

CHAPTER 5

GRAND OFFICER

APPOINTMENTS

GRAND OFFICER APPOINTMENTS are truly the most difficult decisions made by the Supreme Officer and those who assist in any way in this task. EVERY appointment is equally important - no Grand Office is "better" than another. Rather, each Grand Officer will have unique talents to bring to the appointment bestowed and unique responsibilities as she carries out the duties of her office. While only one appointment can be made each year as the Grand Worthy Advisor - or Grand Faith - or Grand Representative of some wonderful state, each member of our Grand Family plays an important role. The honor is in receiving an appointment, not the specific appointment received.

Many factors are taken into consideration by the Supreme Officer when making Grand Officer appointments. Listed below are but a few:

- Continued active support of your local Assembly and its projects.
- A girl's ability to exemplify Rainbow's teachings through dignity, gentleness, honesty, humility, kindness, poise and service.
- Continued demonstration of ritualistic proficiency.
- Continued positive interactions with and respect for adults.
- Support of the Grand Worthy Advisor's statewide service project.
- Attendance at mandatory events such as Rainbow Sunday, Official Visits and Grand Officer/Grand Representative meetings.
- Attendance at other official functions, i.e., receptions for Grand Officers, Rainbow Camp, etc.
- Ability to meet deadlines in a pleasant and positive manner, including Grand Officer financial obligations.
- Continued interest in educational and/or career goals.

It is important for returning and new Grand Officers alike to understand the criterion by which appointments are made. Noted below are the factors that determine a girl's eligibility:

- Will be a Past Worthy Advisor prior to Grand Assembly (choose option 1 or 2 below).
 - (1) Assemblies providing a four-month term SHALL make a recommendation (in March) for their current (first-time) Worthy advisor. If her performance differs significantly between the action taken by the Advisory Board in March and May 15th, the Mother Advisor/Grand Deputy is responsible for transmitting this change to the Supreme Officer by that date. These Boards will NOT make a

recommendation for their Summer Worthy Advisor until the end of her term and prior to October 1 (this date is flexible based on the last fall Official Visit weekend); she may be considered for an appointment at the last fall official visit.

(2) Assemblies providing a six-month term which ends just prior to or immediately after Grand Assembly SHALL make a recommendation for their current first-time Worthy Advisor. If her performance differs significantly between the action taken by the Advisory Board in March and May 15th, the Mother Advisor/Grand Deputy is responsible for transmitting this change to the Supreme Officer by that date.

NOTE: We believe strongly that a "first time" Worthy Advisor has a full plate. She needs to finish (or nearly finish) her term prior to being considered for a Grand Appointment. (Revised based on Advisory Board Training discussions 1/99.)

- Must not have reached her 20th birthday prior to the June 15th.
- A Rainbow Member who will not have an opportunity to serve as Worthy Advisor may be appointed as a Grand Representative, Grand Flag Bearer, Grand Lecturer, Grand Editor, Grand Historian, Grand Honorary Drill Leader - any non-ritualistic office, upon recommendation by her Advisory Board. Such recommendations must include the reason this girl never served as Worthy Advisor of her assembly.
- Recommendation Procedure:
 - The Mother Advisor will provide each Past Worthy Advisor and Grand Officer who may be eligible for reappointment with a "Grand Appointment Request/Recommendation Form" by the dates established by the Supreme Officer. These forms, and the girl's confidential letter to the Supreme Officer, will be returned to the Mother Advisor no later than by the dates established by the Supreme Officer. The Mother Advisor will complete her portion of the Grand Officer Appointment Request/Recommendation Form (page 2) prior to the April Advisory Board meeting.
 - The Mother Advisor will make supplemental copies of page 3 of the Form (one page for each Board Member).
 - In April, the Advisory Board and Grand Deputy will review the information contained on each "Request Form" and will vote, complete and sign the Advisory Board Recommendation portion.
 - The Mother Advisor will attach her letter to the Supreme Officer reflecting the Advisory Board recommendation and her personal perceptions, recommendations, experiences with this Assembly Member.
 - The girl's sealed letter, the Form and the Mother Advisor's letter will be forwarded to the Grand Deputy by the dates established by the Supreme Officer. If the assembly does not have a Grand Deputy, the package is to be transmitted to the Supreme Officer at this time.
 - The Grand Deputy will add her letter to the Supreme Officer reflecting her personal perceptions, recommendations and experiences with this Assembly member.

