 <p><b>Washington Idaho</b></p>	<p><b>Page: 1 of 4</b></p>	<p><b>Effective Date:</b> June 1, 2001  <b>Revision Date:</b> January 10, 2004  June 30, 2005  January 4, 2013  November 23, 2013  December 1, 2014</p> <p>Full Compliance by 1/1/2002</p>
<p><b>Policy and Procedure Title:</b></p> <p>Advisory Board Composition and Selection</p>	<p><b>Policy and Procedure number:</b></p> <p><b>OP-1</b></p>	<p><b>Approved by:</b></p> <p><u>Barbara Brown</u>                      <u>12/01/2014</u>  Supreme Inspector                      Date</p>

**Policy:** It is the policy of Washington Idaho International Order of the Rainbow for Girls that the composition and selection of local Advisory Boards will be consistent with the statutes of the Supreme Assembly and provide ample support to the local Assembly and its programs.

**Purpose:** Appropriate Assembly Advisory Boards will be selected in a timely and collaborative manner with the sponsoring body(ies), consistent with governing statutes.

**References:**

- “Statutes of Supreme Assembly, Pertaining to Subordinate Assemblies”, revised by Supreme Assembly July 2014*
- “Uniform Code of By-Laws for Subordinate Assemblies”, revised by Supreme Assembly July 2014*
- “Constitution and Uniform Code of By-Laws, For Grand Assemblies”, revised by Supreme Assembly July 2014*

**I. General Advisory Board Composition**

**Reference:** *“Statutes of Supreme Assembly 2014”*; Section 4, page 3-4.

*“There shall be an Advisory Board in each Assembly consisting of not less than seven (7) members and not more than fifteen (15) members. The Advisory Board must be composed of Majority Rainbow members and no less than two (2) Master Masons, and two (2) members of the Order of the Eastern Star, Order of the Amaranth, Order of the White Shrine of Jerusalem, or non-affiliated wives of Master Masons, and Parents, Grandparents, and Legal Guardians of active or Majority Rainbow members. All 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 Deputy.*

*Non-Masonic Parents, Grandparents, and Legal Guardians 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 Deputy /Supreme Representatives. In addition only one member of an immediate family will be approved to serve as an officer of said Advisory Board. Immediate family is defined as parents, sons, daughters, sisters, brothers, grandparents, in-laws, spouse, grandchildren, and blended/step family members."*

- A. An active Rainbow girl, even though a member of the Order of the Eastern Star, the Order of the Amaranth, or the Order of the White Shrine of Jerusalem, is not eligible to serve on the Advisory Board.
- B. Those with Masonic affiliations need not be members of the sponsoring body to serve on the Advisory Board.
- C. It is recommended that a retiring Grand Deputy or Mother Advisor not serve on any Advisory Board for one (1) year following their current position. Upon written request from the Advisory Board to the Supreme Inspector/Deputy, permission may be granted for the retiring Grand Deputy or Mother Advisor to continue on the Advisory Board.
- D. It is recommended that Worthy Matrons, Worthy Patrons, Royal Matrons, Royal Patrons and Masters of Masonic Lodges not serve as active members on an Advisory Board during the tenure of their office. If it becomes necessary for them to serve on a Board, they are encouraged to serve in an ex-officio capacity.
- E. Below are some further recommendations. We realize that all Board situations are not the same and these recommendations may not work for everyone. Please use them as a guideline to ensure the success of your Assembly.
  - 1. It is recommended that parents of Line Officers not serve on the Advisory Board.
  - 2. It is recommended that the Mother Advisor, if she is also the mother of the Worthy Advisor, not occupy the Mother Advisor's station in the East during her daughter's term. The Assistant Mother Advisor should preside during this term.
  - 3. It is recommended that all Advisory Boards rotate on a three-year term. Ideally, three or four people should go on and off the Board every year.
- F. Any deviations must be approved by the Supreme Inspector/Deputy.

## II. Selection process

Reference: *Statutes of Supreme Assembly 2014*; Section 5, page 4-5.

*"The sponsoring Order shall submit for approval a new Advisory Board to the Supreme Inspector/Supreme Deputy 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 Advisory 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 Deputy. The Supreme Inspector/Deputy may remove an Advisory Board in entirety or individual Advisory Board members if after investigation she/he deems it to be in the best interest of the Assembly and its members.*

A. Procedure for assemblies sponsored by the **Order of Eastern Star**:

1. The Associate Matron of the sponsoring Chapter presents for approval the names of the Advisory Board Members to the Grand Deputy no later than November 1<sup>st</sup>. This list will then be forwarded by the Grand Deputy to the Supreme Inspector/Deputy for approval. This allows the Associate Matron to be the presiding officer of the sponsoring Chapter during the time the new Advisory Board serves.
2. The Grand Deputy is responsible for contacting the Associate Matron in early September to discuss the importance of selecting **active** Advisory Board Members. The Grand Deputy is to provide this person with a copy of the Advisory Board policy and procedures and any other references including job descriptions, in order to assist them in making their decision.
3. The Associate Matron, at her discretion, may consider the input of the Mother Advisor and/or the Grand Deputy when appointing a new Advisory Board. However, neither the Mother Advisor nor the Grand Deputy may mandate/not mandate someone be appointed to the Advisory Board. This responsibility resides solely with the Associate Matron. Please present any advice or recommendations in a positive manner.
4. The Advisory Board composition shall comply with “*Statutes of Supreme Assembly 2014*”; Section 4, page 3-4.

B. Procedure for assemblies sponsored by a **Masonic Lodge, Amaranth Court, White Shrine** or **Booster Club**:

1. The new Advisory Board shall be appointed by a nominating committee of current Advisory Board Members consisting of the Board Chairperson, the Mother Advisor, one member elected by the current Advisory Board, and one member appointed by the Grand Deputy.
2. The District Grand Deputy will be an ex-officio member of the nominating committee.
3. This committee shall be formed at the regular September Board meeting and the committee shall present the names of the new Advisory Board to the Grand Deputy no later than November 1st. This list will then be forwarded by the Grand Deputy to the Supreme Inspector/Deputy for approval.
4. The Advisory Board composition shall comply with “*Statutes of Supreme Assembly 2014*”; Section 4, page 3-4.

- C. All **Eastern Star, Amaranth, White Shrine, Masonic Lodges, and Booster Clubs** sponsoring an Assembly must provide in their By-Laws for selection of the Advisory Board no later than November 1<sup>st</sup>.

III. Additions to the Existing Board.

- A. Assemblies sponsored by Eastern Star, Amaranth, White Shrine, Masonic Lodges, or a Booster Club:
1. Assemblies may add additional members by a majority vote of the current Board Members with the approval of the Grand Deputy and Supreme Inspector/Deputy.

Approved 04-12-01  
Grand Executive Committee

Reviewed by:  
Scott Anderson, Board Chairperson, Bellevue  
Barbara Brown, Supreme Inspector  
Robin Conley Brown, GEC Chairperson  
Betty Downing, Mother Advisor and GEC, Everett  
Patty Groves, Mother Advisor and GEC, Bellevue  
Cheryl Richmond Witwer, Grand Deputy District 15

Revised: 1/10/04  
Barbara Lampi, GEC Chairperson  
Scott Anderson, GEC Member


Approved: 2/7/04  
Grand Executive Committee

Revised: 6/30/2005  
Barbara Lampi, GEC Chairperson

Revised: 1/4/2013  
Barbara Brown, Supreme Inspector

Revised: 11/23/2013  
Barbara Brown, Supreme Inspector

Revised: 12/01/2014  
Barbara Brown, Supreme Inspector

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<p><b>Policy and Procedure Title:</b></p> <p>Advisory Board Meetings</p>	<p><b>Policy and Procedure number:</b></p> <p><b>OP-2</b></p>	<p><b>Approved by:</b></p> <p><u>Barbara Brown</u>                      <u>12/01/2014</u>  Supreme Inspector                      Date</p>

**Policy:** It is the policy of Washington Idaho International Order of the Rainbow for Girls that Advisory Board meetings are organized, held, attended and conducted in accordance with the statutes of Supreme Assembly and in a manner that supports and benefits the local Assembly and its programs.

**Purpose:** Assembly Advisory Boards will organize and operate effectively for the benefit of the local Assembly and its programs.

