

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