

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, OV's, 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