- This "package" will be submitted to the Supreme Officer by the dates established by the Supreme Officer.
- The Supreme Officer will consider this "package," her personal experiences with this individual, as well as those of the Director of Grand Officers, Directors of Proficiency and the Director of Grand Representatives if the member is currently a Grand Officer, and any other additional input.
- If individual Advisory Board members or other adults who work with the girls feel compelled to write a letter of support or an informational letter based on that adult's individual experience with anyone who may be considered for a Grand Appointment, such letters should be written and mailed directly to the Supreme Officer no later than April 15th. The information in these letters remains confidential. Information received from an "anonymous" source or after this date will not be read, much less considered.

HOW TO VOTE; WHO CAN VOTE

- Advisory Board Members are directed to "vote" on each recommendation on its own merit. That is, girls are not to be judged against each other; the Board should vote as if each girl is the only one they are considering.
- As each girl is considered, her relatives - either on the Board or serving as Grand Deputy - are excused from that portion of the meeting. Candid discussions or questions can not be pursued in the presence of those who clearly should be prejudiced for their daughter/relative.
- After voting, if the Advisory Board's recommendation varies significantly from that of the Grand Deputy, the Grand Deputy will advise the Board at the time of their consideration. Final decisions regarding Grand Officer appointments lie with the Supreme Officer.
- If a member's relative serves as the Mother Advisor, the Chairman of the Board will write her letter of recommendation. If a member's relative serves as the Grand Deputy, the Grand Deputy will not provide a recommendation regarding this girl, but another member of the Advisory Board may write a supplemental letter if there is compelling need.

VOTING PROCEDURE

- The Chairman announces the Board will now consider Grand Officer Recommendations. He/she will remind the Board Members that discussion beyond this meeting may jeopardize the appointment and WILL jeopardize that Board Member's position on the Board.
- Board Members who are not eligible to vote on Grand Officer recommendations as a whole because of their lack of participation at Board Meetings, Assembly meetings and Assembly projects will refrain from voting or further commenting at this time. If a member is related to a girl being considered, he/she will leave the meeting for that portion of the discussion/vote.

- The Mother Advisor distributes a copy of Page 3 of the Grand Appointment Request/Recommendation Form to each member of the Board to use as a guideline when voting.
- The Mother Advisor and Grand Deputy review with the Board the information contained on each application form, one at a time.
- As each girl is considered, those related to her (including the Mother Advisor/Grand Deputy) are excused until the discussion and voting are completed for that girl; they are then invited back to the meeting and may vote on all others being considered.
- The Mother Advisor/Grand Deputy will announce the girl's name, age, listing of Grand Officer appointments already received, grade in school, and her brief statement regarding the lessons learned through her Rainbow experience, as well as any other information contained on Pages 1 or 2 of the Form. The Mother Advisor/Grand Deputy will affirm the girl's parents' signature is reflected on the form.
- A general discussion about THIS girl can occur though we need to be careful not to make an annual evaluation reflect "yesterday's" poor attitude . . . and vice-versa.
- Discussion will be closed regarding THIS girl and secret ballots will be cast by each voting member regarding this girl's Ritualistic Performance, Floor Work and Cooperation - as experienced or witnessed by the Board Member.
- The Mother Advisors and Grand Deputy will also vote regarding the girl's "Dependability" and "Attitude." These three individuals have the most direct contact with the girls in these two areas.
- Ballots are given to the Grand Deputy and another (non-related) Board Member to tally and average by the number participating in the vote. The results are noted on Page 2 of the Form and those Advisory Board Members who voted sign their concurrence. The Grand Deputy will retain the tally sheets and will destroy them at home - do not leave them in the trash for someone to see!
- As a group, those voting will entertain a brief discussion regarding the LEVEL of appointment to be considered. In other words, is this girl receiving a first appointment as a Grand Representative? Is she line officer material in her last year? Is she well suited for a specialty office such as lecturer, historian, editor?