**References:**

- “*Statutes of Supreme Assembly, Pertaining to Subordinate Assemblies*”, revised by Supreme Assembly July 2014
- “*Uniform Code of By-Laws for Subordinate Assemblies*”, revised by Supreme Assembly July 2014
- “*Constitution and Uniform Code of By-Laws, for Grand Assemblies*”, revised by Supreme Assembly July 2014

**Attachments:**

Declaration Form

**I. Advisory Board Leadership Selection**

Reference: “*Statutes of Supreme Assembly 2014*”, Section 7, page 5-6.

*“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<sup>st</sup> for the purpose of electing a Chairman. Any member may serve as Chairman provided she/he has been an active Advisory Board member for a minimum of two (2) years. After a Chairman has been elected by secret ballot without nomination, the Chairman of the incoming Advisory Board shall preside and the incoming Advisory Board shall elect, by secret ballot without nomination, one (1) of its members as Mother Advisor and one (1) as Secretary. The incoming Advisory Board may also elect, by secret ballot without nomination, other officers they deem necessary.”*

- A. The Grand Deputy is expected to attend the November/December organizational meeting of the new Advisory Board. The current Board Chairperson is responsible for advising the Grand Deputy in advance to avoid scheduling conflicts.

- B. All Board Members will complete a written declaration stating their ability and interest to serve in the positions of Chairperson, Secretary/Treasurer or Mother Advisor. (See attached Declaration Form).
- C. The Declaration Forms will be given to the Grand Deputy who will state aloud the names of those people agreeable to serve in the position for which the ballot is open.
- D. The outgoing Chairperson will preside over the election of the Board Chairperson.
- E. The newly elected Board Chairperson will take command of the gavel and preside over the secret ballots for the election of the Secretary/Treasurer and the Mother Advisor, or other officers as stated in the Advisory Board's Standing Rules.
- F. The Grand Deputy will choose an assistant and together they will tally these secret ballots.
- G. If there is a change of Mother Advisor, the following persons must be notified: Grand Deputy, Supreme Inspector/Deputy, and the Data Base Manager.
- H. It is recommended that a retiring Grand Deputy or Mother Advisor not serve on any Advisory Board for one (1) year following their current position. Upon written request from the Advisory Board to the Supreme Inspector/Deputy, permission may be granted for the retiring Grand Deputy or Mother Advisor to continue on the Advisory Board.
- I. A Mother Advisor under the age of twenty-five (25) must be approved by the Supreme Inspector/Deputy.
- J. A Supreme Inspector/Deputy will not serve as Mother Advisor or as a Member of the Advisory Board
- K. A presiding Worthy Matron or Royal Matron will not serve as Mother Advisor.
- L. It is recommended that Worthy Matrons, Worthy Patrons, Royal Matrons, Royal Patrons and Masters of Masonic Lodges not serve as active Members on an Advisory Board during the tenure of their office. If it becomes necessary for them to serve on a Board, they are encouraged to serve in an ex-officio capacity.
- M. The Mother Advisor may choose an Assistant Mother Advisor with the approval of the Advisory Board. The Assistant must be a member of the Advisory Board. This is an optional position.
- N. An Assistant Mother Advisor should not be appointed during the last three months of the year if there is more than one candidate eligible to be elected as Mother Advisor by the incoming Advisory Board Members.

## II. Meeting frequency

Reference: "*Statutes of Supreme Assembly 2014*"; Section 7, paragraph 2, page 6.

*"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 Advisory Board. It shall be the duty of the Chairman and the Mother Advisor to attend all meetings of the*

*Advisory Board. The Chairperson and Mother Advisor shall hold office at the will of the Advisory Board.”*

- A. Advisory Boards in Washington/Idaho are required to meet once a month unless the Assembly is dark by virtue of the Advisory Board Standing Rules. The time and place is determined by the Advisory Board Members. Monthly meetings are mandatory, however a Board may agree by majority to cancel or reschedule a regular meeting for an appropriate reason. (An appropriate reason may be the absence of the Chair or Mother Advisor.)
- B. If an Advisory Board fails to hold two (2) scheduled meetings, the Board will be removed by the Supreme Inspector/Deputy and a new Board will be appointed.
- C. No Board Member shall be absent from more than two (2) consecutive Advisory Board meetings. If this occurs, the Board Chair must contact the Board Member and follow the policy for potential dismissal of that Board member.
- D. The Secretary of the Advisory Board must maintain a properly recorded Board attendance record, Board treasury report, and Board business minutes as a part of the permanent written record. The minutes must be recorded in a bound book.
- E. A permanent written record of the business meetings of the Board must be kept indefinitely and be retrievable in their entirety.
- F. The minutes of a Board meeting should NOT be transmitted electronically. (The minutes will be read at the following meeting.) There is always the possibility someone other than the intended person could read the minutes which are CONFIDENTIAL.

### III. Quorum

Reference: “*Statutes of Supreme Assembly 2014*”; Section 9, page 6-7.

*“In all meetings of the Advisory Board, five (5) members will constitute a quorum, provided that the Chairman and the Mother Advisor, or their officially appointed representatives, are present at said meeting”.*

### IV. Meeting Attendees

Reference: “*Statutes of Supreme Assembly 2014*”; Section 7, paragraph 3, page 6.

*“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.”*

- A. The Grand Deputy is the representative of the Supreme Inspector/Deputy and may attend on behalf of the Supreme Inspector/Deputy if delegated to do so.
- B. The Grand Deputy is expected to attend the December meeting of the outgoing Board to facilitate the selection of Grand Cross of Color designates. This meeting is to also serve as the organizational meeting of the incoming Advisory Board for the purpose of electing

Board leadership and a Mother Advisor. The Chairperson is responsible to advise the Grand Deputy in advance of the date, time and place of this meeting.

- C. The Board Chairperson or majority of the Board, may choose to regularly invite the elected line officers or members of Rainbow to each Board meeting as representatives of the Assembly
- D. The Board Chairperson or majority of the Board may also choose to invite on an ongoing basis, a community member with skills and interest that would enhance the local Rainbow program
- E. The Board Chairperson or majority of the Board may choose to regularly invite the Rainbow Dad to each Board meeting if he is not already a member.
- F. These regular visitors (Section IV, Line C, D, E) would have ex-officio status.
- G. These visitors may be excused if topics of discussion arise that are extremely sensitive or require a great deal of confidentiality as determined by the Board Chairperson, Mother Advisor or majority of the Board Members.
- H. **Confidential Board business is not to be discussed anywhere outside the Advisory Board meeting unless a person is directed to do so by the Chairperson. Breaking of the policy is reason for immediate dismissal.**

#### V. Standing Rules

- A. Advisory Boards must have their own set of Standing Rules. These rules must in no way conflict with the Statutes, Uniform Code of By-Laws, or Constitution and Uniform Code of By-Laws of Supreme Assembly.
- B. During the organizational meeting of the Advisory Board, current Standing Rules must be reviewed and discussed. These Standing Rules are to be adopted with or without changes, at the next regularly scheduled Board meeting by majority vote of the Board Members.
- C. The Chairperson, or their designate, is responsible for preparing a master copy of the newly adopted Standing Rules and obtaining the signatures of the Board Members on the document. The Board Members' signatures will attest to their approval and acceptance of the Standing Rules.
- D. A copy is then to be given to each Board Member as well as the Grand Deputy and Supreme Inspector/Deputy.
- E. Provisions should be made in the Standing Rules for procedures that will be used in handling disciplinary action involving a Board member
- F. If any issue arises within the Advisory Board that cannot be solved locally, the Grand Deputy is to be consulted. If necessary, the Grand Deputy will consult the Supreme Inspector/Deputy. The Supreme Inspector/Deputy may refer this issue to the Grand Executive Committee or Tribunal Committee if she deems it necessary.



- G. If any issue requires the Supreme Inspector/Deputy's attendance, the cost of the visit including lodging, mileage, meals and other expenses will be the personal burden of the Advisory Board Members.
- H. If the Board feels it necessary for the Supreme Inspector/Deputy to be aware of any issue, even though it has been referred to the Grand Deputy, it must be submitted in written form to the Supreme Inspector/Deputy and a copy forwarded to the Grand Deputy.

