

## DIRECTORS: ROLES AND RESPONSIBILITIES

*The roles and responsibilities identified in this document become effective July 1, 2019.*

### **All Adult Workers**

All Adult Workers, including, but not limited to: Advisory Board members, Grand Deputies, Directors, and GEB members

- Complete Adult Worker Profile (once every two years)
- Complete Adult Release (annually)
- Attend Advisory Board Training (annually)
- Complete YPT 1-7; attend refresher courses, as scheduled
- Attend Adult Leadership (annually)
- Attend Statewide events, such as Adult Leadership, OV's, Camp, Grand Assembly (to the extent possible)

### **Directors**

Directors have different areas of focus: some will work with Grand Officers, others will oversee specific events or groups of girls, and others will facilitate statewide programs that involve all members.

Directors Area of Focus:

#### **Grand Officers**

- Director of Grand Officers
- Director of Grand Representatives
- Director of Grand Assembly Music
- Director of Membership
- Director of Fundraising
- Director of Public Relations

#### **Specific Events or Groups**

- Director of the Grand Cross of Color Team
- Director of Rainbow Camp
- Director of Jurisdictional Travel

#### **Statewide Initiatives**

- Director of Service
- Director of Pledge
- Director of Leadership Programs
- Director of Proficiency

Each Director will serve as a subject matter expert for his/her assigned area and will be responsible for updating, implementing, and revising his/her responsibilities on an annual basis. Each Director will also be responsible for identifying if they wish to have a Co-Director (in another part of the state) or the assistance of other Adult Advisors.

### **Directors focused on Grand Officers**

Prior to the start of each Grand Year, these Directors will be responsible for revising their applicable section of the Grand Officer Handbook and submitting it to the Supreme Officer no later than May 1<sup>st</sup>.

During the Grand Year, these Directors will be schedule meetings with their respective Grand Officers as needed. These meetings can be in person (Grand Officer Leadership or prior to OV's), or by conference call, or by email.

These Directors will also submit articles for the Girls' Newsletter and the Adult Newsletter, as requested. Directors may prepare these articles individually, or they may ask members of their committees to do so.

Additionally, each of these Directors will:

#### **Director of Grand Officers**

- Collect all fees owed by Grand Officers to Nevada Grand Assembly (the jurisdiction)

- Collect items due by GO, including Personal Profiles, quilt squares, and mascot bags
- Ensure GO compliance with the Expectations of a Nevada Grand Officer and the dress code
- Assist the GWAA with the design and construction of the GWA's quilt and presentations
- Assist the Drill Leader and Honorary Drill Leader with the creation of march-ins for each Session of Nevada Grand Assembly, using the music selected by the GWA
- Assist the Supreme Officer in facilitating the Jr. GEC meetings and retreat
- Assist with Grand Officer practices, including Installation Team Practice (in her geographic area), GO Practice Day, and Grand Assembly practices
- Prepare the State Rainbow Dad's Grand Officer Escort Introductions for Grand Assembly

#### Director of Grand Representatives

- Send Grand Representative Commissions to each jurisdiction, providing the name and contact information for the representative from Nevada
- Receive Grand Representative Commissions from each jurisdiction and distribute to each Grand Representative
- Assist Grand Representatives in making contact with their counterparts; seeking the assistance of the Supreme Officer, when needed
- Approve all Grand Representative reports and costumes, based on the established schedule
  - Ensuring reports are within the established time limits
  - Receiving two copies of the final report from each Grand Representative; one copy for prompting and one copy for the GWA's scrapbook
- Prompt Grand Representatives during their reports at Grand Assembly
- Assist with Grand Officer practices, including Installation Team Practice (in her geographic area), GO Practice Day, and Grand Assembly practices

