**GRAND DEPUTIES: 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 Youth Protection Training (YPT) Modules 1-7 (one time); attend refresher courses (as scheduled)
* Attend Adult Leadership (annually)
* Attend Statewide events, such as Adult Leadership, OVs, Camp, Grand Assembly (to the extent possible)

**Grand Deputy**

Serve as liaison for SD for designated assemblies

* Goal: GD in urban areas will work with 2 assemblies each; GD in rural areas will work with 1 assembly each; GD for new assemblies may work with 1 assembly

Subject Matter Expertise

* Promote understanding of/compliance with Supreme Statute, By-Laws, NV IORG policies
* Ensure ritualistic and floor work proficiency
  + Follow up with MA, as needed

Support Assembly/ies

* Attend Installations, Initiations, and Formal Escort meetings for designated assemblies
  + Provide 2 copies of Installation program to SD, if SD was not in attendance
* Attend Assembly meetings
  + Ideally, 2 meetings per month, even if working with more than one assembly
* Attend assembly events, as schedule permits

Facilitate Regional and Statewide Meetings and Activities

* Regional Line Officer meetings
  + Held once per term
  + Include training and technical assistance specific to line officers
  + Facilitate opportunities to coordinate assembly calendars/events
  + Provide opportunities for Q&A
  + If SD unable to attend, provide a summary of the event
* Regional MA meetings
  + Held once per term
  + Include training and technical assistance specific to MAs
  + Facilitate opportunities for collaboration
  + Provide opportunities for Q&A
  + If SD unable to attend, provide a summary of the event
* Official Visits (and Formal Escort meetings hosted by multiple assemblies)
  + Review and approve invitations and save to Dropbox
  + Assist with development of script
  + Conduct practice
* Receptions
  + Facilitate coordination between hosting assemblies
  + Approve dress selection by Guests of Honor
  + Review and approve invitations and save to Dropbox
  + Assist with development of script
    - Approve all messages (participants and Guests of Honor)
  + Conduct practice
* Grand Assembly
  + Attend Grand Officer Leadership (August)
  + Assist with Grand Officer Practice Day (May)
    - Provide transportation to Grand Officers in geographic area
      * Have necessary release forms on hand (in Emergency Response Binder)
    - Assist with/facilitate practices
  + Transportation of Personal Pages and Grand Officers
    - Facilitate and/or provide transportation
      * Have necessary release forms on hand (in Emergency Response Binder)
  + Practices
    - Assist with/facilitate practices
  + Other Assistance
    - Based on designated tasks or “other duties as assigned”
      * Includes dress check, bed check, etc.

Assist Advisory Boards

* Provide technical assistance as needed
  + Keeping in mind, GD are not Board members and have no vote
* Assist Chair and MA by ensuring other Board members and adults are assisting with chaperoning
* Assist Mother Advisors
  + Assist with Assembly practices, as needed
  + Assist with preparation of Annual Report
* March/April Meeting and September Meeting:
  + Facilitate the Grand Officer recommendation process
* December Organizational Board Meeting:
  + Attend meeting; ensure only new Board members are in attendance (Note: Chair of current Board attends, even if not serving on the next Board, to facilitate election of the next Chair)
  + Prepare Minutes using template
  + Submit Minutes to SD and members of new Board (within 48 hours of the meeting)
* December Board Meeting:
  + Facilitate the Grand Cross of Color and Adult Service Award recommendation process

Assist Supreme Officer

* Participate in regularly scheduled conference calls
  + Ensure consistency statewide
  + Identify emerging issues and opportunities
* Notify the Supreme Officer of potential personnel issue or other concerns
* Dispensations
  + Request Dispensations via Dropbox
  + Approve Dispensations for item is not in Statute, such as costume meetings, Open Meeting, etc.
  + Ensure Supreme Officer approves Dispensations for items in Statute, such as change of meeting time or location, cancelled meeting, meeting without a quorum, installation > 30 days after elections, etc.
* Line Officer Handbook: provide input to the Area Grand Deputy/ies based on input from the Line Officers and MA and personal experience
* Mother Advisor Handbook: provide input to the Supreme Officer based on input from MA and personal experience
* Grand Officer Recommendations
  + Complete the recommendation/evaluation form for each applicant
  + Facilitate the recommendation process at assigned Advisory Board/s meeting/s
    - Should be done during the March or April meeting, based on application timeline
  + Submit GO application packages to the Supreme Officer on or before the established deadline
* Advisory Board Recommendations for designated Assembly/ies
  + Provide a preliminary list of Board members to the SD by October 1st
  + Following approval by Supreme Officer, obtain the signature (approval) of the Sponsoring Order for the new Advisory Board by November 15th
  + Assist the Supreme Officer with Advisory Board Orientation (for potential and new Board members)
  + Assist Board members with required paper work (including the background check process)
  + Ensure new Board Members complete YPT (Modules 1-7) prior to being installed
* Grand Cross of Color and Adult Service Award Recommendations
  + Using the process established by the Supreme Officer, facilitate the recommendation process
    - Should be done during the December Advisory Board meeting
* Annual Report: receive from designated assembly/ies and submit to Supreme Officer by established deadline

**Area Grand Deputy**

In addition to Grand Deputy duties,

* Provide technical assistance to Grand Deputies within geographic area
* Conduct Installation practice for Installing Team (in geographic area)
* Update/revise the Line Officer Handbook as needed, based on input from GD
* Assist the Supreme Officer with updates to the MA Handbook and resources as needed
* Coordinate Rainbow Sunday Church Service (participants, message approval, script development, practice)
* Coordinate Vespers Service (participants, message approval, script development, practice)
* Administer Dropbox access for NV IORG Adult Leadership Team