Approved 4-12-01  
Grand Executive Committee

Reviewed by:  
Scott Anderson, Board Chairperson, Bellevue  
Barbara Brown, Supreme Inspector  
Robin Conley Brown, GEC Chairperson  
Betty Downing, Mother Advisor and GEC, Everett  
Patty Groves, Mother Advisor and GEC, Bellevue  
Cheryl Richmond Witwer, Grand Deputy District 15

Revised: 1/10/04  
Barbara Lampi, GEC Chairperson  
Scott Anderson, GEC Member

Approved: 2/7/04  
Grand Executive Committee

Revised and Approved: 11/13/2011  
Grand Executive Committee

Revised and Approved: 1/4/2013  
Barbara Brown, Supreme Inspector

Revised: 11/23/2013  
Barbara Brown, Supreme Inspector

Revised: 12/01/2014  
Barbara Brown, Supreme Inspector

## DECLARATION FORM

"I am willing and committed to serve in the following position if elected. I understand the responsibilities and expectations involved. I agree to attend any workshops or education sessions required."

Chairperson of the Advisory Board      Yes \_\_\_\_\_      No \_\_\_\_\_

Secretary/Treasurer      Yes \_\_\_\_\_      No \_\_\_\_\_

Mother Advisor      Yes \_\_\_\_\_      No \_\_\_\_\_

Signed: \_\_\_\_\_

## DECLARATION FORM


"I am willing and committed to serve in the following position if elected. I understand the responsibilities and expectations involved. I agree to attend any workshops or education sessions required."

Chairperson of the Advisory Board      Yes \_\_\_\_\_      No \_\_\_\_\_

Secretary/Treasurer      Yes \_\_\_\_\_      No \_\_\_\_\_

Mother Advisor      Yes \_\_\_\_\_      No \_\_\_\_\_

Signed: \_\_\_\_\_

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<p><b>Policy and Procedure Title:</b></p> <p>Advisory Board Responsibilities and Duties</p>	<p><b>Policy and Procedure number:</b></p> <p><b>OP-3</b></p>	<p><b>Approved by:</b></p> <p><u>Barbara Brown</u>                      <u>12/01/2014</u>  Supreme Inspector                      Date</p>

**Policy:** It is the policy of Washington Idaho, International Order of the Rainbow for Girls that local Advisory Boards know, understand and carry out the responsibilities and duties as defined.

**Purpose:** To foster a knowledgeable and confident Advisory Board that understands and carries out their responsibilities and duties, in order that the local Assembly may maintain a successful program and thrive.

**References:**

- “Statutes of Supreme Assembly, Pertaining to Subordinate Assemblies”*, revised by Supreme Assembly July 2014
- “Uniform Code of By-Laws for Subordinate Assemblies”*, revised by Supreme Assembly July 2014
- “Constitution and Uniform Code of By-Laws, for Grand Assemblies”*, revised by Supreme Assembly July 2014
- “Building Your Assembly Piece by Piece”*, Washington Idaho, 1999
- “Mother Advisor’s Handbook”*, Washington Idaho, revised 2009
- “Book of Ceremonies”*, Supreme Assembly, revised 2010
- “The Gold Book of Instruction”*, Supreme Assembly, revised 2008
- “Department of the Treasury, Internal Revenue Service letter to International Order of the Rainbow for Girls – Supreme Assembly”* dated June 21, 2007

**Attachments:**

- Monthly Check List for Advisory Boards
- Fiduciary Responsibilities for Advisory Board Members
- Summary: Financial Reporting and Record Keeping
- Sample Adult Mentor/Advisor Job Descriptions

**I. Responsibilities and Duties:**

Reference: *“Statutes of the Supreme Assembly 2014”*; Section 2, page 2.

*“The Advisory Board, once activated, shall organize, do, and perform all the duties required in looking after, counseling, advising, and directing the affairs of the Assembly.”*

- A. All Board members are expected to attend at least 50% of all stated meetings of the Assembly. Any Board member not meeting this requirement will not qualify to vote for Grand Cross of Color Designates or recommendations for Grand Officers.
- B. A record of Advisory Board attendance at regular Assembly meetings must be kept by full roll call. The Recorder must call the roll of all Board Members just as she calls the Assembly roll, and record the Advisory Board members present as part of the minutes of the meeting.
- C. A record of Advisory Board attendance at Advisory Board meetings must be kept by a full roll call by the secretary.
- D. All Board members are expected to participate in at least 50% of fun projects, service projects and other activities. This participation can be by attending the event, organizing transportation, phoning reminders, or by contributing food, word processing, or other skills.
- E. The Board Secretary will keep an accurate record of participation in projects and activities by Board members.
- F. The Chairperson of the Board will contact any Board member who is not fulfilling the requirements regarding meeting attendance of the Assembly and Advisory Board. If the requirements continue to be unmet, the Board member may be dismissed from the Board after being properly notified by mail. If there is an exception to this dismissal, it will be by majority vote of the Advisory Board. (Exceptions are illness, unexpected out-of-town business or other unusual circumstances.) At any time if a Board member feels they cannot commit themselves to their obligations of the Board, they should relinquish their position.
- G. It is the responsibility of the Advisory Board Chairman to verify that the Mother Advisor elected is at least twenty-five (25) years of age, has served a minimum of two (2) years on the Advisory Board, and has at least one of the following affiliations: Masonic affiliation (Eastern Star, Order of Amaranth, Order of White Shrine); majority member; mother, female legal guardian, or grandmother of active or Majority Rainbow member. A Mother Advisor elected that does not meet these criteria will be allowed to serve only with approval of the Supreme Inspector/Deputy. *Refer to Statutes of Supreme Assembly, Section 10, Mother Advisor, Eligibility.*
- H. It is the responsibility of the Advisory Board Chairperson to verify that the Rainbow Dad selected is **at least thirty-five (35) years of age and a Master Mason in good standing**. Any person selected that does not meet these criteria may not serve in the capacity of Rainbow Dad except on approval of the Supreme Inspector/Deputy.
- I. Every Advisory Board is required to have on file, the Standing Rules governing their Board. These Standing Rules must be reviewed at the organizational meeting of the new Advisory Board. Standing Rules may be amended, enhanced, or revised by a majority vote of the Board at the next meeting of the new Advisory Board. All Advisory Board members are required to sign the newly adopted Standing Rules. The original is to be kept on file by the Advisory Board, and copies sent to the Grand Deputy and Supreme Inspector/Deputy.

- J. Strict confidentiality within the Advisory Board is required of every member. A Statement of Confidentiality stating “that the discussions and actions taken during an Advisory Board meeting or by an adult acting in their role as an Advisory Board member are to be kept confidential” will be included in the Advisory Board Standing Rules. In addition, the Advisory Board members will be required to sign and date a Confidentiality Statement each year. The original statement will be kept on file by the Advisory Board, and copies sent to the Grand Deputy and Supreme Inspector/Deputy. A breach of this Confidentiality Statement will result in immediate removal from the Advisory Board.
- K. Retiring members of the Board will be given a Grand Officer Evaluation form and a pre-addressed envelope. Without discussion, they should cast their ballot for one (1) girl. The form must be signed and dated to validate it. Place the form in the envelope and seal. Board member should place their signature over the seal and personally give it to the Grand Deputy. The Grand Deputy will turn the envelope into the Supreme Inspector/Deputy along with other recommendation forms.
- L. A relative of a girl being considered for awards should not be present during any Board discussions. After the discussion is completed, they may return to the room to complete their evaluation form.
- M. Where two (2) family members serve on an Advisory Board and a relative is being considered for an honor, they will have ONE COLLECTIVE VOTE.

## II. Behavior Expectations

Reference: “*Statutes of the Supreme Assembly 2014*”; Section 6, page 5.

*“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 or illicit 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.”*

- A. Board members should refrain from consuming alcohol prior to or while attending any Rainbow event when girls are present. Any Board member or visitor smelling of alcohol will be discreetly asked to leave these events.
- B. Board members and visitors should follow the Assembly dress code. The Mother Advisor can make exceptions to this guideline for visitors and parents if she deems it appropriate.

## III. Mother Advisor Training Requirements/Responsibilities

Mother Advisors are elected by the Advisory Board in December of each year by the board members that have been appointed for the ensuing year. She may be removed by a majority vote by this same body if the Statutes and Operating Procedures are not being followed accordingly.

