

## 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. 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 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.

## 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  
*Ideally, the minutes should be distributed electronically to the Advisory Board within one week of the 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, 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 also include information about 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.*

*If agreeable to the Mother Advisor and the Advisory Board, 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
4. Applications for Membership  
*The adults who will assist with the visitation of the potential member should be determined at the Advisory Board meeting. This information will then be transmitted by the Mother Advisor to the Worthy Advisor, so she is prepared for the same selection process during the Assembly's meeting.*
5. Review of the Treasurer's report and the Assembly's overall financial status
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; determining girls eligible to run for Faith; Grand Officer recommendations; Assembly and Nevada Grand Assembly Scholarship Applications; Adult Service Awards; and Grand Cross of Color recommendations.*
8. Grand Deputy's Report  
*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 may also include information from the Supreme Officer and/or the Grand Executive Board, as well as recommendations or clarifications pertaining to the Board.*

#### Task Timelines

February: Finalize travel plans for Rainbow Camp

March: Grand Officer recommendations

April: Discuss Grand Assembly – appoint adults to facilitate registration, transportation, etc.

May: Assemblies with 4 month terms - approve the term calendar presented by the WA-elect and Charity-elect

June: Assemblies with 6 month terms – approve the term calendar presented by the WA-elect and Charity-elect

July:

August: Assemblies with 4 month terms - approve the term calendar presented by the WA-elect and Charity-elect  
Grand Officer recommendations for mid-year appointments

September: Appoint Budget Committee

October: Review and approve the recommendations of the Budget Committee; forward the proposed budget to the Assembly for review and approval

November: Appoint Audit Committee

December: Adult Service Award and Grand Cross of Color recommendations  
Review and approve the recommendations of the Audit Committee  
All Assemblies - approve the term calendar presented by the WA-elect and Charity-elect

January: Address any items or issues that may arise before the new Board is installed