

## **Mother Advisor:**

### **Supreme By-laws and Statutes State:**

**“The Mother Advisor is the Liaison between the Advisory Board and the Assembly.”**

**Agenda: Worthy Advisor and Mother Advisor should meet prior to each meeting to discuss and develop Agenda. Can be done by phone or email, too.**

**Communication: Worthy Advisor and Mother Advisor should schedule pre-set time each week to review & discuss Assembly agenda, events, needs, planning, traveling, etc.**

**How does Communication of events & Assembly activities happen in your Assembly? Develop a program & plan.**

### **Tools to help:**

#### **A. 3-Ring Binder for Worthy Advisor and Mother Advisor each to include:**

- 1. Current Roster of Girls and Board Members**
- 2. Agenda for each meeting**
- 3. Sign-up sheets for Activities & Traveling: tip – have Board members sign up at Board meetings for chaperoning. Follow Youth Protection Policy for approval of events and have travel permission forms completed.**

#### **B. Member History- handout.**

#### **C. Podium Book**

How and why to use a podium book, what are the benefits, and what exactly goes into a podium book. Where do you keep or store your Podium Book?

*Could somewhat use this format for the WA and MA Notebooks each term.*

*\*Note: this is not to replace the ritual. We are not to copy the ritual.*

#### **Supplies Needed:**

- 1inch three-ring binder
- Colored tab dividers
- Copies of the pages that go into a podium book.

#### **Building the Podium Book**

- Section One: Meeting Agenda
- Section Two: Introduction sheets – found in the Ohio Grand Assembly Handbook
- Section Three: Event/Activity sign-up sheets
- Section Four: Copies of the previous meetings agendas
- Additional Suggested Items: Poems or sayings for unexpected guests

## **Sample Agenda for Worthy Advisor**

**Suggestion: Worthy Advisor & Mother Advisor can use this as a general guideline to follow and complete for each meeting. Adjust according to needs of your Assembly.**

- 1. Opening**
- 2. Introductions**
- 3. Read Minutes of the Previous Meeting**
- 4. Treasurer's Report**
  - a. Balance: \_\_\_\_\_
- 5. Bills**
- 6. Communications**
- 7. Old Business** (see examples below)
  - a. Project, Activity
  - b. Event
  - c. Going Where:
    - i. Meeting Time
    - ii. Dress
    - iii. Who's Going? Sign up Sheet
    - iv. Additional details
- 8. New Business**
  - a. Next Meeting – what to bring, theme for meeting?, dress?
- 9. Miscellaneous Business**
  - a. Reports
    - i.
    - ii.
  - b. Committee Reports
- 10. Good of the Order**
  - a. Sunshine Collection
    - i. General Fund \$ \_\_\_\_\_
  - b. Remarks
- 11. Formal Closing**
- 12. After Meeting?**