

Job's Daughters International
Grand Guardian Council of Utah
Vice Grand Guardian Responsibilities
January 22, 2008

The Vice Grand Guardian has 6 major responsibilities to perform over the course of the year.

1. Coordinate and chaperone the activities of the State Ritual Team
 - a. Register the Utah Team for Supreme
 - b. Coordinate and attend rehearsals
 - c. Chaperone team events at Supreme
 - d. Provide scheduling assistance between team members and Bethels needing pro tem officers for initiation and special ceremonies
 - e. Name the new team, in collaboration with the Grand Guide, for the upcoming year (Note: the team is often named in the early spring to allow for adequate attendance at Supreme Session)
 - f. Complete an annual report of the teams activities and an update/passing on of the State Ritual Team Binder

2. Liaison to Ritual Competition Committee for the Grand Guardian Council
 - a. Attend planning meetings
 - b. Assist with events on the day of competition
 - c. Complete committee assignments
 - d. Provide advice and assistance
 - e. Report progress during the Grand Guardian Council meetings
 - f. Assure the completion of an Annual Report and knowledge transfer from one chair to the next

3. Liaison to the Honored Queens Ball Committee
 - a. Attend planning meetings
 - b. Collaborate with the Bethel assigned to the lead planning and assistance role
 - c. Complete committee assignments
 - d. Provide advice, assistance
 - e. Report progress during the Grand Guardian Council meetings
 - f. Assure the completion of an Annual Report and the updating/passing on of the HQB Planning Binder

4. Plan and coordinate annual adult training [Note: this responsibility is complete in close collaboration with the Grand Guardian/Associate Grand Guardian]

5. Prepare and plan for the upcoming year in collaboration with the Vice Associate Grand Guardian and the Grand Bethel Senior Princess
 - a. Attend Masonic family coordination meetings

- b. Develop a calendar of events
 - c. Establish standing and other committee chairs/members
 - d. Prepare to install appointed officers
 - e. Plan for installation ceremony and reception
 - f. Prepare to appoint Bethel and Grand Bethel Councils
 - i. Request daughter recommendations in the March
 - ii. Grand Bethel recommendations – see bylaws
 - g. Work with Finance Committee to develop a draft budget for presentation to the Grand Guardian Council ____ before Grand Session
6. Liaison and participate as a member of the Grand Bethel Guardian Council
- a. Attend council meetings
 - b. Attend Grand Bethel meetings and events, assisting as needed
 - c. Actively support the Grand Bethel Senior Princess
 - d. Provide a report at Grand Guardian Council meetings
7. Other duties
- a. Attend and contribute to Grand Guardian Council meetings
 - b. Attend bethel visitations and installations
 - c. Attend and contribute to Rally planning meetings/process
 - d. Attend Supreme Session
 - e. Attend Rally & Grand Session
 - f. Attend Grand Guardian Council events
 - g. Become nearly proficient with Bylaws, Special Instructions, Rules & Regulations
 - h. Develop a relationship with upcoming presiding officers of other Masonic bodies in the state
 - i. Attend, and speak on behalf of the GGC, at special events on behalf of the Grand Guardian as requested

Recommended attributes and characteristics:

- Be a little bit crazy and bleed purple
- Have an attitude of cooperation and collegiality
- Be willing to work hard and be present at events
- Actively engage with all of the girls, their parents/guardians and other adult leaders
- Forget that your 'home bethel' is the best and replace that with 'ALL Utah Jobies' are the best
- Be willing to part with your time and money in return for amazing and unforgettable experiences
- Ability to put the Girls first and remember that this is a girls organization with adults who mentor, guide and support them
- Ability to help girls (and adults!) learn, grow and mature, remembering that it is a privilege to be a part of the process and celebrate success!