It is her responsibility to have a friendly working relationship with the District Grand Deputy and her peers in the District. In addition to the Assembly responsibilities, it will be her charge to attend District meetings for the Mother Advisors, to participate in District events, to encourage the members of the Assembly to visit and participate with the rainbow sisters in the District, and to show courtesy and a positive attitude to any and all visitors to the Assembly.

In addition, it is expected that her enthusiasm, accountability, and cooperation is sincere and consistent. The Mother Advisor is to display respect and courtesy to the administrative leaders in the jurisdiction which include the Supreme Inspector/Deputy, Grand Executive members, and Grand Deputies. In addition, all communications will be answered promptly. This will include telephone calls, electronic mail, twitter, instagram, or snail mail.

The Mother Advisor is required to attend the annual workshop-retreat sponsored by the jurisdiction each year. If unable to do so, she must advise the Supreme Inspector/Deputy why she is not attending by telephone. No more than two absences will be accepted from the original date that she was installed as a Mother Advisor. The consequence is that she will not be eligible for re-election the following December. Rationale: It is not fair to the members of the Assembly to have a Mother Advisor that is not complying with the jurisdiction efforts to maintain the high standards of Washington Idaho Rainbow.

In the event a different Mother Advisor is elected due to this ruling, she will be required to attend the first retreat scheduled in January following her election or she is subject to removal immediately. Rationale: The Mother Advisor is the representative of the Assembly at adult training sessions and three absences (for the assembly) are not acceptable.

A Mother Advisor, at the time of Grand Assembly, is required to attend the Mother Advisor Meeting at Grand Assembly which is currently scheduled on Friday morning at 8:30 am. This is the same day that Grand Assembly officially starts.

#### IV. Assignment of Mentors

- A. The Advisory Board members are to **teach and mentor** the members of the Assembly based on the expressed needs of the Mother Advisor. Help the members by encouraging their input, reminding them to follow through on their responsibilities, and showing them by example strong leadership qualities.
- B. The Mother Advisor, with the assistance of the Board Chairperson will assign each Board Member a specific role or mentor duty. These roles must be appropriate to the Board member's skill and interests. The Mother Advisor should also provide a job description for each role. Roles or mentorships the Mother Advisor may consider are:
  - 1. Assistant to the Recorder
  - 2. Assistant to the Treasurer
  - 3. Service / Charity Project Coordinator
  - 4. Music Assistant
  - 5. Data Base and Computer Coordinator
  - 6. Hospitality Coordinator
  - 7. Fundraising Coordinator
  - 8. Chaperone / Transportation Coordinator
  - 9. Membership Coordinator
  - 10. Marketing and Publicity Coordinator

- 11. Personal Wellness and Grooming Coordinator
- 12. Ritual Advisor

- C. If the designated person cannot fulfill their duties, they will be relieved and a new person will be assigned to take their place.
- D. The Board Chair will grant each mentor time during the Advisory Board meeting to report their activities and successes to the rest of the group, and to gather ideas on improvement.

#### V. Education

- A. Advisory Board and Youth Protection training should be scheduled by the Grand Deputy on a regular basis, yearly if possible. The Board Chairperson or their delegate is encouraged to contact the Grand Deputy and schedule a mutually convenient training time.
- B. All Board members are required to attend educational workshops and retreats offered to them by Washington/Idaho Rainbow.
- C. Board members should familiarize themselves with the common references used in the operation of Washington/Idaho Rainbow. Access to current copies of these references will be made possible by the Board Chairperson.
- D. All Board members and members of the Assembly are entitled to own copies of any references at their own expense.
- E. References available through Supreme Assembly such as "*Statutes, Uniform Code of By-Laws, and Constitution and Uniform Code of By-Laws*", "*Book of Ceremonies*" and "*The Gold Book*" must be ordered through the Mother Advisor on a pre-paid basis. The Mother Advisor, or authorized person, is the only one who has authority to order supplies from Supreme Assembly on behalf of the Assembly and Advisory Board.
- F. In order to stay informed of jurisdictional activities, it is recommended that all Board members subscribe to the jurisdiction newspaper "The Confidential Observer". Board members may subscribe by contacting the Database Manager (see current roster).

#### VI. Safety and Liability:

- A. Each Board Member is required to pay a \$15 fee to cover Washington/Idaho Rainbow Officer and Director Insurance and defray some of the costs for Adult Training. This fee is due no later than March 1<sup>st</sup> each year. Should an incident or issue arise where a Board member may be part of an Insurance claim and said Board member has not paid the fee, the Board member will not be covered by the Rainbow insurance.
- B. The Washington or Idaho State Patrol forms "Request for Criminal History Information" are mandatory every year. All adults who are working with the Assembly in any capacity, including participating parents, must complete them annually. The forms will be forwarded to a designated party and processed in a timely manner. Only negative responses from the Washington State Patrol or Idaho State Patrol will be reported to the Supreme Inspector/Deputy for resolution. No other communication on the forms will take

place. These forms are available from the Mother Advisor or Grand Deputy, or available online at [www.nwrainbow.org](http://www.nwrainbow.org) under the Yellow tab/Mother Advisor Page.

- C. Forms will be processed per policy and in accordance with the respective State laws in a timely manner. Exceptions only will be reported back to the Supreme Inspector/Deputy for resolution.
- D. The **Adult Worker Profile**, included in the Youth Protection Training packet, will be filled out each year by each Advisory Board member. The forms will be turned into the District Grand Deputy who will keep them on file for the current year. The Grand Deputy will forward an approval page for each form to the Supreme Inspector/Deputy.
- E. The Washington or Idaho State Patrol Forms and the Adult Worker Profile Verification Page will be sent to the Supreme Inspector/Deputy no later than March 1<sup>st</sup> of each year.
- F. Verification of a current valid driver's license and current proof of insurance must be on file for each adult responsible for transporting girls during an official Rainbow event.  
*Note: Some insurance companies have variable terms and may require monthly or semi-annual renewal. Please check dates carefully on the proof of insurance document to assure that current proof is on file.*

## VII. Financial

- A. It is the Advisory Board's responsibility to monitor and assure the accuracy of all financial transactions, audits and other financial reports and information. As an Advisory Board member, you may be held personally liable for any inconsistencies as determined by various state laws and regulations
- B. Audits:
  - 1. The Assembly books must be audited according to the following guidelines:
    - a. Annually at the beginning of each year for the previous fiscal year. Must be submitted to the Grand Assembly Finance committee by January 15<sup>th</sup> of each year.
    - b. At the close of each term, as determined by the date of Installation of Officers.
    - c. Anytime there is a change of the Mother Advisor, Recorder or Treasurer.
  - 2. A copy of each audit is to be sent by January 15<sup>th</sup> for an annual audit, within 30 (thirty) days after the close of each term, or within 30 (thirty) days after any change of the Mother Advisor, Recorder or Treasurer to the District Grand Deputy.
  - 3. Two (2) girls from the Assembly and two (2) adults from the Advisory Board must be appointed to complete each audit. The Board Chairman, adult advisors to the Treasurer and/or Recorder, and the persons with check signing privileges will not serve on the auditing committee.
  - 4. The Board Chairman's signature is required verifying that accurate information has been recorded. If the audit is found to be falsified, the Chairman takes full financial responsibility for reimbursement and cost of any fees.



5. The results of the audit must be reported at the Board meeting, recorded in the minutes, and a copy provided to the Assembly members.
6. The Supreme Inspector/Deputy delegates authority to the Grand Deputy to audit all financial records along with all underlying and associated records at any time.
7. In the event that the Assembly books have to be audited by Grand Assembly, the Advisory Board will be responsible to pay a fee of not less than \$250.00. If the audit procedure takes more than seven (7) days, the Advisory Board will pay additional fees at the rate of \$20 hour.

#### C. Budgets

1. The Advisory Board must assist and help the members of the Assembly prepare a proper budget.
2. Assembly money will only be dispersed by a prior vote of the girls.
3. If an Assembly has a financial committee of members who review and authorize the payment of expenditures, a detailed report of the financial committee must occur during regular business meetings and the Assembly must vote to approve the finance committee's action.

#### D. Designated Funds

1. Mother's Clubs, Parent's Clubs, Dad's Clubs, Booster Clubs, Pledge Groups and Advisory Boards; please take special note. The money earned in excess of \$200 by these groups must be put into the Assembly account because it is earned under the name of Rainbow.
2. These funds will be considered "designated funds" and reside in their own line item of the budget. The corresponding club shall only disperse the designated funds. This money will not be accessed for the Assembly's general use.
3. Any funds that an Advisory Board has accumulated during the year must be dispersed by the current Advisory Board. Any funds not dispersed must be transferred to the Assembly's General Fund for use by the girls.

