

Responsibilities/Duties of Mother Advisor:

#1 – What expectations do you have for yourself as a Mother Advisor?

#2 – What do you think the girls and adults expect from you as a Mother Advisor

#3 – What is your job description?

I will gather the information and compare #1 & #2 with the list below which was compiled by the girls:

Expectations of Mother Advisor:

Don't be a Dictator

Communicate

Don't be afraid to ask for help

Don't gossip

Encourage

Require Memorization

Disciplinary

Same expectations for yourself as girls

Enforce dress code – follow it yourself

Attend events

Understanding and approachable

Flexible

Set standard for girls

Be respectful but firm in beliefs

Meet & enforce deadlines

Ask & Don't Tell

Have fun!

Help, don't just dictate

Be a good role model

Be tactful

Don't smoke at Rainbow – Don't smell like smoke

Be punctual

Come prepared

Accept help offered by girls – delegate responsibility

I would expect this to take about ½ hour and hope for interaction from the group.

Now that we know what is expected of a Mother Advisor, based upon the girls and our own input, let's prepare our Job Description:

Currently as described in the Washington /Idaho policy procedures as:

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.

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 and the assembly itself
- Facilitate and attend the projects of the assembly
- Provide accurate and constructive ritualistic instruction to Assembly members
- Attend and 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
- 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 with the Grand Deputy and attend required meetings
- Attend local Board meetings and provide assembly status reports, and respond to their recommendations
- Provide assembly adult advisors with job descriptions and expectations
- 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 by-laws and the policies and procedures of the Grand Assembly of Washington/Idaho.

From the information gathered ahead of time, add comments from the group present.

Plan would be to present, by the end of the day a new and printed Job Description (if someone will bring a printer) for them to take home, making it something these ladies created themselves.

I would not expect it to be much different from the above, but possibly with their input they would feel they had buy-in.

I think this would take another ½ hour.

Finally, review Yearly Agenda Month by Month and answer any questions – 15 minutes.

Handouts:

- Yearly Agenda by Month – I would like to present this to Deputies for input on any changes. Obviously this is an example only – more or less will apply by assembly. If the delegation of these items is made when the board is compiled, the job will be easier.
- At end of day, the MA Purpose and Expectations