#### Director of Grand Assembly Music

- Assist the Grand Choir Director (and Grand Musician) in the direction of the Grand Choir, through
  - Recruitment of girls to the Grand Choir
  - Preparation and maintenance of the Grand Choir introduction list
  - Distribution of Grand Choir mascots, music and CDs (or equivalent)
  - Distribution of Grand Choir fabric, including
    - Getting the measurements for each member
    - Having the Grand Choir dress fabric cut
    - Distributing the pattern, instructions, and fabric at Adult Leadership (or Rainbow Camp)
  - Selection of songs that may be fun and appropriate for the Grand Choir to sing during Grand Assembly
  - Conducting Grand Choir practice at Rainbow Camp and Grand Assembly
- Work with the Grand Musician to ensure piano music is played during all ritualistic ceremonies
  - At a minimum, the Grand Musician should provide instrumental music during Initiation
  - Arrange for others (adults and girls) to provide additional accompaniment during other ritualistic ceremonies (Opening, Balloting, Closing)
- Approve all Grand Assembly music selected by the GWA, Grand Chaplain (Vespers), and others (Assembly Entertainment, Talent, etc.)
- Assist the Grand Choir Director and Grand Musician in planning a Talent Show, if they choose to have one at Grand Assembly
  - Facilitate tryouts during Rainbow Camp or some other appropriate time during the Spring
  - Confirm acts one month prior to Grand Assembly and notify the Supreme Officer

### Director of Membership

- Work with the members of the Membership Committee to promote the recruitment of new members and the retention of current members
  - Keeping in mind the SWA has created an incentive program to reward girls who bring new members to Rainbow
- Assist Grand Faith with the creation of 6 recruitment events (2 per term: Fall, Spring, and Summer), which may be used by girls who have recently been elected Faith in the local assembly
- Assist Grand Hope with the creation of 6 retention events (2 per term: Fall, Spring, and Summer), which may be used by girls as they serve as Hope in their local assembly
- Encourage other members of the Membership Committee (Grand Representatives) to attend and support local membership events in their geographic area
- Coordinate the preparation of a Committee report for presentation during Grand Assembly
- Serve as a resource for Assemblies seeking to grow their membership
- Serve as a resource for Sponsoring Orders and/communities seeking to open a new Assembly

### Director of Fundraising

- Work with the members of the Fundraising Committee to achieve their committee and individual fundraising targets:
  - Assist Grand Charity with planning and implementing two fundraising events, one in the Fall and one in the Spring
  - Assist Grand Charity with the Sweet Shoppe at Grand Assembly, by
    - Approving the flier seeking donations from assemblies
    - Ensuring change is available for the cash box
    - Assisting with asking adults to staff the Sweet Shoppe (Past Grand Charities welcome the opportunity to pay it forward by helping with this event)
  - Assist each member of the Committee (Bow officers) with her fundraising event in the Fall
  - Assist Grand Treasurer with the selection and sale of logo wear throughout the year,
    - Including sales at Rainbow Camp
- Encourage other members of the Fundraising Committee to attend and support local membership events in their geographic area
- Coordinate the preparation of a Committee report for presentation during Grand Assembly
- Serve as a resource for Assemblies seeking to new ideas for fundraising

### Director of Public Relations

- Work with the members of the PR Committee to identify ways to promote Nevada Rainbow, including:
  - Assist Grand Recorder with compiling articles for the Girls' Newsletter, which will be published (electronically) every other month
    - The following will provide regular messages: GWA, Directors of Committees, Supreme Officer
    - Others will provide articles periodically, including the Girls of the Year for Membership and Service
  - Assist the Grand Editor with
    - Sales of Rainbow Trails ads
    - Gathering messages, articles and photos for Rainbow Trails
    - Creating the annual publication
  - Assist the Grand Historian with the preparation of the Grand Assembly slide show
- Coordinate the preparation of a Committee report for presentation during Grand Assembly
- Serve as a resource for Assemblies seeking to new ideas to promote their assemblies and events

## **Directors focused on Specific Events or Groups**

### Director of the Grand Cross of Color Team

- Provide technical assistance to assemblies hosting the Mystic Banquet
- Approve the messages prepared by the Dean of the Grand Cross of Color (if appointed) for:
  - Mystic Banquet/s
  - Rainbow Sunday
  - Grand Assembly (brunch/luncheon)
- Assemble the Grand Cross of Color Team
  - Disseminate the script, the date and time of practice, and information on the attire and practice
- Conduct the Grand Cross of Color practice during Grand Assembly
- Assist with the Grand Cross of Color brunch/luncheon at Grand Assembly
  - Ensuring the program remains on schedule
  - Providing challah bread for the Bread Service
- Assist with the Degree at Grand Assembly
  - Coordinating the paraphernalia
  - Prompting