Advisory Board should remember that with RARE exception, first year appointments are as Grand Representatives; often times, second year appointments are also Grand Representatives.

If the Advisory Board believes the girl they are considering is appropriate for appointment as Grand Worthy Advisor, a separate letter, authored by the Mother Advisor or another member of the Advisory Board, should accompany the package. This letter needs to make a strong recommendation in this area, needs to make a commitment on behalf of the Board and the Assembly that significant amounts of time and resources are available to support such an appointment.

Please remember the GWA's assembly must host the first Official Visit AND her reception - there may be times an assembly would host two receptions - because the GWA's reception is always alone. Additionally, Assemblies typically spend extra time working on the GWA's service project, travel with her more than other years, etc.

- Advisory Boards are cautioned not to let appointments from previous years limit their encouraging support of future appointments.
- When the voting, tallying, discussion, and signing of the form are completed, family members are asked to join the meeting again and the process repeats for the next girl.

BOARD MINUTES

- The Board minutes will reflect the statement “Grand Officer recommendations were considered, balloted upon, and will be forwarded to the Supreme Officer.
- NO DISCUSSION IS AGAIN HEARD REGARDING THE ACTION OF THE BOARD - even after announcements at Grand Assembly; we want to be careful not to show our own disappointment if the announcement is what WE were hoping for... this is a GIRLS’ organization.

FOLLOWING THE ADVISORY BOARD MEETING

- The Mother Advisor will write individual letters of recommendation (or non-support, as the case may be) regarding each girl considered; her statements will reflect the feelings of the Board. If she has feelings different from the majority of the Board, those should be noted, but claimed as her own, based on personal experience.
- The girl’s confidential letter, pages 1 and 2 of the Form, and the Mother Advisor’s letter must be forwarded to the Grand Deputy by the dates established by the Supreme Officer.
- The Grand Deputy will independently write a letter of recommendation for each girl, based on her personal observations and interactions. The Grand Deputy’s letter is to be attached to the packet identified above; the complete package is to be forwarded to the Supreme Officer by the dates established by the Supreme Officer.

S A M P L E
GRAND APPOINTMENT REQUEST / RECOMMENDATION FORM

This form is subject to change EACH year.

It should not be distributed as if it is the current form.

INSTRUCTIONS for Past Worthy Advisors and current, eligible Grand Officers:

(1) COMPLETE this page. Review it with your parents and obtain their signature at the bottom.

(2) WRITE A CONFIDENTIAL letter to the Supreme Officer, reflecting your experiences in Rainbow, the value of the lessons you have learned, etc. Indicate also what your dreams and aspirations are for the next three (3) years in terms of Grand Officer appointments, why you would like to be considered for each office, and the talents you would bring to each. The information in your letter to the Supreme Officer is meant for her reading only.

(3) SIGN your letter. Place it (not the "Grand Appointment Request/Recommendation Form) in an envelope; seal it; sign your name across the back of the sealed envelope.

(4) RETURN this form and your sealed letter to your Mother Advisor by the dates established by the Supreme Officer. This form (only) will be reviewed by the Advisory Board at their March meeting, prior to their consideration of Grand Officer recommendations.

(name)	
(address)	
(telephone)	(AGE and date of birth)
(place of birth)	(term and year as W. A.)
(height)	(date initiated)
(Year Grand Cross Received)	(Previous Grand Officer Appointments)
(Grade in School --- GPA)	(Plans following high school graduation)
(Extra curricular school activities, church activities, etc.)	

Indicate below the lessons you have learned through your Rainbow experience

(Applicant's Signature) (date)

I/we have reviewed this information with our daughter. We understand Grand Officers are expected to attend Official Visits and Receptions across our State which require a commitment of time and money. We understand our daughter will be required to purchase her Grand Officer dress, meet other financial obligations, and attend Grand Assembly next June if appointed.

