

Below is a **very limited excerpt** from the Handbook for Mother Advisors and Adult Workers. It is meant ONLY to give future Board Members an *idea* of the responsibilities and fun ahead! This Handbook is available to all adults on CD and on our website.

ADVISORY BOARD DUTIES AND RESPONSIBILITIES

Excerpts from Supreme Statutes Pertaining to Subordinate Assemblies, 2008

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. 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 Eastern Star, Order of the Amaranths, Order of the White Shrines, and Parents, Grandparents and Legal Guardians and 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.

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.

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 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 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. Any 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 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.

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) was/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.

Board Members are expected to: *(abbreviated)*

- 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, and 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.
- Advisory Boards shall meet once each month; however, special meetings may be held as necessary.
- 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.
- Advisory Board Members should encourage healthy and caring relationships with the girls. Advisory Board Members should set a good example of attendance for the Assembly Members.

- The Advisory Board must consider and approve the Worthy Advisor's-elect term projects and calendar prior to Installation, including general installation plans, fun, fund raising and service projects.
- 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
- Accepting assignment to assist the Assembly Treasurer
- Accepting assignment to assist the Assembly Recorder
- Maintaining the girls' service hour record and preparing the monthly report for the State Service Hour Chairman.
- Acting as the prompter when requested to do so by the Mother Advisor.
- Helping with transportation needs.
- At least two members of the Advisory Board will serve on the Audit Committee with at least two older girls.

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 assembly financial accounts.

GRAND DEPUTY'S DUTIES AND RESPONSIBILITIES - abbreviated

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 (specifically) with the Assembly's Grand Officers throughout the year, ensuring these girls are prepared for their responsibilities at Grand Assembly. 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.

The Grand Deputy will:

- Be available to answer questions and to help resolve conflict. If he/she does not have answers to specific questions, he/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.
- Provide instruction regarding floor work to the Assembly Members.
- Provide assistance and instruction for the Mother Advisors regarding ritualistic work at the beginning of each term and as necessary.

- Assist the Mother Advisor in finalizing the on-line year-end reports and Grand Cross recommendation forms required by the Supreme Assembly.
- Work with the Sponsoring Body regarding the membership of next year's Advisory Board and submit the proposed names to the Supreme Officer.
- Attend all Advisory Board meetings. The Grand Deputy will observe the Advisory Board's guidelines regarding confidentiality.
- MUST attend the March 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.
- Approve the overall program for installations, official visits, and receptions.
- Work continuously with the Assembly's Grand Officers and Grand Representatives, holding MONTHLY Grandie Meetings.
- 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 financial audit is completed in January and at other times when necessary.
- Ensure a budget is created in November.
- Advise the Supreme Officer if a Worthy Advisor fails to fulfill the obligations of her office and the related circumstances.
- 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, and events.
- Attend Official Visits at other Assemblies whenever possible.
- 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.

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