



Nevada Grand Assembly
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May 5, 2008

Dear Directors:

As part of our continuing practice of establishing a reasonable job description and expectations between our Directors and the Supreme Inspector, please consider your interest and willingness to continue to serve in your present capacity.

Itemized more fully in the attached Job Descriptions are (minimal) examples of responsibilities Directors are asked to carry out. Because you obviously take your responsibilities seriously, I know you will give this commitment adequate attention. I look forward to future successful, positive, and rewarding years with our girls and hope you are able to continue to serve with me. I believe as a team we can promote enthusiasm, responsibility and pride in Nevada Rainbow, our Rainbow adults and parents.

Please acknowledge your commitment by signing this Job Description and returning it to me by May 20th. While I appreciate a two-year plan for our Directors, it is my intention to renew these “contracts” every year, acknowledging that unanticipated changes can occur in our lives at any time.

You will note I have highlighted a couple areas in the general job description for all Directors – I think most of us can improve our commitment to visit local assemblies more regularly. I personally try to review all the calendars in my area and set a goal to be at all initiations and formal escorts where the girls are doing most of their work – and otherwise where meetings fit.... With six assemblies in the north, my general rotation is about once every 4 weeks at each assembly.... Please look at your calendar with some of these thoughts in mind. I appreciate that not all of these “expectations” fit your individual situations – so read this with understanding and flexibility. In terms of dress code, most of us get to Rainbow meetings directly from work - please be sure you maintain the high standards we expect of our girls in terms of dress code, comments (or lack thereof for the most part) from the sidelines, chit chatting, being on time, etc.

Again, thank you for serving Nevada Rainbow with me during the most recent year. I trust this experience has been as positive for you as it has been for me. I appreciate your devotion to our Order and your willingness to continue as a member of our Adult Leadership Team.

In Rainbow Love & Service,

Joanie Jacka, Supreme Inspector in Nevada

JOB DESCRIPTION AND DUTIES

DIRECTOR OF GRAND OFFICERS
DIRECTOR OF GRAND REPRESENTATIVES
DIRECTORS OF PROFICIENCY PROGRAM
DIRECTOR OF MUSIC
DIRECTOR OF PLEDGE
DIRECTOR OF GRAND LINE OFFICER PROJECTS
DIRECTOR OF GRAND ASSEMBLY PARAPHERNALIA TEAM
DIRECTOR OF TOURS
DIRECTOR OF MEMBERSHIP
DIRECTOR OF THE GRAND CROSS OF COLOR TEAM
May 5, 2008

All Directors will step up their participation in Assembly functions in their geographic area – we simply must have a more visible presence.

BASED ON A RENEWABLE AGREEMENT, THE DIRECTOR OF GRAND OFFICERS, AND THE DIRECTOR OF GRAND REPRESENTATIVES AGREE TO:

- * Receive "excused" absences and provide them to the Supreme Inspector at each Official Function from their respective charges - if those messages did not originally include the SI. The Grand Representatives will respond to the Director of Grand Representatives; all other officers and special officers respond to the Director of Grand Officers.
- * Attend Grand Officer Leadership weekend in Reno (July or August based on our Supreme commitments).
- * Attend most Official functions, particularly those in your geographic area.
- * Attend Rainbow Camp (second weekend in March in Tonopah).
- * Attend the Adult School of Instruction (first weekend in February in Tonopah).
- * Attend Rainbow Sunday in your geographic area.
- * Attend the Mystic Banquet in your geographic area.
- * Attend a Founder's Day celebration in your geographic area.
- * Attend a "regular" Rainbow meeting in your geographic area at least once each month, making an effort to rotate through the various assemblies.
- * Attend several Installations in your geographic area at the beginning of each term.
- * Participate in Grand Officer meetings when attending Official Visits.
- * Assist the Supreme Inspector as requested with projects such as Grand Officer dress checks, etc.
- * Make simple recommendations about current Grand Officers based on personal knowledge of each girl regarding timeliness of responses, reports, cooperation, attitude, etc.
- * Keep the Supreme Inspector informed if there appears to be reason for concern regarding a Grand Officer's participation, attitude, etc.

