

CHAPTER 1

DUTIES AND RESPONSIBILITIES

PREFACE

It is difficult to prepare a standard guideline for all assemblies in Nevada which will meet the needs of all Mother Advisors and adult workers. Although basic activities occur statewide, each Assembly is blessed with its own traditions and operates in its own unique style, based on many variable factors - size, geographic location, specific line officer duties, adult participation and cooperation, etc. while maintaining consistency and compliance with Supreme Statutes and our Ritual.

This HANDBOOK FOR MOTHER ADVISORS AND ADULTS is a guide. It is meant to be revised from time to time, to be marked in by all who use it and discover something that works well for their assembly, and to be passed on to those who follow in your foot steps. There are no "secrets" in this handbook - feel free to share it with other Advisory Board Members, Rainbow Members and others affiliated with our Order. Sometimes when others understand why we need to do things in a certain way, it becomes easier to lead and to follow! It is being posted to our Website to be used as a daily tool for our Adult Leadership Team.

This Handbook is organized to provide a clear understanding of the various responsibilities that individuals must assume to have a well organized and functioning Assembly. Every situation can not be addressed in this handbook, thus it is very important to be familiar with its contents so you will know where to begin looking for assistance.

Sections of this handbook can be printed at any time.

This is not our Ritual, nor is it meant to take the place of our Ritual, the floor plans, or other instructions we receive from Supreme Assembly. It is a collection of resource information to help each of us find answers quickly to some of the questions which arise during the course of a year. The Ritual is our final direction in all ritualistic and floor work.

We hope you will benefit from the information contained in these pages understanding your tasks as well as the duties and responsibilities of those with whom you will be working. Further, we hope you will enjoy your service to your Assembly and that your girls will thrive under your care and guidance.

Your office is one which you will hopefully love - as many have in the past. Serving as Mother Advisor will require much of your time and a great deal of your patience. Your dedication to this office and your daily responses to the needs of these young women will be appreciated by all. From your labors, you will have lovely memories and rewarding feelings that you have participated in LOVE and SERVICE.

*Revised June, 1996; January 2004; January 2008; January 2009: Joanie Jacka
Revised June, 1993: Michelle C. Combs, Supreme Officer; Terry Eslinger, State Grand Deputy
June, 1988: Norma Campbell, Supreme Officer; Dee Talbutt, State Grand Deputy*

LEAD BY EXAMPLE

As Mother Advisors and adult workers, it our goal to establish a positive, caring, and appropriate example to the members of Nevada Rainbow. This can be done, first, by looking at ourselves, then considering what else we might be able to do to assist our young members. These young girls will soon become the young women of our country - let us emulate the very BEST examples for them to follow.

Attitude: Set a positive attitude toward life, the girls, your duties, your fellow Advisory Board Members and parents at all times.

Appearance: Be aware of and demonstrate proper Rainbow attire. While it is sometimes difficult to maintain both a "Rainbow" wardrobe and a "professional" wardrobe, try to make selections which will accommodate both purposes. Wear clothing appropriate to the occasion; take pride in your personal appearance.

Presentation: Use proper English and pronunciation. Be informed and knowledgeable about our Ritual, the Supreme By-laws, the Gold Book, the By-laws of your Assembly, this Handbook, and other "tools" available to each of us. Be able to explain "why" we do certain things. If you are unclear, ask your Grand Deputy or the Supreme Officer.

Expectations: Expect the very best from others, youth and adults alike; however, take care not to expect more from others than you expect from yourself. Making your expectations clear will allow our girls and adults to know they have been successful. Being clear will make your job easier as well. When there are girls in your assembly who have identified special needs, remember their "very best" may be quite different from the "very best" you expect of others - and make accommodations as necessary - and invisible to others. Never make public statements about "different" expectations.

YEAR - AT - A - GLANCE

December

- The **newly** appointed Advisory Board meets to elect its Mother Advisors and other officers. Typically the WA-elect and Charity-elect (or those whom we “assume” will be elected) meet with the current Board to present their calendar and term plans. The actions of the current Board are binding to the new board -- because there is, in Nevada, usually many members who continue from one year to the next.

