**GRAND EXECUTIVE BOARD OF 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, OVs, Camp, Grand Assembly (to the extent possible)

**Elected Officers**

Chair

* Agenda preparation and distribution (1 week prior to meeting)
* Meeting facilitation

Vice Chair

* Assist the Chair, preside in his/her absence
* Automatically advance to Chair, after \_\_ year/s

Secretary

* Prepare and distribute the Minutes within 7 days of the meeting
* Receive all funds for NV IORG (jurisdiction); enter in to transmittal; deposit or transmit to Treasurer for deposit
* Develop/Update guidelines for Advisory Board Minutes and Assembly Minutes; develop/update template for Assembly Minutes

Treasurer (multi year term)

* Deposit funds, as needed
* Write checks as needed, ensure 2 signatures
* Balance checking/savings accounts monthly
* Track receipts and expenditures in \_\_\_\_\_
* Provide GEB with monthly financial reports
  + Provide periodic reports on investment accounts
* Process annual tax filings for jurisdiction and assemblies

**Appointed Officers**

Legal Counsel (multi year term)

* Review contracts and polices, as needed
* Prepare materials for YPT (abuse reporting mandates)

Grand Assembly Sessions Coordinator (multi year term)

* Serve as liaison between SD, GEB, and Grand Assembly Committee Chair to ensure
  + Timely execution of Grand Assembly contracts
    - Review contracts prior to signature by SD
  + Provide GA budget and reconciliation to GEB, annually
  + Ensure timely distribution of GA registration materials by the Grand Assembly Committee
  + Coordinate Grand Assembly T-shirt Order
  + Coordinate with GA and GEB Treasurers to ensure timely transfers of funds at the start of each Grand Year and following the close out of the Grand Assembly Sessions
  + Identify appropriate venues to host GA
    - Facilitate proposal/selection process

**Standing Committees**

*Note: Committees must be chaired/facilitated by GEB member; other members (girls and adults) may be added to committee, as needed, but do not become members of GEB or attend GEB meetings.*

Finance Committee

* Serve as the Budget Committee for the jurisdiction’s annual budget
* Develop/Update guidelines for preparing an Assembly budget.
* Develop/Update guidelines for preparing for/conducting annual audit.
* Review Assembly budgets and audit reports, annually, for compliance with guidelines.
* Identify common themes (good and bad)
* Follow up with assemblies, as needed.
* Review/revise policies, as needed.

Outreach Committee

* Ensure compliance with SA YPT requirements (including background checks for all adult workers)
* Identify training/development needs of Nevada Rainbow Adults
* Secure a motivational speaker to present during Nevada Grand Assembly (target: Monday)
* Work with JML to update/maintain NV IORG web page
* Identify who will assist with the collection of items for the Adult Newsletter

Policy Committee

* Review/revise current NV IORG policy based on SA revisions and/or NV revisions
* Propose changes to policies (NV and SA)
* Review/revise Member and Adult Worker forms, annually, to ensure compliance with policies

Ritual Committee

* Clarify language for instruction (floor work)
* Maintain/distribute labels for Ritual changes
* Conduct schools of instructions for girls and adults