#### E. IRS Requirements

1. Effective June 21, 2007, all Assemblies that previously were not required to file tax returns, will now be required to submit at least the following if you are not already submitting a Form 990 or 990-EZ:

Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required to File Form 990 or 990-EZ.

"Small tax-exempt organizations, whose gross receipts are normally \$25,000 or less, are not required to file Form 990, *Return of Organization Exempt from Income Tax*, or Form 990-EZ, *Short Form Return of Organization Exempt from Income Tax*. With the enactment of the Pension Protection Act (PPA) of 2006, these small tax-exempt

organizations will now be required to electronically submit Form 990-N, also known as the e-Postcard with the IRS annually.”

2. *The penalty for not filing is the risk of losing our non-profit status.* The 990-N can only be filed electronically, and will ask for name and address, contact person, and then check a box that states you collect under \$50,000 per year (the amount is now \$50,000 per the IRS website). Due dates vary per Assembly. It is the responsibility of the Advisory Board Chairman to be aware of the due date for the Assembly and to ensure that the 990-N is filed by the due date.
3. For questions or help filling out the Form 990-N, please contact a member of the Finance Committee responsible for the IRS filings and Audits.

#### F. Reports

1. Supreme Assembly requires annual membership reports completed by the Mother Advisor. This report must be validated and signed by the Board Chairperson and received by the Grand Deputy no later than a date set at their discretion. Copies of this report must be provided in triplicate to the Grand Deputy.
2. The Supreme Inspector/Deputy must receive this report from the Grand Deputy no later than January 15th. The Grand Deputy will provide an earlier deadline date to the Mother Advisor to ensure that the reports are on time to the Supreme Inspector/Deputy.
3. If the Board fails to meet the required deadlines for financial or membership reports, the Board will be assessed a \$25 fee on January 16<sup>th</sup> and then an additional fee of \$50 on February 1<sup>st</sup>. The Advisory Board is responsible for paying these fees, **not** the Assembly.

#### G. NSF Checks

1. Anyone submitting a check to Grand Assembly, or an Assembly, that is found to be drawn on an account with Non-Sufficient Funds, will be assessed a \$35 fee. Any payments after that will be required in cash or by money-order.

### VIII. Assembly Activities

#### A. Communication and Assembly Activities

Reference: “*Statutes of the Supreme Assembly 2014*”; Section 8, page 6.

*“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”.*

- B. No Advisory Board member, or other adult, is to speak on the floor of the girl’s meetings without first having obtained permission from the Worthy Advisor prior to the meeting. If a subject arises and it is felt that an adult needs to speak on the matter, the adult must pass a note to the Mother Advisor. The Mother Advisor relays the information to the

Worthy Advisor who will convey the information to the Assembly, or the Worthy Advisor is asked to recognize the adult.

- C. The **Mother Advisor** is the direct liaison between the girls and adults.
- D. The Worthy Advisory-elect and Line officers-elect are to meet with the Advisory Board prior to the installation, to present for approval a term calendar. Once the term calendar has been approved, any deviation from the calendar as presented must be discussed with the Mother Advisor and approved by the Advisory Board. Once approved, the Advisory Board is committed to supporting each project and helping the members follow through with all planned activities.

## IX. Membership

- A. Any Rainbow Girl in good standing, Majority member or affiliated adult, may recommend a girl for membership, regardless of their Assembly; and their name will be recognized as the first line signer on the Application for Membership. (“I am a friend of \_\_\_\_\_”). However, two members of the petitioned Assembly must also sign each application.
- B. Applications for Membership must be approved by the Advisory Board and affixed with the appropriate signatures before the application is read in the Assembly.
- C. Proper visitations must be completed on all applications. All Board members should rotate visitation responsibilities. Proper procedures for handling applications may be found in of the “*Uniform Code of By-Laws of Supreme Assembly 2014*” Section 8, Page 30-32.
- D. The Advisory Board is encouraged to have special meetings to expedite the process of applying to an Assembly. All members of the Advisory Board must be notified of the special meeting and a quorum must be present.

## X. Inactivating Assemblies

Reference: “*Uniform Code of By-Laws of Supreme Assembly 2014*”; Section 5, page 29.

*“A quorum necessary to transact business shall be five (5) members. If five (5) members of this Assembly are not present, visiting members and/or Majority members may be included, but have no vote.”*

The inactivation of an Assembly should not be taken lightly. Every effort must be expended by the Assembly members, adults, Advisory Boards, sponsoring orders, and the Grand Deputy to keep the Assembly viable and growing.

If an Assembly is consistently meeting with one (1) to three (3) members over a period of six months they must face the hard fact that something isn't working. They must move forward and find some members or be declared as an inactive Assembly.

If after consulting with the Supreme Inspector/Deputy, it is decided to inactivate the Assembly; the following guidelines must be followed:

1. It is the responsibility of the Grand Deputy to decide when an Assembly must be declared inactive.

2. The Grand Deputy must meet with the Advisory Board members and the sponsoring group at the next scheduled Advisory Board meeting. The Grand Deputy will act as the Facilitator of the meeting. Attendance information for the last six months as well as the guidelines for an active Assembly as stated in the *Uniform Code of By-Laws of Supreme Assembly 2014* must be available. Refer to Section 29, page 40-42.
3. An inactive Assembly may continue to meet at the regular meeting place on a regular basis to focus on Membership strategy and to hold informal meetings with the permission of the Temple Board.
4. Assemblies in inactive status cannot Ballot, Initiate, Install, or hold a stated meeting while considered an inactive Assembly.
5. They may hold informal business meetings, vote and hold activities during this time.
6. They may request that a sister Assembly initiate a candidate for them with the understanding that she will eventually demit to the Assembly when it is re-activated.
7. All monies are frozen on the date the Assembly is inactivated. This includes checking, savings and investments. An adult must be selected to oversee the accounts during the inactive period, and must have the approval of the Supreme Inspector/Deputy.
8. The girls may request money from their account for membership activities and miscellaneous expenses. Documented Assembly financial procedures must be followed.
9. All bills must be paid in full on the date the inactivation commences.
10. The Assembly must inventory their supplies and paraphernalia.
11. The Audit Committee must provide an audit to the Jurisdiction Finance Director.
12. Arrangements must be made with the meeting place for paraphernalia storage for a period of six months to one year.
13. Arrangements must be made to meet in the regular meeting place on an informal basis and the rent fee decided upon.
14. At least two adults must be prepared to meet with the girls at the informal meetings.
15. The remaining girls should be encouraged to attend Rainbow meetings at other assemblies within the District as well as their informal meetings during this period. They should be made to feel welcome and to participate in any Assembly and District activities.
16. The Charter, Book of Traditional Instructions, and Assembly Seal must be turned over to the Grand Deputy for safe keeping. The Grand Deputy must verify that they have these items to the Supreme Inspector/Deputy in writing.

17. If the girls and adults indicate that progress is being made to re-establish the Assembly at the end of six (6) months, the Supreme Inspector/Deputy can agree to an extension of an additional six (6) months as an inactive Assembly.
18. At the end of one (1) year the Assembly will be closed if there is no activity or effort shown that the Assembly will be able to re-open.
19. A Supreme annual report is required for inactive Assemblies.
20. The Mother Advisor and Advisory Board will not be installed. However, they should be encouraged to continue meeting with the girls to provide the adult leadership needed so the girls can meet informally. If the Assembly is re-activated, the Mother Advisor and the Advisory Board will be installed at that time.
21. If an Assembly closes, all monies are turned over to the Grand Assembly of Washington Idaho. If the Assembly is re-activated within seven years these monies would be returned to the Assembly less any interest accrued.
22. An Advisory Board cannot over rule the Grand Deputy on this decision unless they agree to a timeline as a probationary period.
23. An Assembly can be re-activated when they have twelve (12) girls ready to assume their responsibilities of the Assembly. The Assembly will be removed from the inactive status and allowed to meet on stated meeting nights and hold regular business meetings again. Refer to the *Uniform Code of By-Laws of Supreme Assembly 2014*, Section 29A, pages 42-43.