- * Attend all practices and sessions of Grand Assembly, working cooperatively with the Grand Deputies toward the best result. Grand Assembly begins with Friday afternoon's practice, and is not finished until Grand Installation on Tuesday (actually until everyone gets home!).
- * Debrief with the Supreme Inspector following Grand Assembly about what could make our sessions better in the future.

Additionally, the **DIRECTOR OF GRAND OFFICERS WILL:**

- * Work with the Supreme Inspector regarding Grand Officer projects as identified in the Grand Officers' Handbook.
- * Assist with all practices at Grand Assembly, with the exception of ritualistic work; the Grand Deputies are to ensure officers come to Grand Assembly prepared to do their ritualistic work.
- * Assist the Supreme Inspector and Nevada Rainbow as necessary and agreed to.
- * Provide input into the Grand Assembly script and the Grand Officer Handbook.
- * Adhere to the Rainbow appropriate dress code.

Additionally, the **DIRECTOR OF GRAND REPRESENTATIVES WILL:**

- * Assist Grand Representatives in contacting their counterparts and will assist with historical information to Representatives upon request.
- * Ensure Grand Representative Commissions are distributed to other jurisdictions timely.
- * Review each Representative's report at Rainbow Camp and provide constructive, positive editing assistance.
- * Follow-up with Representative who miss Camp, or who fail to submit their reports.
- * Conduct Representative practice at Grand Assembly and at other times during the year pursuant to a practice schedule.
- * Compile necessary binders of Grand Representative Reports for use at Grand Assembly, as well as one for the GWA to have as a keepsake.
- * Assist the Supreme Inspector and Nevada Rainbow as necessary and agreed to.
- * Provide input into the Grand Assembly script and the Grand Officers' Handbook.
- * Adhere to the Rainbow appropriate dress code.

THE DIRECTORS OF PROFICIENCY WILL:

- * Work with our statewide proficiency program continually throughout the year, assisting girls with learning their ritualistic work (not floor work), and will provide a reasonable testing environment for girls (and adults) to prove their proficiency level.
- * Make yourself available to the girls and adults in your geographic area for testing, coaching, practicing of ritual work.
- * Attend Rainbow Camp will conduct written and oral testing for girls and adults during Saturday afternoon.
- * Provide an accurate report of girls'/adults' progress in the proficiency degrees to the Supreme Inspector by the agreed upon reporting date.

- * Work with other Directors, Grand Deputies and Supreme Inspector during Grand Assembly practices and sessions to ensure positive results for our Grand Officers.
- * Attend a “regular” Rainbow meeting in your geographic area at least once each month, making an effort to rotate through the various assemblies.
- * Attend several Installations in your geographic area at the beginning of each term.
- * Assist the Supreme Inspector and Nevada Rainbow as necessary and agreed to.
- * Provide input into the Grand Assembly script and the Grand Officers’ Handbook.
- * Adhere to the Rainbow appropriate dress code.
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The **DIRECTOR OF MUSIC WILL:**

- * Work with the Grand Officers and adults throughout the year as requested in areas where music is involved, i.e., approve special music for special events, etc.
- * Work with the Grand Musician and Grand Choir Director prior to Grand Officer Leadership Weekend to ensure the Grand Officer songs for the current year are ready for practice.
- * Prepare escort songs for the adults leadership team to “sing” to the Grand Officers at each of their official functions.
- * Assist the GWA and SI in the selection of music and songs for Grand Assembly as needed.
- * Attend Rainbow Camp working with the Grand Musician and the Grand Choir Director to ensure an effective and positive Grand Choir practice.
- * Organize and assist additional Grand Choir practices throughout the year so the Grand Choir performs at their best during Grand Assembly.
- * Attend a “regular” Rainbow meeting in your geographic area at least once each month, making an effort to rotate through the various assemblies.
- * Attend several Installations in your geographic area at the beginning of each term.
- * Assist the Supreme Inspector and Nevada Rainbow as necessary and agreed to.
- * Provide input into the Grand Assembly script and the Grand Officers’ Handbook.
- * Adhere to the Rainbow appropriate dress code.