January

- First Assembly Meeting - Election of Officers
- 15th - Mother Advisor transmits completed Annual Report to Grand Deputy, including the necessary checks.
- 22nd - Grand Deputy transmits completed and reviewed Annual Report to Supreme Supreme Officer, including the necessary checks.
- Mother Advisor and Advisory Board Chairman will ensure financial records are audited and a copy of the Audit Report is sent to the Grand Deputy and the Supreme Officer.
- Mother Advisor will participate in an inventory of the Assembly's paraphernalia and will forward a copy to the Supreme Officer.
- Mother Advisor will provide each Past Worthy Advisor with a copy of the "Grand Appointment Request/Recommendation Form." Current Grand Officers will receive this application in their February Grand Officers' Newsletter. Forms are updated yearly and posted to our website.
- Mother Advisor will ensure all Members' dues are current.
- Assembly Members should begin planning for Grand Assembly: skits, dresses, etc.
- All Advisory Board Members, Grand Deputies and Directors must attend Advisory Board training in their geographic area (Las Vegas and Reno)

February

- Contact the Director of Rainbow Camp if you have not received information about Camp
- 20th - Mother Advisor will collect "Grand Appointment Request/Recommendation Forms."
- 1st weekend - All Mother Advisors, Grand Deputies, Directors and other interested adults attend Adult Leadership Weekend in Tonopah

March

- Supreme Officer's letter regarding Grand Assembly must be read at both the Assembly Meeting and the Advisory Board Meeting - highlight the important areas. The letters in whole are posted to our website -- direct your parents to review the letters in whole there.
- Rainbow Camp - SECOND Weekend - In Tonopah

April

- Rainbow Sunday (Sunday nearest April 6 - if not celebrated in March at Rainbow Camp)

- 1st - Collect all Grand Officer packages from girls who wish to receive a Grand Office appointment at Grand Assembly
- Advisory Board should review Scholarship Applications for scholarships which will be presented by Grand Assembly
- 15th ** Grand Officer Recommendation packages are due to the Supreme Officer from the Grand Deputy

April

- Establish deadlines for Members to pay Grand Assembly registration and other expenses.

May

- 1st - transmit the Grand Officer Application packages to the Supreme Officer
- Scholarship Applications due to the Scholarship Committee from the Mother Advisor
- First Assembly Meeting - Election of Officers; WA-elect and Charity-elect need to present their term calendars Advisory Board

June

- Grand Assembly (Father's Day Weekend)

July 1

- Delinquency dues notices need to be mailed by the Recorder after consulting with the Mother Advisor

July

- Founder's Day Celebration (July 8)

August

- Second Delinquency dues notices need to be mailed by Recorder after consulting with Mother Advisor

September

- Suspension notices for delinquent dues need to be mailed by Recorder after consulting with Mother Advisor. This listing must then be read into the Assembly's minutes.
- First Assembly Meeting - Election of Officers; WA-elect and Charity-elect need to present their term calendars Advisory Board

October

- Advisory Board and Grand Deputy will complete the "Interim Grand Appointment Report" form and submit it to the Supreme Officer pursuant to deadline established each year - if the form is requested by the Supreme Officer

November

- Mystic Banquet (Sunday nearest November 15th)
- Order dues cards for next year

- Mother Advisor and Advisory Board will ensure a budget is drafted, presented to the girls for review and ratification
- Grand Deputy will submit the proposed names of next year's Advisory Board to the Supreme Officer for approval, after agreement between the Grand Deputy and the Sponsoring Body

December

- Advisory Board and Grand Deputy will together make Grand Cross recommendations and submit them through the electronic annual report process
- Ensure your Assembly's account with Supreme Assembly is "Paid in Full"
- Duties Section reviewed and revised for distribution to NEW Advisory Boards.... as separate document, following the procedure established by the Supreme Officer

GRAND DEPUTY'S DUTIES AND RESPONSIBILITIES

As related to his/her local Assembly and its Advisory Board, the Grand Deputy is the Supreme Officer's representative. He/she has been appointed by the Supreme Officer to oversee and assist the Assembly ensuring that it runs smoothly and prospers, and to work with the Assembly's Grand Officers throughout the year. In order to provide this assistance, the Grand Deputy needs to be informed regarding all aspects of the Assembly, the Advisory Board, and the sponsoring body; he/she will work toward continued peace and harmony between the various groups and will act as a liaison between these groups.

References in this section are female, recognizing that most Grand Deputies are; respect is paid to our gentlemen who have taken on these responsibilities.

The Grand Deputy will:

- Be available to answer questions and to help resolve conflict. If she does not have answers to specific questions, she will contact the Supreme Officer or direct the Mother Advisor to do so.
- Meet with the Mother Advisor at least monthly to review the activities of the Assembly, any areas or members which need special attention, etc. This meeting can occur easily between an Assembly Meeting and an upcoming Advisory Board Meeting, over lunch, on the phone, etc.
- Meet at least monthly with the Grand Officers of her assembly to ensure their progress and success in their projects and responsibilities for Grand Assembly.
- Travel with her Grand Officers to Nevada Official Visits whenever possible.
- Provide instruction regarding floor work to the Assembly Members during the first meeting of each term; this meeting is often referred to as the "practice" or "workshop" meeting. The Mother Advisor should remind the guests at the "practice" or "workshop" meeting of the nature of the meeting and that instruction will be offered during floor work by the Grand Deputy or those selected BY her to assist. Instructions not offered at this time, or which need to be emphasized later, shall be offered during specific practice times or through the Mother Advisor.
- Provide assistance and instruction for the Mother Advisors regarding ritualistic work at the beginning of each term and as necessary. She will keep the Mother Advisor informed regarding the rules and regulations of our Order; she will exercise restraint not to perform the functions of the Mother Advisor.
- Assist the Mother Advisor in finalizing the on-line year-end reports and Grand Cross recommendation forms required by the Supreme Assembly. Supreme Assembly will establish the deadlines for their receipt of reports; the Supreme Officer will advise regarding the dates such reports must be transmitted to her for approval and transmittal (on-line) to the Supreme Office. Checks and a hard-copy of the reports must be transmitted to the Supreme Officer IN ADVANCE of the deadline dates.
- Work with the Sponsoring Body regarding the membership of next year's Advisory Board and submit the proposed names to the Supreme Officer by November 20, or another date established or negotiated between the Grand Deputy and Supreme Officer.
- Attend all Advisory Board meetings, bearing in mind her participation during these meetings is as a resource, not as a motivator. The Grand Deputy has often served

in various capacities within her Assembly and may have helpful historical information about previous projects, policies, etc. The Grand Deputy will observe the Advisory Board's guidelines regarding confidentiality.

- MUST attend the April and December meetings when recommendations for Grand Officer appointments and Grand Cross of Color designees are considered.
- Conduct, with the assistance of the Mother Advisor, all practices including installation, initiation, official visit, and reception.
- Approve the overall program for installations, official visits, and receptions. Within acceptable guidelines, the Assembly Members should be encouraged by the Grand Deputy and other adults to exercise their creativity and special interests when planning such events.
- Work continuously with the Assembly's Grand Officers and Grand Representatives to ensure they are prepared to fill-in during meetings of their own Assembly and as needed when visiting other Assemblies and that they are prepared for all aspects of Grand Assembly, meeting the deadlines and expectations included in their Grand Officers' Handbook.
- Ensure an adult, other than the Mother Advisor, keeps an accurate record of points and service hours, and that such reports are completed and transmitted as necessary in a timely manner.
- Ensure the Mother Advisor is not primarily responsible for writing Assembly checks and balancing the financial accounts. The Mother Advisor's duties are "hands-on" with the Assembly Members, not balancing the check book!
- Ensure the financial audit is completed in January and at other times when necessary, i.e., change of Mother Advisor during the course of the year.
- Ensure a budget is created in November and submitted to the Supreme Officer.
- Advise the Supreme Officer if a Worthy Advisor fails to fulfill the obligations of her office and the related circumstances. This information is helpful when considering Grand Officer appointments.
- Transmit copies of the Assembly's term calendar, special programs or items of interest to the Supreme Officer.
- Help her Assembly and adult workers whenever possible.
- Attend the Assembly's meetings, projects, events.
- Attend Official Visits at other Assemblies whenever possible, particularly within her geographic area.
- Attend all training and workshop opportunities for adults.
- Attend Rainbow Camp, Rainbow Sunday and Mystic Banquet Celebrations.
- Attend and participate in all Grand Assembly practices and sessions.
- Ensure the Supreme Officer always has a current copy of the Assembly By-Laws and that they are in compliance with the Supreme guidelines.

Without specific permission from the Supreme Officer, a Grand Deputy may not be a member of the Advisory Board.

ADVISORY BOARD DUTIES AND RESPONSIBILITIES

Excerpt from Supreme Statutes Pertaining to Subordinate Assemblies, 2006

Section 4. Advisory Board, Composition of.

There shall be an Advisory Board in each Assembly consisting of not less than seven (7) members and not more than fifteen (15) members. All members must be Majority Rainbow members, Master Masons, Eastern Stars, Amaranths, White Shrines, and Parents, Legal Guardians, and Grandparents of active or Majority Rainbow members. The Advisory Board shall be composed of no less than (2) Master Masons, two (2) members of the Order of the Eastern Star, the Order of the Amaranth and/or Order of the White Shrine and must receive the endorsement of the Order(s) sponsoring the Assembly. If at all possible, the number of non-Masonic members should not exceed the number of Masonic related members. The Supreme Worthy Advisor may grant a Special Dispensation for an additional number on the Advisory Board in the interest of the Order, when requested by the Advisory Board and approved by the Supreme Inspector / Supreme Officer.

Non-Masonic Parents, Legal Guardians, or Grandparents may remain on an Advisory Board of local Assemblies after their daughter (granddaughter) has reached Majority, provided they have been active and have participated in the affairs of the Assembly. They must have an interest and desire to continue working with and for the girls of the Assembly.

There shall be no more than two (2) members of an immediate family on any Assembly's Advisory Board without the approval of the Supreme Inspector / Supreme Officer. Immediate family is defined as parents, sons, daughters, sisters, brothers, grandparents, or in-laws.

