

RESPONSIBILITIES OF ADVISORY BOARD MEMBERS

Advisory Board shall have advisory, general, and directing supervision over the officers in the performance of their duties and the affairs of the Assembly. Advisory Board Chair will develop an Agenda for each monthly meeting, with input from the Mother Advisor.

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 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.
- Decisions are made as a group.

3. Know the policies and procedures, and applicable laws that pertain to the International Order of the Rainbow for Girls.

- Each Board Member should have a copy Supreme By-laws & Statures, Ohio Youth Protection Policy, and Advisory Board bylaws & responsibilities.

4. Be familiar with the assembly's finances:

- Follow proper procedures of bills read and approved by board, and then sent to the girls for their approval.
- Insure bills are paid in a timely fashion

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. What is said in a board meeting stays in a board meeting.

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. See that all bills are pain in full by the end of the fiscal year.

14. NSF checks should be acted upon by a member of the Advisory Board.