Approved 4-12-01  
Grand Executive Committee

Reviewed by:  
Scott Anderson, Board Chairperson, Bellevue  
Barbara Brown, Supreme Inspector  
Robin Conley Brown, GEC Chairperson  
Betty Downing, Mother Advisor and GEC, Everett  
Patty Groves, Mother Advisor and GEC, Bellevue  
Cheryl Richmond Witwer, Grand Deputy District 15

Revised: 1/10/04  
Barbara Lampi, GEC Chairperson  
Scott Anderson, GEC Member

Approved: 2/7/04  
Grand Executive Committee

Revised: 4/23/08  
Barbara Lampi, GEC Chairperson

Revised: 10/31/08  
Barbara Lampi, GEC

Revised & Approved: 1/4/2013  
Barbara Brown, Supreme Inspector

Revised: 11/23/2013  
Barbara Brown, Supreme Inspector

Revised: 12/01/2014  
Barbara Brown, Supreme Inspector

## MONTHLY CHECK LIST FOR ADVISORY BOARDS

### January/February (depending on Installation date)

- Progress reports of adult mentors/advisors.
- MA assignment of mentoring/advising responsibilities to each Advisory Board member (if not already done). Provide job descriptions.
- Assembly elections (6 month and 4 month terms).
- Meet with Line Officers and approve term calendar **prior to Installation**.
- Attend Installation of Assembly and Advisory Board and invite the Grand Deputy. (Installation must be within 30 days of election of officers).
- Term Audit due within 30 days after Installation to Grand Deputy.
- Annual Audit due by January 15<sup>th</sup> to the state Finance Committee, copy to Grand Deputy.
- Review and make necessary changes to Standing Rules of the Advisory Board.
- Update Driver's License and Insurance information on all persons transporting Rainbow girls.
- Update Washington/Idaho State Patrol forms "Request for Criminal History Information for all adults working with Rainbow.
- Update Adult Worker Profiles for each Advisory Board Member.
- Have Supreme Annual (membership) Report read to the Assembly at the first meeting in January.
- Distribute Advisory Board Policies and Procedures, and other material to the new and returning Advisory Board members (if not done).
- Advisory Board and Youth Protection training session with Grand Deputy (if not done).
- Official Visits conclude and Grand Officer Receptions begin (check official itinerary and Confidential Observer).
- Begin anticipating needs for Grand Assembly (chaperones, transportation, financial, etc.)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### ***Good Job!***

### March/April

- Progress reports of adult mentors/advisors.
- Update Driver's License and Insurance information on all persons transporting Rainbow girls.
- The Sunday nearest April 6th is Rainbow Sunday. All Assembly and Advisory Board members attend church together. Families are encouraged to attend with their daughters.
- Assist the girls in planning a special service project during Rainbow Week and/ or attend the state Charity Walk.
- Recommendations for Grand Officers and Jurisdictional Representative applications are due by MAY 15<sup>th</sup> to the Supreme Inspector/Deputy.
- Grand Officer Receptions continue (check official itinerary and Confidential Observer).
- GWA Reception (could be the end of April or in May)
- Continue plans for Grand Assembly.

- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Good Job!**

**May/June**

- Progress reports of adult mentors/advisors.
- Recommendations for Grand Officers and Jurisdictional Representative applications are due by MAY 15<sup>th</sup> to the Supreme Inspector/Deputy. Forms received after this date will not be considered.
- Submit IRS Form 990-N or IRS Form 990-EZ to IRS by Assembly's due date.
- Update Driver's License and Insurance information on all persons transporting Rainbow girls.
- GWA Reception (could be the end of April or in May).
- Assembly Election of officers (May for 4 month terms; June for 6 month terms).
- Meet with Line officers-elect to approve term calendar **prior to Installation**.
- Attend Installation (Installation must be within 30 days of election of officers).
- Term Audit due within 30 days after Installation to Grand Deputy.
- Complete all plans for Grand Assembly.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Good Job!**

**July/August**

- Progress reports of adult mentors/advisors.
- Update Driver's License and Insurance information on all persons transporting Rainbow girls.
- Assembly Election of Officers and Installation (option for Assemblies on 6 month terms).
- Meet with Line officers-elect to approve term calendar **prior to Installation**.
- Attend Installation (Installation must be within 30 days of election of officers).
- Term Audit due within 30 days after Installation to Grand Deputy.
- Grand Assembly Convention.
- First Official Visit of the new GWA held at Dream Camp in Granite Falls.
- Orientation sessions for Grand Officers, Executive Committee members and Jurisdictional Representatives at Dream Camp in Granite Falls.
- Dues notices to be mailed by the Recorder to all members who have not paid their current years dues. Second notice sent if response has not been received within 30 days from the mailing of the first notice. Be sure every effort has been made to contact these members before they are suspended on the Annual Membership report.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Good Job!**



## September/October

- Progress reports of adult mentors/advisors.
- Update Driver's License and Insurance information on all persons transporting Rainbow girls.
- Assembly election of officers (September; assemblies on 4 month terms).
- Meet with Line Officers-elect to approve term calendar **prior to Installation**.
- Attend Installation. (Installation must be within 30 days of election of officers).
- Term Audit due within 30 days after Installation to Grand Deputy.
- Official Visits (check official itinerary and Confidential Observer).
- In September, Boards for Assemblies sponsored by organizations or clubs other than the Order of the Eastern Star, should elect their Selection Committee (see Policy and Procedure). A discussion regarding future Board Members should be held and any recommendations given to the "Selection Committee" for consideration.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

***Good Job!***

## November

- Progress reports of adult mentors/advisors.
- Update Driver's License and Insurance information on all persons transporting Rainbow girls.
- Initial discussion on possible Grand Cross of Color designates. The Mother Advisor will report to the Board on the status of initiates for the year and the estimated membership as of 12/31. Ask questions so you may make your final decisions in December.
- Grand Cross of Color Bread-Breaking for all current Grand Cross of Color members.
- New Advisory Board selections completed by Sponsoring Order(s) and/or Selection Committees and submitted for approval to the Supreme Inspector/Deputy.
- Contact the Grand Deputy and invite them to the next Board meeting.
- Official Visits continue (see official itinerary).
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

***Good Job!***

## December

- Progress reports of adult mentors/advisors.
- Update Driver's License and Insurance information on all persons transporting Rainbow girls.
- Retiring Advisory Board vote on the recommendations for Grand Cross of Color designates. See Policy and Procedure regarding voter criteria.
- Those Advisory Board members who are not continuing on are asked to fill out a GRAND OFFICER RECOMMENDATION FORM, the form is to be mailed directly to the Supreme Inspector/Deputy. NOTE - This only applies to those who will not be serving on the new board. In many cases new Advisory Board members do not feel qualified to make a recommendation based on their service on the Board. Having retiring Board

members make their recommendations will assist the Supreme Inspector/Deputy in making a decision on qualified girls for positions as Grand Officers.

- Finish year-end business pertinent to your group. Be sure all records are up to date and correct and that information is passed on to your successors. Be sure Annual Reports are completed, signed and the appropriate remittances are made to both Grand Assembly and Supreme Assembly.
- The new Advisory Board is to have their "Organizational Meeting" and elect their Chairperson, Mother Advisor and Secretary prior to December 31st. They should also set the time and place for their first official Board meeting following their Installation.
- MA assignment of mentoring/advising duties to the Advisory Board members. Provide job descriptions. (This may be deferred to next meeting if more preparation time is needed.)
- Distribute Advisory Board Policy and Procedures, and other material to new and returning Advisory Board members.
- Schedule Advisory Board and Youth Protection training with Grand Deputy.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

***Good Job!***

## FIDUCIARY RESPONSIBILITIES OF ADVISORY BOARD MEMBERS

**Advisory Board members are personally responsible for the monies of the Assembly. They will be held accountable for outstanding monies due the Assembly. These fiduciary responsibilities will help both the Advisory Board and the members of the Assembly assure a fiscally sound Assembly.**

1. Attend Advisory Board meetings - Participate
  - Participate in the Board business of the organization.
  - As a member, you are responsible for decisions made by the Advisory Board meetings even if members were not present.
2. Understand the paradox:
  - Advisory Boards must meet in formal sessions as a group to exercise their authority and make decisions.
  - Individual Advisory Board members have no authority to make decisions on behalf of the Board AND have **no individual** authority over the Assembly operations.
3. Know the Policies and Procedures, and applicable laws that pertain to the International Order of the Rainbow for Girls.
4. Be familiar with the Assembly's finances:
  - The Advisory Board could be held responsible to repay unrecoverable moneys.
  - Claiming "no knowledge" will not relieve a member of the liability.
5. Be attentive and ask questions. Seek clarification when needed.
6. Avoid conflicts of interest:
  - Listen carefully to others.
  - Separate personal interests from the Assembly's interests.
7. Deal with reliable facts:
  - Listen.
  - Do not repeat rumors or unreliable information.
8. MAINTAIN CONFIDENTIALITY.
9. Support the Advisory Board's decisions and speak with one voice.
10. Evaluate and recommend.
11. Maintain accurate Advisory Board meeting records:
  - Vote to approve accurate minutes.
  - Record decisions not discussions and conversations.
  - Attach handouts and reports.
  - If you were not present at the last meeting of the Board and a decision was made that you do not agree with, go on record with the Board of your disagreement of their decision, even though the decision of the Board will stand.