Section 5. Advisory Board, Selection of.

The Sponsoring Order shall submit for approval a new Advisory Board to the Supreme Inspector / Supreme Officer prior to the sponsor's regular meeting in November / December of each year. The Advisory Board may be composed wholly or partly of the former members or may be a new Board entirely, as may be deemed advisable or in the best interest of the Assembly by the Sponsoring Order(s). An Advisory Board, once selected and approved, will be installed at the Assembly's regular Installation, which must be held within thirty (30) days of the Assembly's first election meeting of the new calendar year, and shall hold office until the selection and Installation of a new Advisory Board.

The Advisory Board serves at the will of the Supreme Inspector / Supreme Officer.

Section 6. Advisory Board, Conduct and Removal.

An Advisor may be removed from the Advisory Board for conduct unbecoming an Advisory Board member. "Conduct unbecoming" shall include, but not be limited to, the following: involvement in the illegal sale or use of drugs or alcohol; arrest and conviction of a felony; cohabitation with one other than the Advisory Board member's spouse; pregnancy resulting from cohabitation with one other than the Advisory Board member's spouse; and/or failure to abide by the Jurisdictional dress code. Advisory Board members are expected to abide by the same standards that apply to Rainbow Girls.

Section 7. Advisory Board, Meetings.

The incoming Advisory Board, pursuant to call of the Chairman of the outgoing Advisory Board, shall be called together for an organizational meeting prior to December 31 for the purpose of electing a Chairman. A non-Masonic member may serve as Chairman provided he/she has been an active Advisory Board member for a minimum of two (2) years. After a Chairman has been elected, the Chairman of the incoming Advisory Board shall preside and the incoming Advisory Board shall elect, by secret ballot, one (1) of its members as Mother Advisor and one (1) as Secretary.

The Advisory Board, upon call of the Chairman, shall meet once a month and/or when requested by the Mother Advisor or a majority of the members of the Board. It shall be the duty of the Chairman and the Mother Advisor to attend all meetings of the Board. The Chairman and the Mother Advisor shall hold office at the will of the Advisory Board.

All meetings of an Advisory Board shall be closed meetings except by invitation of the Chairman or a majority thereof. The visitor(s) will be excused upon the conclusion of the business under discussion for which said visitor(s) were invited and permitted to attend. Supreme Inspectors / Supreme Deputies may attend any Board meeting, if deemed advisable.

Section 8. Advisory Board, Authority.

The Advisory Board shall have advisory, general, and directing supervision over the Officers in the performance of their duties and the affairs of the Assembly. All instructions from the Advisory Board shall be conveyed through the Mother Advisor to the Assembly.

GENERAL INFORMATION / GUIDELINES:

Pursuant to the Supreme Statutes noted above, the proposed Board must receive the endorsement of the body or bodies sponsoring the Assembly. Once the composition of the new Advisory Board is agreed to by the sponsoring body and the Grand Deputy, the members of the Advisory Board must be approved by the Supreme Officer. In Nevada, our tradition is that their membership is confidential until announced during the Assembly's first January meeting. Advisory Board Members serve one calendar year (or until such time that the new Advisory Board is installed).

Advisory Board Members and other adults associated with our Order are expected to set good examples for our Rainbow Members in their every day life and especially in their unique relationships with our girls. Recalling the charge at installation, "...do not take a step you would not have them follow..." must be foremost in our minds.

Board Members are expected to:

- Demonstrate positive attitudes toward the girls and each other at all times;
- Comply with the applicable dress code provided elsewhere in this handbook;
- Abide by the same moral code and rules required of the girls. Cohabitation is an unacceptable activity for youth and adults (Supreme Statute).
- Discussions, recommendations, votes, etc. held at Advisory Board meetings are the "property" of that body; no further discussion of these matters should occur outside these meetings with non-Board members, family members, girls. Do not return home to discuss these matters with your spouse, friends or daughters. Violations regarding discussions related to Board business will be the cause of removal from the Advisory Board.
- **The Mother Advisor is responsible for transmitting to the Assembly any information they need from the Advisory Board.**

BOARD ORGANIZATION

As soon as the Board has been selected by the Sponsoring Body and approved by the Supreme Officer, the new Board will hold an organizational meeting in December. This meeting will be called to order by the Chairman of the old Advisory Board. (If several Board Members are serving another term, this may be a convenient time for the "old" Board to hold its final meeting.)

The members of the new Advisory Board will review the "Advisory Board Rules and Guidelines" with the help of the Grand Deputy. They will then elect a Chairperson who will preside for the balance of their elections. The new Advisory Board will then elect its Secretary, Mother Advisor, and Assistant Mother Advisor; all elections will be by secret, written ballot; nominations are not made. The Grand Deputy will tally the ballots with another member of the Advisory Board. The result of these elections will be announced as conducted and then immediately transmitted to the Supreme Officer.