The **DIRECTOR OF DIRECTOR OF PARAPHERNALIA WILL:**

- * Work with the Supreme Inspector prior to Grand Assembly to ensure an appropriate paraphernalia is available for all Grand Assembly functions.
- * Organize a committee of sufficient size to meet all paraphernalia needs during Grand Assembly Sessions.
- * Make recommendations to the SI regarding “things” that Nevada Rainbow should own rather than borrow from local assemblies for Grand Sessions.
- * Attend a “regular” Rainbow meeting in your geographic area at least once each month, making an effort to rotate through the various assemblies.
- * Attend several Installations in your geographic area at the beginning of each term.
- * Assist the Supreme Inspector and Nevada Rainbow as necessary and agreed to.
- * Provide input into the Grand Assembly script and the Grand Officers’ Handbook.

- * Adhere to the Rainbow appropriate dress code.

The **DIRECTOR OF PLEDGE WILL:**

- * Work with the Supreme Inspector prior to Grand Assembly to ensure appropriate pledge ceremony is organized and presented in the geographic area of Grand Assembly (Pledge Girls do not travel to Grand Assembly).
- * Organize Pledge Assemblies with sponsoring Assemblies to ensure Pledge thrives and grows as our basis for Rainbow membership.
- * Work with local assemblies that currently don't sponsor a Pledge Group to ensure they do by promoting and publicizing Rainbow.
- * Make recommendations to the SI regarding areas we need to change, improve, increase, etc in order for Pledge, and therefore Rainbow, to grow.
- * Attend a "regular" Rainbow meeting in your geographic area at least once each month, making an effort to rotate through the various assemblies.
- * Attend several Installations in your geographic area at the beginning of each term.
- * Assist the Supreme Inspector and Nevada Rainbow as necessary and agreed to.
- * Keep the SI informed in all aspects of Pledge.
- * Adhere to the Rainbow appropriate dress code.
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The **DIRECTOR OF THE GRAND CROSS OF COLOR TEAM WILL:**

- ★ Work with the Supreme Inspector prior to Grand Assembly to ensure the organization of the Grand Cross Team, conduct the appropriate practices, etc.
- ★ Make recommendations to the SI regarding areas we need to change, improve, increase, etc in order for Rainbow to grow.
- ★ Attend a "regular" Rainbow meeting in your geographic area at least once each month, making an effort to rotate through the various assemblies.
- ★ Attend several Installations in your geographic area at the beginning of each term.
- ★ Assist the Supreme Inspector and Nevada Rainbow as necessary and agreed to.
- ★ Adhere to the Rainbow appropriate dress code

The **DIRECTOR OF TOURS WILL**

- * Work with the Supreme Inspector to organize all aspects of major jurisdictional travel opportunities, specifically Supreme Assembly (even numbered calendar years) and California Grand Assembly every year.
- * Will assist as possible with travel arrangements for smaller groups to attend other Grand Assembly Sessions in other jurisdictions.
- * Make recommendations to the SI regarding Rainbow travel.
- * Attend a "regular" Rainbow meeting in your geographic area at least once each month, making an effort to rotate through the various assemblies.
- * Attend several Installations in your geographic area at the beginning of each term.
- * Assist the Supreme Inspector and Nevada Rainbow as necessary and agreed to.
- * Adhere to the Rainbow appropriate dress code

The **DIRECTOR OF THE MEMBERSHIP** WILL:

- * Work with the Supreme Inspector to organize and promote membership opportunities for Rainbow (and therefore Pledge) on a statewide basis.
- * Make recommendations to the SI regarding areas we need to change, improve, increase, etc in order for Rainbow to grow.
- * Make recommendations to the SI regarding Rainbow marketing potential and possibilities.
- * Collect, record and report members from all Nevada Assemblies which is used in making membership awards at Grand Assembly.
- * Attend a “regular” Rainbow meeting in your geographic area at least once each month, making an effort to rotate through the various assemblies.
- * Attend several Installations in your geographic area at the beginning of each term.
- * Assist the Supreme Inspector and Nevada Rainbow as necessary and agreed to.
- * Adhere to the Rainbow appropriate dress code

COMPENSATION PACKAGE: LOW PAY (NO dollar value); LONG hours (sometimes); GREAT REWARDS as we see our girls mature!