(Parent Signatures) (date)

S A M P L E

GRAND APPOINTMENT REQUEST / RECOMMENDATION FORM page 2
INSTRUCTIONS for the Mother Advisor, Advisory Board, and Grand Deputy:

- (1) The Mother Advisor will collect this form from every eligible Member.
- (2) The Mother Advisor will complete Page 2 for each eligible Rainbow member prior to the March Advisory Board Meeting.
- (3) Advisory Board Members eligible to vote will review Pages 1 and 2 of each form and may briefly discuss each Member prior to evaluating her based on the attached schedule.
- (4) Secret, written evaluations on the attached form will be made by each eligible Advisory Board Member.
- (5) The Grand Deputy and another Advisory Board Member will tally, average and report the results on THIS form. The Grand Deputy will personally destroy the evaluation forms.
- (6) Each voting Advisory Board Member will sign his/her concurrence and support of this recommendation below.

(# Service Hours **since last Grand Assembly**) (# Petitions submitted **since initiated**) (# of Service Bars earned **since last Grand Assembly**)

Attendance - Since last Grand Assembly, this member has attended (circle one in each category):

Assembly Meetings	All	Nearly All	Some
Assembly Projects and Activities	All	Nearly All	Some
Assembly Practices	All	Nearly All	Some
Other Assemblies' Meetings/Installations	All	Nearly All	Some
Rainbow Sunday	All	Nearly All	Some
Rainbow Camp	All	Nearly All	Some
Founder's Day Activities (last year)	All	Nearly All	Some
Grand Assembly	All	Nearly All	Some
Grand Assembly Sessions in other Jurisdictions			

_____ (specify when/where)

(Mother Advisors/Grand Deputies Only)

Ritualistic Floor Cooperation [Dependability] [Attitude] Performance
Work

Based on our knowledge/experience with this Officer, we recommend an appointment as a:

___ Grand Representative; ___ Grand Flag Bearer; ___ Specialty Officer (lecturer, editor, etc.)
___ Grand Floor Officer; ___ Grand Line Officer **If the Advisory Board would support an appointment of this member as Grand Worthy Advisor, attach a separate letter indicating a commitment of time, energy and funds, on behalf of the Assembly and the Advisory Board.

We concur and support this recommendation, acknowledging that discussions regarding Grand Officer recommendations are confidential and may not be discussed outside today's meeting. Any infraction in this area may result in forfeiture of the Rainbow Member's appointment and will result in the Advisory Board Member's removal from that body.

This form and the following attachments must be submitted to the Supreme Officer by APRIL 15th.

Attachments: Member's CONFIDENTIAL, SEALED Letter to the Supreme Officer; Recommendation Letters from the Mother Advisor and the Grand Deputy

GRAND APPOINTMENT REQUEST / RECOMMENDATION FORM

page 3 - Evaluation Form

NOTE: A copy of this form is to be distributed to each voting Board Member for each eligible Officer. The Grand Deputy and another Board Member will tally and average the ratings. The Grand Deputy will write the averaged ratings on the appropriate Recommendation form prior to the voting Board Members signing their endorsement. The Grand Deputy will destroy the ballots at the conclusion of the Board Meeting.

_____ RITUALISTIC PERFORMANCE: A rating of "5" reflects letter perfect ritualistic performance by this officer given reasonable notice to fill an office. As members progress through the Line, it is expected they will memorize their work and present it in a near-perfect manner. Reality reminds us, however, that not everyone has a photographic memory.

_____ FLOOR WORK: A rating of "5" reflects an Officer who has obviously attended practices and paid attention, even when other officers were performing. She is now able to accomplish any officer's floor work with ease and comfort.

_____ COOPERATION: A rating of "5" reflects an Officer who makes herself available to assist equally with "important" and menial tasks. A "5" indicates this Officer assists by filling vacancies - and - washing dishes!

Mother Advisors/Grand Deputies Only

_____ DEPENDABILITY: A rating of "5" reflects an Officer who signs up for an activity and then shows up, on time, at the appointed place, without several reminders. It also reflects an Officer who says "I'll get back to you...." and DOES.