NO other business may be conducted or transacted by the new Advisory Board until they are installed; members who are unable to attend the Assembly's Installation must be installed within the next 30 days or he/she will relinquish this appointment.

ATTENDANCE

Advisory Boards shall meet once each month; however, special meetings may be held as necessary. Advisory Boards are encouraged to establish a consistent meeting time and date mutually convenient to the Advisory Board Members and the Grand Deputy.

Attendance at Assembly meetings and involvement in the Assembly's activities is crucial to sound decision making, particularly when acting on important recommendations. Therefore, it is important for Advisory Board Members to attend all Advisory Board meetings and Assembly meetings. Each Advisory Board Member should consider this commitment when accepting an appointment. When it is unavoidable for a Board Member to be absent from an Assembly meeting, the Member should contact the Mother Advisor to indicate his/her absence. Likewise, if the Board Member must miss a Board meeting, a similar call should be made to the Board Chairman.

If a Board Member is unable to attend at least four (4) meetings per term when the Assembly has three terms per year (or six (6) meetings per term when the Assembly has two terms per year), that member is not eligible to vote regarding recommendations for Grand Officer appointments in March or for Grand Cross of Color recipients in December.

A record of attendance at Assembly meetings should be conducted discretely by the Advisory Board Secretary or, in his/her absence, his/her designee. The Mother Advisor should not be expected to maintain the Board's attendance information; her primary responsibility is to attend to the welfare of the members of the Assembly.

DUTIES AND RESPONSIBILITIES

Advisory Board Members should encourage healthy and caring relationships with the girls. Advisory Board Members should set a good example of respect, attendance, clothing selections, etc. for the Assembly Members.

The Advisory Board must consider and approve the Worthy Advisor-elect and Charity-elect term projects and calendars prior to each Installation, including general installation plans, fun, fund raising and service projects. These plans will have been first discussed and agreed to by the Mother Advisor with whom the Worthy Advisor-elect will be serving. Subsequent changes and additions to the term plan must be pre-approved by the Board. The Worthy Advisor-elect and Charity-elect should present their term calendars to the Advisory Board prior to the Board's regular meeting; when the girls are finished with their presentation, they are excused and the meeting may convene.

At no time should an Advisory Board Member correct, either privately or publicly, the ritualistic work or behavior of a Rainbow Member. Information of this nature should be addressed privately with the Mother Advisor. It is her responsibility to resolve such matters with the girls.

Advisory Board Members are to assist the Mother Advisor and, in turn, the Assembly, in all ways possible. Several potential ways include:

Serving as members of an "interviewing" committee established by the Board Chairman;

- Accepting assignment to assist the Assembly Treasurer to ensure funds are properly deposited, bills are paid, etc.
- Accepting assignment to assist the Assembly Recorder to ensure the Assembly's records are in order, meeting minutes are properly made, etc.
- Maintaining the girls' service hour record and preparing the monthly report for the State Service Hour Chairman. (The Assistant Mother Advisor may be asked to maintain this record if that works well within your Assembly; ultimately, pursuant to her Installation charge, she is responsible for this task.)
- Acting as the prompter when requested to do so by the Mother Advisor. Prompting should be done in a quiet manner, allowing time for the speaking member to compose herself without prompting. Following this procedure ensures only one Ritual will be open during a meeting. Advisory Board Members, Majority Members, and parents of active Rainbow Girls can assist the Mother Advisor and the Assembly in this manner.
- At installations, receptions, and other open meetings, offer to be one of the Board Member(s) at the doors to greet visitors making them comfortable and reminding them, if necessary, that hats and gloves are not worn and photos may not be taken in the Assembly Room when the Bible is open, except during Installation.
- Helping with transportation needs. Board Members will assist the Mother Advisor to ensure that Assembly Members are appropriately chaperoned at all times. When traveling with Assembly Members, a minimum of one adult for each eight (8) girls is required (or as otherwise directed for specific out-of-state travel). When traveling by

car or van, each passenger must be provided and must wear her seat belt (its the law!). No adult male should ever travel alone with Assembly Members. The seatbelt law further limits the ratio of adults to girls in terms of chaperoning. Girls who are smaller in stature must be back seat passengers.

- At least two members of the Advisory Board will serve on the Audit Committee with at least two older girls. This appointment will be made by the Board Chairman.

To avoid potential conflicts and the appearance of impropriety, no Advisory Board will concurrently elect the husband of the Mother Advisor as its chairman; the husband may serve as a Board Member. No two family members may have signatory authority on any financial accounts.

