

Mother Advisor is the liaison between the Advisory Board and the Girls

Quorum:

DUTIES OF THE SPECIAL ADVISORS – ideas for your Assembly.

Give each Board Member a Responsibility. They will feel involved, your Assembly will get more things done, and will help to support your girls and Mother Advisor.

Each member should present a report at each board meeting.

The **Audit Committee** shall audit the books at the end of each year. The committee shall consist of two board members.

The **Awards Advisor** shall check the records at the end of each term and make recommendations together with the Mother Advisor and submit to the Board on the eligibility for Assembly awards. Award presentation will be made by the Awards Advisor or the Mother Advisor on or before the fourth meeting of the term or extended with approval of the Advisory Board.

The **Financial Advisor** (Treasurer) shall handle all monies from the Assembly and make all deposits, as well as check and verify the treasury records. The Financial Advisor and an approved Board Member are designated to sign checks.

The **Fundraiser Advisor**, in coordination with the Mother Advisor, shall assist the Worthy Advisor and Charity in the selection of their projects, ordering, coordinating sales, and collection of monies.

The **Membership and Registration Advisor** shall see that attendance cards are properly kept, see that all members and visitors present dues cards showing they are in good standing, and also see that Eastern Star and Master Masons are properly vouched for.

The **Paraphernalia Advisor** shall see that the Assembly is properly prepared for meetings according to the ritual, that all equipment is properly dismantled and placed in proper storage, and bring to the attention of the Board, any articles in need of repair or replacement. All officers of the Assembly are responsible for placing in storage their respective station articles. In addition, the following officers are responsible for designated items: Worthy Advisor and Chaplain—East; Worthy Associate Advisor will be the general overseer of tear down; Charity and Hope—Altar; Faith—officer jewels; Drill Leader—flags; Recorder—Charter.

The **Preparation Advisor** shall take charge of the candidates, prepare them for initiation into the Assembly, and give them final instructions.

The **Ritualistic Advisor and Prompter** shall be present at all practices and meetings, and will practice with the officers. She/he shall prompt all officers except the Worthy Advisor and Chaplain, who shall be prompted by the Mother Advisor, except when the Chaplain is at the Altar. The Ritualistic Advisor/Prompter shall have a Ritual and Gold Book to aid the officers in learning their parts.

The Publicity Advisor shall prepare all articles pertaining to Assembly activities for publication. All articles must have final approval of the Mother Advisor.

The Recorder Advisor shall assist and advise the Recorder of the Assembly in the details of her work and see that the necessary supplies are ordered. She shall assist in preparing and sending out letter of delinquency to members and suspension notices according to Supreme Assembly Uniform By-Laws. She shall receive approved petitions and follow same through the Assembly until petitioners have been initiated.

The Transportation Advisor shall arrange for the transportation needs of the Assembly members to and from meetings, installations, and any function in or out of the district where there are enough members attending to warrant such. The Transportation Advisor shall confirm all dates and persons attending with the Mother Advisor.

The Refreshment/Hospitality Advisor shall work with the members of the Assembly, Mother Advisor, and Advisory Board in planning refreshments for various meetings.

The appointment of these special advisors can be combined as necessary to fit the membership of the Board.