Mother Advisors/Grand Deputies Only

_____ ATTITUDE: A rating of "5" reflects an Officer who cheerfully and graciously cooperates and demonstrates dependability. A high rating here indicates this Officer always has her "Rainbow Smile" on and projects encouragement, humility, kindness and consideration to all others.

SAMPLE

INTERIM -- GRAND APPOINTMENT REPORT
 This form is subject to change EACH year.
It should not be distributed as if it is the current form.

Advisory Boards will report to the Supreme Officer, through the Grand Deputy, utilizing this form in October. This Interim Report is intended to provide on-going information regarding those currently serving as Grand Officers and Grand Representatives and those Worthy Advisors who served their Assembly during the Spring and Summer terms. It does not require inordinate amounts of time for consideration and completion. The tallies required below may be taken by the Grand Deputy and tallied after the meeting and forwarded to the Supreme Officer.

(Name)	(Current Appointment)
(address)	
(date of birth)	(telephone)
(Year of Grand Cross)	

Utilizing the attached written, secret ballot, each eligible Advisory Board member will evaluate the following areas based on his/her experiences and knowledge with this member since Grand Assembly with a rating of "1" as the lowest score and "5" as the highest score. All scores will be tallied and averaged by the Grand Deputy.

Ritualistic Performance	Floor Work	Cooperation	(Mother Advisors/Grand Deputies Only) [Dependability] [Attitude]
Grand Deputy		date	
Assembly			

(1/99)

NOTE: A copy of this form is to be distributed to each voting Board Member for each eligible Officer. The Grand Deputy will tally and average the ratings. The Grand Deputy will write the averaged ratings on the appropriate Grand Appointment form and forward it to the Supreme Officer. The Grand Deputy will destroy the ballots at the conclusion of the Board Meeting.

_____ RITUALISTIC PERFORMANCE: A rating of "5" reflects letter-perfect ritualistic performance by this officer given reasonable notice to fill an office. As members progress through the Line, it is expected they will memorize their work and present it in a near-perfect manner. Reality reminds us, however, that not everyone has a photographic memory.

_____ FLOOR WORK: A rating of "5" reflects an Officer who has obviously attended practices and paid attention, even when other officers were performing. She is now able to accomplish any officer's floor work with ease and comfort.

_____ COOPERATION: A rating of "5" reflects an Officer who makes herself available to assist equally with "important" and menial tasks. A "5" indicates this Officer assists by filling vacancies - and - washing dishes!

Mother Advisors/Grand Deputies Only

_____ DEPENDABILITY: A rating of "5" reflects an Officer who signs up for an activity and then shows up, on time, at the appointed place, without several reminders. It also reflects an Officer who says "I'll get back to you..." and DOES.

Mother Advisors/Grand Deputies Only

_____ ATTITUDE: A rating of "5" reflects an Officer who cheerfully and graciously cooperates and demonstrates dependability. A high rating here indicates this officer always has her "Rainbow Smile" on and projects encouragement, humility, kindness and consideration to all others.

GRAND CROSS OF COLOR

The Grand Cross of Color is the highest honor which can be conferred by the Supreme Assembly. This honor is given for exceptional service to Rainbow. The Degree is to be conferred sparingly and only upon those who have earned it through their dedicated service to the Order. The Grand Cross is awarded with the expectation that one will continue to provide extraordinary support of our Order.

ELIGIBILITY

- For Rainbow members, filling the line offices and having served her Assembly as Worthy Advisor is not sufficient in itself to qualify for this Degree. Rainbow members must have been members for at least five years prior to recommendation. A member's initiation date is the earliest date to be considered as the beginning of this five-year period.
- Adults considered for this honor must also be members of the Order of the Eastern Star, Master Masons, or Majority Rainbow Members. Pursuant to Supreme Statute, non-affiliated parents are not eligible for this honor; *they can, however, be considered for the Adult Service Award Discussed later.* Again, serving one's Assembly as Mother Advisor or a Board Member, or serving as Worthy Matron, Worthy Patron or Worshipful Master of the sponsoring body is not sufficient in itself to qualify an adult for the Degree. Adults recommended for this Degree must have served the Order for at least five years, though there is no requirement that these years are continuous; Board membership is not a prerequisite for this honor.