BOARD CHAIRMAN DUTIES AND RESPONSIBILITIES

The Chairman will

- Attend and preside over all Advisory Board meetings; if he/she is unable to attend a specific meeting, he/she will appoint another Board Member to preside.
- Ensure all Board Members and the Grand Deputy are informed of the date, time, and place of all Advisory Board meetings.
- Schedule special meetings at the request of the Mother Advisor or a majority vote of the Advisory Board.
- Ensure the Board adheres to the rules of the Supreme, Grand and local Assemblies.
- Convene the organizational meeting of the "new" Advisory Board in December.
- Establish the adult members of the audit committee; ensure the committee functions timely.
- Establish the adult members of the budget committee; ensure the committee functions timely.
- Ensure hands-on assistance is provided to the Mother Advisor for projects, events, travel, etc. of the assembly.

The following may be useful when organizing the agenda for Advisory Board meetings:

- Reading of the minutes of the previous Advisory Board Meeting; it is always preferable when minutes are distributed timely after each meeting by the Board secretary - either by mail or electronically. When the minutes have been distributed, they can be reviewed, rather than read verbatim at the next meeting.
- Review of the Treasurer's report and the Assembly's overall financial status
- Mother Advisor's report which will include
 - *A simple review of the events since the last Advisory Board meeting; every detail is probably unnecessary - unless there were areas that need special or corrective action for future events.*
 - *Information about upcoming events, particularly those which will occur between this meeting and the next Advisory Board meeting.*
- Old business not covered in the Mother Advisor's report.
- New business not covered in the Mother Advisor's report, including approval of the Worthy Advisor-Elect and Charity-elect term calendar.

- Petitions for membership/affiliation; the adults who will assist with the visitation of the potential member should be determined at the Advisory Board meeting; this information should then be transmitted by the MA to the WA so she is prepared for the same process related to girls who will assist.
- Advisor Board consideration of Grand Officer recommendations, Grand Cross recommendations, Adult Service Awards, Assembly and Nevada Grand Assembly Scholarship Applications, etc.

MOTHER ADVISOR'S DUTIES AND RESPONSIBILITIES

The Mother Advisor is the liaison and spokesperson between members of the Assembly and the Advisory Board. The Assembly Members will take their concerns and successes to her; she will present them to the Advisory Board for assistance or resolution. The Mother Advisor serves the Assembly typically from her installation in January through the installation of the new Mother Advisor.

The Mother Advisor will:

- Provide a positive and caring example to the Assembly Members through her own life.
- Attend all Assembly meetings ensuring appropriate ritualistic performance, the proper conduct of business, that guests have been vouched for, etc. Should she be absent from an Assembly meeting, she will select the Assistant Mother Advisor, a Past Mother Advisor, or a Past or present Grand Deputy to fill her position.
- Encourage active participation by each Rainbow member, timely payment of dues, etc. She will enlist the assistance of other Board Members in this area as needed and as appropriate.
- Maintain dignity and decorum during Assembly meetings and visitations. There is a time and place to "let your hair down." Choose those times carefully.
- Assist the Worthy Advisor-elect and Charity-elect in preparing the term calendar and her specific agenda for each meeting. The first meeting of the term will be "workshop;" whenever possible, the second or third meeting will be formal escort, with some effort made to not have the same activity (formal escort or Initiation) on a night when multiple assemblies meet and have the SAME schedule.
- Ensure the Worthy Advisor and other officers are prepared for meetings and events. She will attend, or designate another Board Member in her absence, each project and activity.
- Ensure that all ritualistic work is memorized; she will set a good example by memorizing her parts.
- Maintain control over the *Book of Traditional Instructions* and will work with the Worthy Advisor, Faith and new members when they are memorizing these parts.
- Ensure members wear their Lamb Skin Aprons on Rainbow Sunday, at Rainbow funerals, or for the laying of the cornerstones at Masonic Temples.
- Ensure members and visitors do not enter or retire from the Assembly during any ritualistic work. The Confidential Observer will be instructed (during practice times) not to respond to an alarm at the door during such times.
- Ensure the "old" Board anticipates those activities and items which will need approval prior to the first meeting of the "new" Board after their installation. For example, some sponsoring Chapters or Lodges will host their Official Visit in January or early February and may want the assistance of the Assembly Members; such activity must be approved by the "old" Board as the "new" Board has no authority until they are installed.
- Prepare the year-end reports and Grand Cross, Adult Service Award recommendation forms required by Supreme Assembly. Specific instructions are detailed later in this Handbook.
- Attend all training and workshop opportunities for adult leaders.

- Attend Rainbow Camp, Grand Assembly, Rainbow Sunday, and the Mystic Banquet if applicable.
- Order supplies needed for the Assembly from either Grand Assembly or Supreme Assembly; she will ensure these bills are paid promptly.

There may be occasions which require the Mother Advisor's immediate action; bear in mind your commitment that decisions will be made for the welfare of the entire Assembly, not a chosen few, and use your best judgement.