12. Take an active role in teaching one another, and the members of the Assembly, by positive example and loving guidance. This is “mentoring”.
13. Commit to your designated advising and mentoring responsibilities. Report your progress and success to the Advisory Board.
14. See that all bills are paid in full by the end of the fiscal year. If year-end purchases are made at Supreme Assembly, they must either be pre-paid or paid with a credit card.
15. NSF checks must be acted upon by a member of the Advisory Board. If needed, turn them over to a collection agency. There is a \$35.00 charge per check.
16. Any purchase over \$100.00 must be approved by the Finance Committee. All expenditures must have the approval of the members of the Assembly.

## **SUMMARY: FINANCIAL REPORTING AND RECORDKEEPING**

1. Assembly members must approve a budget.
2. Assembly members must elect officers as outlined in their By-laws.
3. Treasurer's books must be available at all meetings:
  - a) Advisory Board meetings
  - b) Assembly meetings
  - c) A full report to the membership of all holdings that belong to the membership, CD's, Savings, Checking, etc.
4. Annual audits are required in all Assemblies. If there is a Mother Advisor change in mid-year, an audit must also be taken.
5. Term audits are required in all Assemblies.
6. The Audit Committee is appointed by the Advisory Board and must consist of both members and adults.
7. The Treasurer or adult who is assisting the Treasurer must surrender the books and records for an audit or on demand. This officer is a custodian of the books and funds, not the owner.
8. Records are to be kept in bound books. Loose leaf notebooks are not acceptable.
9. Documentation and/or receipts are required for all disbursements of the Assembly funds. A vote of approval by the members of the Assembly is required for disbursement.
10. A written record is to be maintained and a receipt issued for all monies received by the Assembly, regardless of how small the amount.
11. Reports must match monthly bank statement for checking, savings and money-market accounts.
12. Annual audit must be approved and signed off by the Advisory Board Chairman.

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## **ASSISTANT TO THE RECORDER**

**Purpose:** Teach and assist the Recorder in her duties of recording minutes, receiving cash, writing receipts, and managing correspondence. Due to the Fiduciary Responsibilities of the Board members, the Assistant to the Recorder must be a member of the Advisory Board.

**Reports to:** Mother Advisor

**Expectations:**

- Be a positive example and provide nurturing guidance to the members of the Assembly
- Assist in teaching business skills to the Assembly Recorder
- Assist in receiving and responding to Assembly correspondence
- Assist the Recorder in proper minute-taking
- Assure that Board member attendance of Assembly meetings is recorded accurately in the Roll Call book.
- Teach and ensure the proper use of the Assembly Cash book
- Keep careful accounting that term and annual audits may be done with ease.
- Assist with the collection of dues and receipt of dues cards
- Assist with the notification of non-payment of dues and suspension notices
- Communicate and facilitate the ordering of supplies from Supreme Assembly
- Communicate with the Assistant to the Treasurer
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

## **ASSISTANT TO THE TREASURER**

**Purpose:** Teach and assist the Treasurer in her duties of managing Assembly funds, balancing and maintaining accounts and reporting financial activities to the members. Due to the Fiduciary Responsibilities of the Board members, the Assistant to the Treasurer must be a member of the Advisory Board.

**Reports to:** Mother Advisor

**Expectations:**

- Be a positive example and provide nurturing guidance to the members of the Assembly
- Teach and ensure proper banking procedures (transfers, deposits, check writing, and account balancing)
- Assure that two signatures are obtained on each check; optimally one member's and one adult's.
- Assist with proper documentation of banking activities (deposit receipts, etc)
- Assist with the recovery of funds and fees in the event of unfortunate circumstances such as the receiving of an NSF check.
- Assist in communicating general budget information to the Assembly.
- Assist the Treasurer in reporting account information accurately to the members
- Know and understand financial policies and procedures and assist the Treasurer in meeting or exceeding those policies.
- Keep careful accounting that term and annual audits may be done with ease.

- Assist with the budgeting process of the Assembly
- Communicate with the Assistant to the Recorder
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

### **SERVICE/CHARITY PROJECT COORDINATOR**

Purpose: Assist in the promotion of the Assembly service program, participation in the state service and charity programs and encourage individual community service.

Reports to: Mother Advisor

Expectations:

- Be a positive example and provide nurturing guidance to the members of the Assembly
- Assist the girls with the planning and follow through of Assembly service and charity projects
- Coordinate with the state service and charity programs and promote in the Assembly
- Collaborate with Assembly public relations team to increase public awareness of Rainbow service programs
- Track service hours of Assembly members and report them to the Jurisdiction.
- Remain in communication with the Mother Advisor and Rainbow Board
- Coordinate with other advisors and committee leaders to assist in projects
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

### **MUSIC COORDINATOR**

Purpose: To assist in the provision of appropriate music at regular meetings and special events.

Reports to: Mother Advisor

Expectations:

- Be a positive example and provide nurturing guidance to the members of the Assembly.
- Assist the Musician
- Help obtain sheet music or music books if needed by the Musician
- Provide the necessary music if no member is appointed to the office of Musician.
- If unable to play an instrument, organize and preside over recorded music.
- Facilitate the necessary recorded music and equipment.
- Ensure that all recorded music is appropriate, including lyrics.
- Attend all meetings and practices when music is needed.
- Assist with coordinating volunteer musicians for meetings and events as needed.
- Assist the Choir Director and Choir
- Help distribute initiation song sheets to members and keep enough copies on hand.
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.



## **INFORMATION SYSTEMS/DATABASE MANAGER**

**Purpose:** Develop and maintain computer database files, serve as technical advisor and assist the Mother Advisor in the administrative details of the Assembly.

**Reports to:** Mother Advisor

**Expectations:**

- Be a positive example and provide nurturing guidance to the members of the Assembly
- Develop and help maintain accurate and current demographic records of each Assembly member, prospective member and parents.
- Develop and help maintain accurate demographic records of each board member.
- Develop and help maintain accurate demographic records of majority members.
- Maintain accurate computer record of activities, points and service hours of each member
- Assist in the instruction of computer skills to members of the Assembly when needed.
- Assist in the publishing of the Assembly newsletter.
- Assist in the publishing of public relation and marketing materials.
- Assist in the development of forms and templates.
- Assists in the computerization of Assembly activity calendar
- Assist the Mother Advisor in organizing the hard-copy files of the Assembly.
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

## **HOSPITALITY COORDINATOR**

**Purpose:** Coordinate and provide hospitality service to our guests at Assembly and special events; and teach hospitality skills to Assembly members.

**Reports to:** Mother Advisor

**Expectations:**

- Be a positive example and provide nurturing guidance to the members of the Assembly
- Teach hostess skills to Assembly members by assisting them graciously with hospitality events.
- Assist members with the appropriate serving etiquette.
- Assist members with proper etiquette regarding introductions and greetings.
- Arrange catering or meal preparation at food related events
- Coordinate volunteers to provide set-up, service and clean-up at food related events.
- Know the location of linens, punch bowl, tea service and other necessary items.
- Be responsible for seeing that the linens and serving pieces are clean and in good repair.
- Assist members in the table and other dining room decorations as needed.
- Communicate the needs for replenishment of materials such as napkins and paper plates.
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

## **FUNDRAISING COORDINATOR**

Purpose:       Oversee and facilitate the organization and plans of Assembly fundraising events.