NEVADA RAINBOW ADULT PROFILE
2008 Advisory Boards, Grand Deputies, Directors, Adult Workers

The purpose of this Adult Profile is to provide information to the Supreme Inspector which will maintain the high standards and quality reputation of Nevada Rainbow adult volunteers and to protect the Adult Workers and the girls of Nevada Rainbow. The form will be revised annually as necessary. THIS FORM MUST BE COMPLETED AND RETURNED TO THE S.I. PRIOR TO ONE'S INSTALLATION ON THE ASSEMBLY'S ADVISORY BOARD. Failure to comply will result in removal from the Board.

Additional disclosures are included in this year's form in response to changes to our Supreme Statute in 2006 which state in part:

Section 26. Conduct, Adults and Advisors

The use of alcohol and/or illegal or illicit drugs by any adult is not permitted at or during any Rainbow function. Such use may constitute removal of eligibility to attend any Rainbow functions. The involvement in inappropriate or illicit Internet content, images or innuendos by any adult may subject her/him to expulsion.

Any adult expelled for cause, either from a Sponsoring Order or a non-affiliated associated adult, who has been convicted of/or admits to, in writing, the commission of a crime or offense involving false declarations or moral turpitude, or punishable as a misdemeanor or felony in the Jurisdiction where committed, shall be barred from attending any Rainbow meetings or activities or serving in any capacity in Rainbow. Please use the space provided to respond to every question. If additional space is needed, please use additional pages in order to answer every question completely.

Once completed, please mail directly to the Joanie Jacka, Supreme Inspector in Nevada, 14660 South Quiet Meadow Drive, Reno, Nevada 89511.

Assembly with whom you are associated _____ # _____ as _____
 (Board Member, Grand Deputy, etc)

 Name Address

 Phone numbers E-mail Social Security Number

 Place and date of birth Marital Status Name of Spouse

Please discuss below your adult experience working with Rainbow and other volunteer youth groups.

Masonic and Fraternal Membership (Please itemize) _____

Do you have a daughter actively involved in Rainbow? _____
 (Her name/Assembly)

Have you been denied a driver's license? _____

Has your license been suspended/revoked in the past 5 years? _____

Please comment regarding the circumstances of these actions _____

Have you been involved in any motor vehicle accident in the last 5 years for which you were cited or otherwise found at fault? _____ If "yes", please explain _____

Have you been cited for DUI/drugs, alcohol, etc. during the past 2 years? _____ If "yes", _____ date; please explain _____

Personal Profile

Do you have health limitations which should be considered when dealing with Assembly members or assisting with Assembly activities? (i.e., night driving, seizures) _____

Have you used illegal drugs or been treated/hospitalized for drug abuse in the last 5 years? _____ If "yes", _____ date; please explain _____

Have you been treated or hospitalized for alcohol use in the past 5 years? _____ If "yes", please explain _____

Have you been involved in any criminal or civil act which might be questioned by others related to your work with the Assembly? _____ If "yes", please explain _____

Have you been involved in any activity involving inappropriate or illicit Internet content, images or innuendos? _____ If "yes", _____ date: please explain. _____

Have you ever been convicted of a felony? If "yes", please explain _____

NOTE: This form will be retained by the Supreme Inspector in a CONFIDENTIAL file and destroyed (by shredding) at the end of every calendar year. A new form must be completed each year prior to one's being installed as an Advisory Board Member, etc.

Information reported on this form will be discussed ONLY between the person affected and the Supreme Inspector. No further dissemination of this information will occur without specific written notification to the affected person, and then will be limited to review by the Grand Assembly Board of Directors who are held to the same standard of confidentiality.

Attestation:

I, _____, (please print and sign) understand I have completed this form voluntarily as a member of a Nevada Rainbow Advisory Board Member, Grand Deputy, Director or other adult volunteer as requested by the Supreme Inspector. I understand if there is concern about my responses, the Supreme Inspector will contact me directly. _____(date)