RECOMMENDATION PROCEDURES:

- At the Advisory Board's December meeting, while the Grand Deputy is present, the Advisory Board Members will discuss the Assembly members who may be eligible for this honor. A simple listing of girls should be maintained (by the Mother Advisor) based on initiation dates so no one is overlooked as she becomes eligible for consideration.
- Assemblies are entitled to recommend one (1) Rainbow member as a Grand Cross designee for each three (3) members initiated DURING THE CALENDAR YEAR. No more adult names shall be proposed for the Grand Cross of Color than there are girls named from the Assembly. (Supreme Statutes, 1992)
- There are no "hold-overs" from year to year. That is, if an Assembly is able to recommend three Grand Cross awards in one year (based on initiates) and only recommends two, they may not utilize the remaining entitlement in a future year.
- Advisory Boards are encouraged to only recommend those members and adults who have performed in an exemplary manner, even if this means they do not utilize their full entitlement every year.
- If a member's parent serves on the Board, he/she will be excused from this portion of the meeting.
- TWO VOTES ARE NECESSARY:
 - (1) The FIRST vote is a simple "yes" or "no" vote to the question, is this girl deserving of consideration at this time. Those who receive a majority of "yes" votes are

then considered by the second vote. Those without a majority of “yes” votes remain on the “eligible-by-years-of-membership” list for consideration in future years.

(2) The SECOND vote is a secret, written ballot, reflecting one’s worthiness, is taken and tallied by the Grand Deputy and another advisory Board member. The results regarding each girl are “announced” to the Board Members participating in the vote. The tallies are destroyed by the Grand Deputy.

- Adults considered for this recommendation must, of course, not be part of the voting process regarding adults.
- The Advisory Board minutes will reflect the “Grand Cross recommendations were considered, voted upon, and the results forwarded to the Supreme Officer.” No further record is necessary - by conducting voting in this way, multiple people are aware of the results.
- The names of the members and adults recommended for this honor will be submitted with the Assembly’s Annual Report to the Supreme Officer, along with the accompanying check.

SECOND VOTE - Tally Method

The following method appears to be most judicious when tallying scores for Grand Cross recommendations. Example with five candidates and a possibility of only three recommendations: Board Member "A" casts 3 points for his/her first choice, 2 points for his/her second choice, and 1 point for his/her third choice. When tallied, the individual with the most points, obviously, is the first choice, etc. If the Board is making multiple recommendations, further discussion must occur if there are “zero” votes cast. This would be an indication there are voting members who do not feel the time is ripe for this recommendation. The voting members of the Board must then determine if they will not recommend their entire quota.

The same procedure should be utilized when tallying scores for adult recommendations.

The result of this vote is transmitted by the Mother Advisor to the Supreme Officer, along with the Assembly's Annual Report. The Supreme Officer must approve the award before it is transmitted to Supreme Assembly for issuance.

The Grand Cross of Color Medallion

- Will be presented during the Grand Cross Degree which, in Nevada, is only offered at Grand Assembly.
- Is presented during the Degree Ceremony and worn at all Rainbow meetings and official functions; it will not, however, be worn or displayed in public.
- A fee of \$20.00 for each Grand Cross designee is sent by check to the Supreme Officer (personally) with the recommendation. The Supreme Officer will forward one check to the Supreme Assembly for all Grand Cross recommendations for the year.

Each Assembly will keep a permanent, up-to-date record of their Grand Cross of Color recipients. This information will be helpful when Assemblies are organizing the Grand Cross Breakfast or Mystic Banquet in November.

Adult Service Award

The procedures identified above must be utilized for the Adult Service to Rainbow Awards for qualifying adults. Supreme Statute provides that qualifying adults can be considered after three years of service to the Assembly; Nevada has not established a different time period. These awards are processed through the Assembly's Annual Report, are announced with the Grand Cross of Color announcements on Rainbow Sunday, and are conferred at the individual's home assembly at their next Official Visit.