### Director of Rainbow Camp

- Collaborate with the Director of Leadership Programs and others to maintain and update the agenda for Rainbow Camp
  - Consider input from girls and adults in order to ensure a high quality experience for the girls
- Coordinate with the GWAA to make the following selections:
  - Theme
  - Team-building Activities
  - Crafts
  - Decorations
- Arrange for the Rainbow Camp facility, housing and meals, including food preparation
- Prepare Registration materials
  - Submit to SD no later than November 1<sup>st</sup>, for inclusion in the December Adult Newsletter
- Receive all registration materials and moneys
- Maintain financial records, including amounts spent per activity/meal and receipts
- Prepare a final (financial) report within 30 days of Camp
  - Submit to Grand Assembly (jurisdictional) Treasurer and SD

### Directors of Jurisdictional Travel

At a minimum, Directors will be appointed for Supreme Assembly, California Grand Assembly, and Washington/Idaho Grand Assembly. Additional Directors of Jurisdictional travel may be appointed based on interest from adult workers.

Each Director of Jurisdictional Travel (Supreme Assembly, CA, WA/ID) will:

- Coordinate travel for the Nevada delegation to the designated jurisdiction, specifically:
  - Preparing the itinerary and cost estimate
  - Identifying the dates, times, and methods of travel from Reno and Las Vegas
  - Preparing event information, such as
- Submit registration and housing information to the hosting jurisdiction
- Make necessary reservations for ground transportation, meals, special activities, etc.
- Distribute and maintain the required out-of-area travel forms
- Travel with the jurisdiction to the event:

- Provide a daily briefing to all travelers, sharing the plan and attire for each day
- Ensure sufficient chaperones and drivers are available during the trip
- Maintain financial records during travel, including total spent per activity and receipts
- Prepare a final (financial and narrative) report within 30 days from the date of return

Additionally, each Director will assist the Grand Representative to their jurisdiction with planning one additional trip during the year to attend another (non-Grand Assembly) event. The Director of SA travel will assist the Grand Representatives of Arizona and Oregon with planning a one day or weekend trip. Directors are not expected to travel on these “mini” trips.

## **Directors of Statewide Initiatives**

### Director of Service

- Promote the reporting of service hours earned by members
  - Encourage girls to report service hours
  - Assist designated Assembly adult (Assistant Mother Advisor) with reporting service hours on a monthly basis
- Clarify what constitutes service hours and monitor service hours that require supporting documentation
- Prepare reports for the Supreme Officer, as needed
  - Service hours earned by Grand Officers (current commitment is 8 hours per month)
  - Reports for Girls of the Year and Assembly of the Year awards at Grand Assembly
- Share ideas for innovative service opportunities

### Director of Pledge

- Promote the development of new Pledge groups
  - How Pledge groups are formed
  - Who may lead a Pledge group (adults) and what training is needed (YPT 1-7)
- Share ideas for Pledge appropriate activities, including:
  - Pledge meetings
  - Pledge activities: crafts and projects
- Encourage assemblies to support and assist their local Pledge group/s
- Collect information on Pledge members, as required by the Supreme Assembly

### Director of Leadership Programs

- Facilitate the identification of leadership training topics
  - Consider enlisting the assistance of younger Majority members
- Coordinate training at Grand Officer Leadership and Adult Leadership
- Identify other opportunities for leadership training and/or development
- Assist with the development of the agenda for Rainbow Camp
- Conduct evaluations to measure the success of training events

### Director of Proficiency

- Promote the Nevada Rainbow Proficiency Program
  - Keeping in mind that proficiency levels do NOT have to be completed in order
- Schedule opportunities for girls and adults to demonstrate their proficiency
  - Select a team of older girls and adults to serve as proficiency “judges”
  - Girls (and adults) may not prove their proficiency to an adult from their own assembly or family
- Maintain the records of the Proficiency Program

- Award proficiency pins and charms as they are earned
  - Upon passing a level of proficiency, a pin is awarded with the corresponding charm
  - Beginning in 2019, charms will be awarded as levels are completed
  - Those completing levels of proficiency prior to 2019 may receive “missing” charms as follows:
    - Active members (girls) → upon request
    - Adults → upon request, \$3 donation per charm
- Provide replacement pins and charms as needed
  - Replacement pins may be purchased for \$10 and replacement charms may be purchased for \$3