Reports to:   Mother Advisor

Expectations:

- Be a positive example and provide nurturing guidance to the members of the Assembly.
- Know and understand the annual fundraising expectations of the Assembly.
- Be familiar with the Assembly budget.
- Guide the fundraising event planning process of the Assembly members.
- Assist in the tracking of fundraising costs and gross revenues.
- Assist in the transfer of receipts to the Recorder.
- Coordinate adult volunteers for fundraising events.
- Facilitate committee and planning meetings while teaching the members to be team leaders.
- Assist the members in meeting project timelines.
- Network in the community to gather donations or gifts in kind to support fundraising ventures.
- Coordinate with other adult assembly mentors for publicity, etc.
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

## **CHAPERONE / TRANSPORTATION COORDINATOR**

Purpose:       Organizes and obtains appropriate numbers of volunteers for chaperoning and transportation to Assembly events.

Reports to:   Mother Advisor

Expectations:

- Be a positive example and provide nurturing guidance to the members of the Assembly.
- Organize chaperones by phoning adult volunteers well in advance of events and enlists their help.
- Follow up with reminder calls close to the event.
- Organize drivers well in advance for outside events and activities.
- Follow up with reminder calls close to the event or activity
- Is familiar with Assembly event and activity calendar
- Keep a current membership roster, adult board roster and parent roster.
- Have knowledge of eligible chaperones and drivers based on Board approved criteria (ie proof of insurance, current driver's license, and background checks).
- Communicate in advance to the Mother Advisor if questions, concerns or problems arise regarding chaperones or drivers.
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

## **MEMBERSHIP COORDINATOR**

Purpose: Assist in the coordination of membership activities to help the members of the Assembly reach their membership goals.

Reports to: Mother Advisor

Expectations:

- Be a positive example and provide nurturing guidance to the members of the Assembly
- Assist with the develop of a membership program for the Assembly
- Identify membership opportunities and capitalize on them
- Help develop creative membership incentives
- Coordinate with Public Relations for membership promotion materials
- Assist in the receiving of new petitions
- Assist in the visiting/friendship committee
- Coordinate with the state membership program and its incentives (T-shirts etc.)
- Develop and maintain new member packets
- Distribute informational materials to new members and their families
- Coordinate with other advisors and committee leaders to assist in projects
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

## **PUBLIC RELATIONS/MARKETING COORDINATOR**

Purpose: Assist in the public relations, marketing, communication and advertising of the Assembly and its projects.

Reports to: Mother Advisor

Expectations:

- Be a positive example and provide nurturing guidance to the members of the Assembly
- Teach public relation, marketing, communication and advertising skills to the Assembly members
- Assist in reporting activities regularly to the Confidential Observer, Washington/Idaho website and other pertinent Masonic publications
- Assist in the writing and distribution of press releases in the local newspaper and other area newspapers
- Identify and take advantage of photo opportunities
- Assist with project advertising (money-making, dinners, etc.)
- Identify and develop other marketing opportunities such as community kiosks and County fairs
- Coordinate PR projects with other groups such as Shriners, OES, Amaranth and Masonic Lodge.
- Coordinate with the Membership Team for membership materials
- Coordinate with other advisors and committee leaders to assist in projects
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

## PERSONAL WELLNESS AND GROOMING COORDINATOR

Purpose: Assists the Assembly members in the basic needs of safety, wellness and grooming.

Reports to: Mother Advisor

### Expectations:

- Be a positive example and provide nurturing guidance to the members of the Assembly
- Provide support to the Assembly members in gentle, non-critical manner
- Maintain “emergency” grooming travel kit which contains essentials: hairclips, safety pins, spray deodorant, knee highs or panty hose, extra slipper shoes, slippers, feminine hygiene products, needle and thread, breath mints.
- Maintain “emergency” health kit that contains essentials: First Aid supplies, non-latex gloves, CPR mask, band aids, Tylenol.
- Have knowledge of the special health needs of members and adult advisors if appropriate. (ie. severe food allergies, serious chronic conditions). **Maintain confidentiality at all times.**
- Organize and facilitate Basic First Aid and CPR classes for Assembly adults and members.
- Provide support to the members prior to special events by providing an iron/ironing board and volunteers to help touch up gowns.
- Assist in the procurement and distribution of fabric and or special clothing such as custom shirts, if needed for special events.
- Work closely with the Mother Advisor and communicate concerns, observations and feedback regarding the girls through her.
- Remain in communication with the Mother Advisor and Rainbow Board at all times and report at Advisory Board meetings.

## **MOTHER ADVISOR**

**Purpose:** To guide, teach, and inspire the members of the Assembly, so they might build healthy lifestyles, learn skills to manage their homes and careers, and develop their own self-esteem and spirituality.

**Reports to:** Everyone

**Expectations:**

- Be a positive example and provide nurturing guidance to the members of the Assembly
- Develop annually, personal goals and objectives for advising the Assembly
- Coordinate programs to benefit the members of the Assembly
- Understand and adhere to the Jurisdictional Point system.
- Facilitate and attend the projects and activities of the Assembly.
- Provide accurate ritualistic instruction to Assembly members.
- Preside as Mother Advisor for all meetings or arrange for an alternate.
- Serve as a communication liaison to Assembly members.
- Attend Grand Assembly, or arrange for an alternate if absolutely necessary.
- Communicate and advocate for the needs of the Assembly and its members.
- Provide accurate and timely reports to Supreme Assembly and the Grand Assembly of Washington /Idaho.
- Communicate new names and addresses to the Database Manager.
- Communicate with the Grand Deputy and attend required meetings.
- Attend local Board meetings and provide Assembly status reports, and respond to their recommendations
- Supervise and communicate with the other adult advisors and assist as needed.
- Communicate with the girls and their families.
- Follow the guidelines of the Gold Book, Book of Ceremonies, Supreme Statutes and By-Laws, Assembly Bylaws and the Policies and Procedures of the Grand Assembly of Washington/Idaho.

## ADVISORY BOARD CHAIR

**Purpose:** Assures that the operational facets of the local Assembly are functioning at the highest level possible so that the goals of the local Assembly and its members are met or exceeded. The Chair will assure compliance with jurisdictional and international bylaws and statutes, and state and federal law.

**Reports to:** Supreme Inspector/Deputy (via their representative, the Grand Deputy.)

**Expectations:**

- Be a positive example and provide nurturing guidance to the members of the Assembly.
- Provide Assembly adult advisors with job descriptions and expectations.
- Mentor Advisory Board members. Listen often and communicate positively.
- Create a team environment among the Advisory Board members.
- Organize, design and facilitate monthly Advisory Board meetings.
- Facilitate the development of and maintain the Advisory Board Standing Rules.
- Attend educational meetings and workshops provided by Washington/Idaho Rainbow.
- Motivate Board Members to participate with the Assembly projects and attend Assembly meetings.
- Utilize tools such as the “Monthly Checklist for Advisory Boards” to maintain operational tasks.
- Verify that the Rainbow Dad meets age and Masonic affiliation criteria.
- Subscribe to the “Confidential Observer” jurisdictional newspaper.
- Assure that all adult Assembly volunteers have annually renewed their “Request for Criminal History Information” through the State Patrol and forward to the Grand Deputy to be turned in for approval.
- Assure that all adult Assembly volunteers annually fill out the Adult Worker Profile and forward to the Grand Deputy for approval.
- Assure that all adult assembly volunteers transporting girls have a current valid driver’s license and current proof of insurance, and retain this information on file.
- Oversee and sign financial audits verifying accuracy.
- Ensure that the 990-N for the Assembly is filed by the due date.

## Mentoring Goals and Action Plan

My Personal Mentoring Goals are:

1.

<i>Activity</i>	
<i>Who will be involved?</i>	
<i>How will I complete this?</i>	
<i>What date will I start?</i>	
<i>When is it due to be complete?</i>	
<i>What was the outcome?</i>	

2.

<i>Activity</i>	
<i>Who will be involved?</i>	
<i>How will I complete this?</i>	
<i>What date will I start?</i>	
<i>When is it due to be complete?</i>	
<i>What was the outcome?</i>	

3.

<i>Activity</i>	
<i>Who will be involved?</i>	
<i>How will I complete this?</i>	
<i>What date will I start?</i>	
<i>When is it due to be complete?</i>	
<i>What was the outcome?</i>	