extent possible)

### **Advisory Board Members**

Advisory Boards are responsible for counseling, advising, and directing the affairs of the Assembly; therefore, it is imperative the Board members be familiar with the Assembly and its members. This familiarity is best gained through active participation with the Assembly, including, but not limited to:

- Attending a minimum of one assembly meeting per month
- Attending at least one half of the Assembly's activities each term
- Attending all of the Assembly's installations, initiations, formal escort meetings (most occur once each term)
- Attending a minimum of 9 Board meetings per year (based on 12 per year)
- Assisting with chaperoning and transportation throughout the year
- Serving on Assembly and Advisory Board committees, as needed

Advisory Board members should notify the Advisory Board Chairman if they are unable to attend an Assembly or Board meeting or Assembly event (for which they signed up to attend).

### **Advisory Board Chairman**

Supreme Statute requires active participation as the Advisory Board member for a minimum of two (2) years before being eligible to be elected to serve as Board Chairman.

In Nevada, the duties of the Advisory Board Chairman include the following:

- Adhere to Supreme Statutes, Uniform Code of By-Laws, and NV IORG policies
- Facilitate monthly Advisory Board Meetings
  - Notify girls, Board members, GD and SO of the date, time, and location of Board meetings
  - Prepare and distribute the agenda and supporting documents to all Board members, GD, and SO at least one week prior to the Board meeting
  - Ensure all Board members participate in meeting (no one should dominate discussions; everyone should be encouraged to participate)
  - Ensure at least 2 Board members commit to chaperoning each Assembly event (not necessarily the MA and AMA); assist with identifying "substitutes" for chaperoning, as needed
- Serve as the Liaison to Assembly Adults, including Parents, Majority members, and Sponsoring Orders
  - Collect Adult Release Forms from Board members and Chaperones

- Assist MA by ensuring these are filed in the Emergency Response Binder
  - Ensure good communication between the Assembly and families, Majority members, and Sponsoring Orders
  - Respond to all concerns from adults regarding other adults, following the procedures identified in the Youth Protection Training materials
- Establish Committees, as needed (and timely)
  - Visitation Committees (appoint as often as needed)
  - Budget Committee (appoint in October, Committee can meet in November; Committee can present the proposed budget to the Board/Assembly in late November/early December; and the Assembly can vote to approve or modify the budget in December/January)
  - Audit Committee (appoint in October, so they may participate in Audit Day in November)
  - By-Laws Committee (at a minimum, should be appointed every even numbered year → implement SA changes; timing should mirror the Budget Committee)

### **Mother Advisor**

According to Supreme Statute, only females may serve as Mother Advisor. Additional. Supreme Statute requires a minimum of two (2) years of Advisory Board service before being eligible to be elected to serve as Mother Advisor.

In Nevada, a Special Dispensation is required from the Supreme Officer before a mother and daughter may serve in the East at the same time (as Mother Advisor and Worthy Advisor).

Supreme Statute requires the Mother Advisor to:

- Prepare the Annual Reports in triplicate, through the online reporting procedure:
  - One copy is retained for the Assembly's records
  - Two copies are submitted to the SO no later than January 15
  - Additionally, two Assembly checks are required:
    - One check is payable to the Supreme Assembly for membership fees
    - One check is payable to Nevada Grand Assembly for fees due to the jurisdiction
- Serve as the custodian for the Assembly's copy of the Book of Traditional Instructions, and
  - As such is to ensure the book is not copied or lost
    - Replacement copies may be ordered for \$20, with the approval of the SO

In Nevada, the duties of the Mother Advisor also include the following:

- Serve as liaison between Advisory Board and girls
  - Request assistance from the Advisory Board Chairman and members
  - Refer all adult concerns to the Advisory Board Chairman
- Maintain Emergency Response Binder
  - Update forms annually and as girls are initiated
  - Review prior to out of town trips (such as: OVs, Rainbow Camp, and Grand Assembly)
  - Request forms for adults from Chairman
- Serve as the Point of Contact for members' absences and arrange substitutes, as needed
- Ensure the girls' compliance with the Supreme Statute, the Uniform Code of By-Laws, the Code of Conduct and the NV IORG dress code
  - Assist the Assembly Recorder with timely issuance of:
    - Dues Cards and Majority Cards
    - Notice of Election to Receive the Degrees
    - Delinquent Dues Notices and Suspension Notices
- Facilitate monthly Line Officer Meetings
  - Assist Line Officers with event planning and scheduling (for the current and future terms)
- Review WA's agenda prior to each regularly scheduled meeting
- Review and approve invitations, fliers, scripts and programs for the following:
  - Installation

