

## ADVISORY BOARD MEETINGS

### When does the Advisory Board meet?

The Advisory Board meets monthly; however, special meetings may be held as necessary. Advisory Boards are encouraged to establish a consistent meeting date and time that is mutually convenient for the Advisory Board members and the Grand Deputy.

### Where does the Advisory Board meet?

Advisory Board meetings may be held at a Lodge/Temple, in someone's home or at a restaurant. It is, however, important to ensure the location allows the Board's business to be addressed in a confidential manner.

### How many members constitute a quorum?

For Advisory Board meetings, five (5) members constitute a quorum, provided that the Chairman and the Mother Advisor, or their officially appointed representatives (who are also Board members) are present at the meeting.

### Who may attend an Advisory Board meeting?

Advisory Board meetings are closed; no one other than Advisory Board members, the Grand Deputy, the Supreme Officer or her designee may attend, unless specifically invited. Invited guests, which may include Rainbow Girls, may only attend that portion of the meeting that pertains to their attendance. For example, the Worthy Advisor-elect and Charity-elect should present their term calendars to the Advisory Board prior to the Board's regular meeting; when the girls have finished their presentations, they should excused and the Board meeting may convene.

### How long should an Advisory Board meeting last?

Most Board meetings can be completed in less than two hours, if those present remain focused on the task at hand. Visiting should held until after the Board's business (meeting) has been completed (adjourned). This allows those who have other commitments, such as young children waiting at home to be tucked into bed or early start times the next morning, to excuse themselves.

## ADVISORY BOARD AGENDA ITEMS AND TASK TIMELINES

### Sample Agenda

The following items should be included in an Advisory Board agenda; however, the sequencing of the items may be revised to best meet the needs of the Board.

1. Approval of the minutes from the previous Advisory Board meeting  
*The minutes should have been distributed electronically to the Advisory Board, Grand Deputy and Supreme Officer within one week of the Advisory Board meeting. This allows Board members to refer to the minutes between Board meetings. Electronic distribution prior to the next Board meeting eliminates the need to have the Minutes read verbatim at the next meeting.*
2. Mother Advisor's Report  
*This report should include a brief summary of the events since the last Board meeting, noting areas that need special attention or corrective action. It is not necessary to include every detail or identify those who attended, as the Board members should have been at the event or at the Rainbow meeting when the girls reported on the event.*

*The report should provide information on upcoming events, especially those that will occur before the next Advisory Board meeting. The Mother Advisor should note areas or activities where assistance is needed.*

*To the extent possible, the Mother Advisor's Report should NOT include specific details related to a specific Assembly member whenever corrective behavior may have been a concern.*

*The Mother Advisor's Report can be distributed electronically prior to or during the meeting, so Board members can review and reference it. This may also assist the Secretary in the preparation of the meeting minutes.*

3. Pledge Mom's Report

*The Pledge Mom may briefly summarize the events of the Pledge Group and request assistance from the Board, as needed.*

4. Applications for Membership

*As Applications for Membership are received, the Chairman should form a Visitation Committee, appointing the adults who will serve on the Committee. The Mother Advisor will share this information with the Worthy Advisor prior to the next meeting, so she is prepared to appoint the girl members of the Committee during the Assembly's next meeting.*

5. Review of the Treasurer's report and the Assembly's overall financial status

*The Advisory Board Treasurer should provide the Board with a summary of the account balances and transactions that occurred since the last Board meeting. The Treasurer should also notify the Board of any financial issues, such as the need to revise the Assembly's budget mid-year.*

6. Old Business – not already covered in the Mother Advisor's Report

*Committee reports fall under this item of business, including but not limited to: the Budget Committee and the Audit Committee.*

7. New Business – not covered in the Mother Advisor's Report

*Examples of New Business include, but are not limited to: approving the term calendar presented by the Worthy Advisor-elect and Charity-elect; identifying girls who are eligible to run for Faith; Grand Officer recommendations; Assembly Scholarship Applications; Adult Service Awards; and Grand Cross of Color recommendations.*

8. Grand Deputy's Report

*Through June 2019, this report should include an update on the Grand Officers' meetings and the progress of the Assembly's Grand Officers in fulfilling their duties on behalf of Grand Assembly.*

*This report should also include information from the Supreme Officer and/or the Grand Executive Board, as well as recommendations or clarifications pertaining to the Board.*

Reminders: Timelines

February:

- ✓ Finalize the travel plans for Rainbow Camp
- ✓ Discuss Grand Assembly – appoint adults to facilitate registration, transportation, etc.

March:

- ✓ Grand Officer recommendations (Grand Deputy must be present)

April:

- ✓ Approve the term calendar presented by the WA, WAA, Charity, and Hope-elect
- ✓ Identify girls who are eligible to run for Faith

May:

- ✓ Finalize plans for Grand Assembly

June:

- ✓ Finalize plans for Founder's Day, if your Assembly is the regional host

July:

August:

- ✓ Approve the term calendar presented by the WA, WAA, Charity, and Hope-elect
- ✓ Identify girls who are eligible to run for Faith

September:

- ✓ Appoint a By-Laws Committee to determine if changes are needed and in even numbered years, incorporate changes approved by the Supreme Assembly

October:

- ✓ Appoint a Budget Committee
- ✓ Appoint an Audit Committee
- ✓ Review the recommendations of the By-Laws Committee if appointed; forward the Board-approved By-Laws to the Assembly for consideration and approval

November/December:

- ✓ Review the recommendation of the Budget Committee; forward the Board-approved budget to the Assembly for consideration and approval
- ✓ Review the findings of the Audit Committee

December:

- ✓ Approve the term calendar presented by the WA, WAA, Charity, and Hope-elect
- ✓ Identify girls who are eligible to run for Faith
- ✓ Grand Cross of Color and Adult Service Award recommendations (Grand Deputy must be present)
- ✓ Begin making travel plans for Adult Leadership
- ✓ Establish plan to complete Annual Report by December 31<sup>st</sup>

January:

- ✓ Begin making travel plans for Rainbow Camp
- ✓ Finalize travel plans for Adult Leadership
- ✓ Address any items or issues that may arise before the new Board is installed