With the cooperation and assistance of the Advisory Board, the Mother Advisor will:

- In January, facilitate having the financial books audited by a minimum of two Advisory Board Members and two Assembly Members. The Advisory Board Chairman will make the adult assignments to those who don't normally handle Assembly funds. The Mother Advisor will transmit copies of the audit report to the Grand Deputy and to the Supreme Officer. A third copy will be retained in the Assembly's records. NOTE: The financial records must also be audit at other times when the Mother Advisor changes.
- In January, complete an inventory of all Assembly assets, with the outgoing Mother Advisor or other member of the Advisory Board as appointed by the Board Chairman. A copy of the inventory will be forwarded to the Supreme Officer.
- In January, ensure all Members' dues are current. (See Dues Delinquencies, Chapter 7)
- In November, see that a budget is drafted, with the assistance of Assembly Members and Advisory Board Members and that it is presented to the Assembly in December for approval.
- Work with each Worthy Advisor to establish a reliable phone committee.
- Ensure all officers understand and have memorized their ritualistic work prior to each installation. She will be satisfied each officer understands the proper pronunciation of words and terms.
- Ensure that only the adult she has asked to serve as the Prompter has a Ritual open during meetings.
- Be at the Temple early enough prior to meetings to ensure proper placement and care of all paraphernalia and be available to answer last minute questions and concerns. The Mother Advisor is not personally responsible for setting up an Assembly room. The Assembly Members should carry this responsibility among themselves.
- See that the dress code is adhered to by all.
- Ensure the Assembly bills are paid, funds deposited, correspondence handled, thank you notes sent, etc. Advisory Board Members should willingly assist the Mother Advisor and the Assembly in this area.
- Attend and participate in monthly Line Officers' Meetings. This is a good time to share new information with these girls which will later be shared with all Assembly Members.

- Meet with the Grand Deputy at least monthly; these meetings can conveniently be scheduled between an Assembly meeting and an upcoming Advisory Board Meeting, over lunch, or on the telephone.
- Ensure that Assembly Members are appropriately chaperoned at all times. When traveling with Assembly Members, a minimum of one adult for each eight (8) girls is required (or as otherwise directed for specific out-of-state travel). No adult male should ever travel alone with Assembly Members.
- Contact new initiates prior to their initiation to ensure they received their Notice of Election and are prepared for their initiation. She will invite the candidate's parents, grand parents, legal guardians to attend with their daughter. The candidate and her parents should be fully informed regarding the type of dress/shoes appropriate to Initiation.
- Attend all Advisory Board meetings and report to its members regarding the progress of the girls' projects, upcoming projects and activities, issues of concern, successes, etc. She should avoid, whenever possible, reporting specific details related to a specific Assembly Member whenever corrective behavior may have been a concern.

Without a Special Dispensation from the Supreme Officer, a mother and daughter may not serve in the East at the same time.

MISCELLANEOUS AREAS WHICH REQUIRE THE MOTHER ADVISOR'S ATTENTION:

The Mother Advisor will also:

- WITH the Advisory Board members, be alert for new ideas for service, fund-raising and fun projects for the girls; check local newspaper for the "volunteers needed" column.
- Ensure an interested adult assists with publicity opportunities. The best way to educate our communities is through the media with pictures and articles reflecting the positive activities of our members.
- Ensure an initiation is conducted each term. If no candidates are prepared, a dignified, ritualistic "mock" initiation will be held.
- Request Special Dispensations as necessary in a timely manner from the Supreme Officer (See Special Dispensations, Chapter 7)
- Our Majority Degree is performed at Grand Assembly; Majority Certificates should be provided to members when they turn 20, not when they receive the degree.
- Visit other meetings and installations (with assembly members) of other nearby Assemblies when possible; travel whenever possible with members of the Assembly to the Official Visits of the Grand Worthy Advisor.

NOTE: If it is necessary to cancel a meeting due to inclement weather, for example, ensure a Board Member is physically present at the Temple to advise Members and guests who may not have been advised by telephone. The physical safety and welfare of our Members should always be our first concern. The Mother Advisor should immediately notify the Supreme Officer who will issue the appropriate Dispensation.

LINE OFFICERS' DUTIES AND RESPONSIBILITIES

The following are SUGGESTIONS of specific duties for line officers. These duties will help them understand their future leadership responsibilities and allow them the opportunity to share the responsibilities of an Assembly. *A Line Officers' Handbook is located at Chapter 11 of this Handbook to use as a guideline.*

At a minimum, the "Line Officer Handbooks" should contain information regarding

- Expectations for Line Officers: commitment, effort, energy, humility, participation, etc.
- Duties of each Line Officer (similar to those outlined below).
- Guidelines for planning a project, including the necessary review by the Advisory Board.
- Sample calendar; suggestions regarding the information which should be included, i.e., appropriate dress, time, etc.
- Installation suggestions, guidelines and plans. Again, you might want to incorporate at least parts of the "Installation Information for Worthy Advisors-Elect and Mother Advisors-Elect" in this handbook.
- Detailed Installation Program. You might want to incorporate at least parts of the "Suggested Order for Installation" in this handbook, adapted to your Assembly.
- Any written Assembly policies and guidelines.
- Assembly By-laws.