- Formal Escort
- Assembly events
- Facilitate floor work practices for workshop night, Formal Escort, Initiation, and Installation
- Add new members to SA Database within 48 hours of initiation
  - Email the name of the initiate and her sponsor to the Director of Membership
- Order Assembly supplies from Supreme Assembly, as needed (or delegate)
  - Before exceeding the amount included in the Assembly budget, request approval from Board and Assembly
- Compile and submit the following information for the Annual Report Package:
  - One copy of the Assembly's approved budget for the next year (February to February)
  - One copy of the Assembly's Audit report if the Assembly did not participate in Audit Day
  - The most current bank statement for each Assembly and Advisory Board checking, savings, and investment account
  - An annual inventory of Assembly paraphernalia (incoming and outgoing MAs; if the MA has been elected to another term, MA and an incoming Advisory Board member)

### **Assistant Mother Advisor**

The Assistant Mother Advisor assists the Mother Advisor by:

- Ensuring Assembly Officers are proficient in their ritual work (prior to installation)
  - Coordinate with the MA to ensure new members memorize their Obligation (within the term, if possible)
  - Assist new members in learning the American's Creed (within the term, if possible)
- Select an adult prompter for each meeting (or the term)
- Collect and track points and service hours, as reported by the members
  - Meet with girls who are eligible to earn the Wreath, so they may answer the "20 Questions"
    - Should be done prior to Installation (or when bars are awarded)
- Ensure the room is properly set up and taken down at each meeting/event/practice
- Attend all Line Officer meetings

### **Advisory Board Secretary**

According to Supreme Statute, the incoming Advisory Board elects the Secretary of the Board. The duties of the Secretary include, but are not limited to the following:

- Prepare and distribute (electronically) the Board minutes within 7 days of meeting to the current Board members, GD, and SD
- Serve as the Point of Contact for Rainbow Camp and Grand Assembly registration, ensuring all registration deadlines are met
  - Enlist the assistance of other Advisory Board members and/or parents and Majority members (not the MA/AMA)
- Assist the Assembly Recorder; in the absence of an Assembly Recorder, perform the duties of the Assembly Recorder, which are described at the end of this document

### **Advisory Board Treasurer**

In Nevada, the Treasurer is the custodian of the Assembly checkbook and is responsible for:

- Adhering to the financial polices established by NV IORG, including
  - Using the software application prescribed by NV IORG to maintain the Assembly's financial records
- Making deposits and issue checks in a timely manner (upon receipt of funds or Assembly approval for bill payment)
- Providing management of the Assembly's approved budget by:
  - Monitoring and reporting actual income and expenditures vs. budgeted
  - Alert the Board when budget revisions are needed
  - Provide a report to the Board (and Assembly) at the close of each term for Assembly specific activities and expenses (fundraising goals and actuals, fun trip expenses, etc.)

- Assisting with the development of the Assembly's budget for the next year by:
  - Serving on the Budget Committee
  - Providing high level information on the budget vs. actual income and expenses for the current year
- Preparing the Assembly's financial records for audit
  - Ensure required records are available for audit on the established date (Audit Day)
  - Serve on the Assembly's Audit Committee, if assembly is participating in Audit Day
  - Take corrective action based on the findings of the Audit
- Assisting the Assembly Treasurer; in the absence of an Assembly Treasurer, perform duties of Assembly Treasurer, which are described at the end of this document

### **Pledge Mom**

In Nevada, Pledge groups meet prior to the regular meetings of the Assembly. Pledge meetings generally include the meeting, a quick craft, and a simple snack. Pledge may also participate in Rainbow Camp. Pledge may also participate in the Assembly's fun events, at the invitation of the Assembly. (Not all Rainbow events, including fun events, are appropriate for Pledge aged girls.) The Pledge Mom must be an adult, female; her duties include:

- Planning meetings and activities for Pledge
  - Coordinating with the MA to ensure Rainbow Girls are present for Pledge meetings and activities
- Ensuring Pledge events are properly chaperoned by appropriate (eligible) adult chaperones

### **Duties of Assembly Recorder and Treasurer**

Below are the duties of the Assembly Recorder and Treasurer; more information may be available in the NV IORG policies and the Members' Handbook.

#### **Recorder**

- Receive money; prepare receipts; transmit money to Treasurer
- Issue Dues cards upon receipt of dues payment
- Prepare Minutes for each assembly meeting
- Take Roll Call at each assembly meeting
- Send Notice to Receive the Degrees, following Balloting
- Send Delinquent Dues Notices, upon direction of the MA
- Send Suspension Notices, upon direction of the MA
- Read and file correspondence received by the Assembly

#### **Treasurer**

- Receive money from Recorder; record funds; transmit to adult Treasurer for deposit
- With the assistance of the Advisory Board Treasurer, process payment for the Assembly's bills
  - Approved in annual budget → write check
  - Not in assembly budget → write check AFTER assembly votes to pay bill
- Prepare and read the monthly Treasurer's report
- Balance the checkbook monthly
- Serve on the Budget Committee
- Serve on the Audit Committee, if the assembly is participating in Audit Day