Feel free to utilize any information in this Handbook, revising it to meet the traditions of your Assembly.

FAITH:

- Memorize all ritualist work associated with this office, including that contained in the *Book of Traditional Work* and floor work (not optional!) A thorough understanding of your initiatory work is essential.
- Greet new initiates prior to their initiation, establishing a rapport and level of trust necessary to be "... a girl's best friend..."
- Nurture the girls initiated this term. The Sister of Faith is their first contact with Rainbow and, with a little attention, a strong bond can be formed.
- Be responsible for setting up the Assembly room prior to each meeting; she can organize a committee to help her, but the ultimate responsibility for the room to be properly set up and on time shall rest with this position.
- Organize and host a "Faith's Tea" or other traditional function to help introduce new initiates to the Assembly and to the Board. Prospective members can also be invited to such activities.
- Establish the date of her installation as Worthy Advisor, particularly in areas where the Temple calendar is busy, and work with the Mother Advisor to secure the date.
- Begin thinking about fund raising projects to be done as Charity.
- Consider preliminary term plans, including a Service Project, fun projects, etc.

HOPE:

- Memorize all ritualistic work associated with this office (not optional!) Ask the Grand Deputy to provide specific instruction regarding opening and closing the Bible.
- Organize a refreshment committee for each meeting. Be creative: rotate through various groups such as the line officers, the bow officers, the choir, the Grand Officers, the Advisory Board. If the Assembly has a budget for refreshments, ensure the bills are turned in and those entitled to repayment receive an Assembly check.
- Keep records of the Assembly members who help with refreshments and turn them into the adult who records points (see later instructions regarding merit points).
- Organize and be responsible for the kitchen clean-up committee.
- Finalize plans for your Charity fund-raising project(s). Be sure the dates fit within the Worthy Advisor-elect's term calendar.
- Continue working on your plans for your term as Worthy Advisor.

CHARITY:

- Memorize all ritualistic work associated with this office (not optional!) Charity's initiatory lecture is beautiful and long. It will take some energy to truly share the contents of the Pot of Gold.
- Organize and complete assembly fund raising projects.
- She may also be responsible for another fund raising project of her own design and interest. All projects must be reviewed and approved in advance by the Mother Advisor and then the Advisory Board.

WORTHY ASSOCIATE ADVISOR:

- Memorize all ritualistic work associated with this office (not optional!) Begin, also, reviewing the ritualistic work of the Worthy Advisor.
- Assist the Worthy Advisor whenever possible; be prepared to fill in for the Worthy Advisor, if necessary.
- Plan a farewell skit for the Worthy Advisor's last meeting; collect funds, if necessary, to purchase a small gift/flowers for the occasion.
- Work with the Mother Advisor to establish a tentative list of officers prior to elections; be prepared to make changes as a result of the elections.
- Finalize a meaningful service project for your term as Worthy Advisor which will be important to your interests and to the members of the Assembly. This project, as with all activities of the term, must be approved by the Advisory Board.
- Finalize Installation and term plans with Mother Advisor and the Advisory Board. The Grand Deputy will need to be consulted regarding practice dates.
- Promote activities and events in support of the Grand Worthy Advisor's service project.

WORTHY ADVISOR:

- Memorize all Ritual work associated with this office, *The Book of Traditional Work* and floor work (not optional!). Begin, also, familiarizing yourself with the Installation Ceremony.
- Appoint committees as necessary, i.e., paraphernalia, refreshments, clean-up, etc.

- Carry out the plans of the term calendar with the Mother Advisor's assistance. Each term should include opportunities for fund-raising, service, and fun!
- Establish a convenient time with the Mother Advisor to review each meeting's agenda - prior to your meeting night. Be prepared for all business and events to be discussed during the course of a meeting.
- Arrive early to each meeting.
- Remain after meetings to see that your guests are attended to and the Assembly Room is left in good order.
- Attend and participate in other Assemblies' Installations whenever possible.

LINE OFFICERS' MEETINGS should:

- Be held with the Mother Advisor, Assistant Mother Advisor and all line officers once each month.
- Provide an opportunity for these girls to “open” and “close” a meeting as a quick practice of their ritual work.
- Be an opportunity to discuss the overall plans and unity of the Assembly.
- Be held in confidence by the Line Officers and adults. Information shared during these meetings is confidential and should not be discussed outside the meetings.