

Policies and Procedures for
Jurisdictional Youth Programs
Authorized by the Grand Guardian Council of Oregon

Youth Committee

Section 1. Youth Committee - General Provisions

1. Authority

- a. These Policies and Procedures are supplemental to the Rules and Regulations of the programs of the Grand Bethel of Oregon and Miss Oregon Job's Daughters.
- b. Amendments to these Policies and Procedures are subject to approval of the Youth Committee and Executive members of the Grand Guardian Council.

2. Meetings

a. **Meetings of the Youth Leadership Team**

- i. The Youth Leadership Team is comprised of members of both the Youth Committee and Youth Advisory Board. The Youth Leadership Team shall meet at least twice a year, called by the Youth Committee Chair.
- ii. The Grand Bethel Honored Queen and Miss Oregon Job's Daughter may request a meeting of the Youth Leadership Team.

b. **Meetings of the Youth Committee**

- i. The Youth Committee shall meet at least quarterly throughout the year to allow the youth leaders the opportunity to present plans and make proposals as desired.
- ii. Youth Committee members shall attend all meetings of the Youth Leadership Team, Youth Committee and Grand Bethel, as well as activities of the MOJD Program, unless prevented by reasonable excuse.
- iii. The Youth Committee will earnestly consider all proposals made by the youth leaders.

c. **Meetings of the Youth Advisor Board**

- i. The Youth Advisory Board is comprised of the Youth Leaders identified in the Rules and Regulations of the Grand Bethel of Oregon.
- ii. Meetings of the Youth Advisory Board shall be lead by:
 - (1) The Grand Bethel Honored Queen for meetings called for discussion of the Grand Bethel of Oregon or its programs, or
 - (2) Miss Oregon Job's Daughters for meetings called for discussion of the Miss Oregon Job's Daughters Program, or shall lead the meetings of the Youth Advisory Board, depending on who calls the meeting and purpose of the meeting or

- (3) Co-Chaired by the Grand Bethel Honored Queen and Miss Oregon Job's Daughters for meetings called for discussion of statewide youth programs and activities.
- iii. All meetings of the Youth Advisory Board shall have at least one member of the Youth Committee in attendance, as required by CAV requirements.

3. Coordination amongst the statewide youth programs

- a. All members of the Youth Committee shall support the projects, activities and fund raising efforts of both the Grand Bethel and Miss Oregon Job's Daughter programs.
 - i. The Grand Bethel Guardian and Associate Grand Bethel Guardian shall assist with the Miss Oregon Job's Daughter activities.
 - ii. The Miss Oregon Job's Daughter Coordinator shall assist with the Grand Bethel activities.

Section 2. Duties of Members

1. Duties of Youth Committee Members

a. General

- i. It is the duty of each member of the Youth Committee to support, promote and assist the statewide youth programs. The members are responsible to work in a cooperative fashion to accomplish the goals of both programs, without distinction of artificial boundaries that may be perceived by having the programs being identified by separate Rules and Regulation.

b. Youth Committee Chair

The Youth Committee Chair shall:

- i. Call, attend, and facilitate all meetings of the Youth Committee and Youth Leadership Team.
- ii. Be responsible for coordination of the Grand Bethel and Miss Oregon Job's Daughter programs
- iii. Act as a liaison between the Youth Committee and the Grand Guardian and Executive Grand Guardian Council.
- iv. Approve all requests for payments for the Grand Bethel and Miss Oregon Job's Daughter programs
- v. Assist in activities and fundraisers of the Youth Leadership Team, Grand Bethel, and Miss Oregon Job's Daughter programs.
- vi. Submit a written report at the end of the Grand Guardian Council year (per Article IV, Section 3, (d))
- vii. Keep an up-to-date calendar of all activities of the Grand Bethel and Miss Oregon Job's Daughter programs.
- viii. See that at least one member of the Youth Committee is in attendance at all Youth Advisory Board meetings.

c. Youth Committee Secretary

The Youth Committee Secretary shall:

- i. Take all minutes and call roll for all meetings of the Youth Committee and Youth Leadership Team.
- ii. Keep an accurate record of all the proceedings of the Youth Committee, Youth Leadership Team, and Grand Bethel meetings.
- iii. Assist the Grand Bethel Recorder in taking minutes for all meetings of the Grand Bethel, including the Installation of Officers, Congress meeting at Grand Bethel Weekend and Congress meeting at Grand Session.
- iv. Keep an accurate inventory of Grand Bethel Honored Queen and Miss Oregon Job's Daughter (current and past) pins, charms, t-shirts, and any other items for sale.
- v. Be the registrar for Grand Bethel Weekend.
 - (1) Facilitate the voting delegate registration at Grand Bethel Weekend and Grand Session.
- vi. Prepare all election materials for use at Grand Bethel Weekend, and Grand Session, as necessary.
- vii. Assist members of the Youth Leadership Team when necessary or as requested.
- viii. Financial Records:
 - (1) The Youth Committee Secretary's financial books reflect the details of all revenues deposited in each account and a lump sum entry for all authorized expenditures on one line to balance the books, matching the details recorded by the Youth Committee Treasurer.
 - (2) Receive all money due to the Grand Bethel and Miss Oregon Job's Daughter programs and turn it over to the Youth Committee Treasurer for deposit.
 - (3) Receive all requests for payment for the Grand Bethel and Miss Oregon Job's Daughter programs, disperse such requests to committee for approval/denial, signed by Youth Committee Chair, and turn over to Youth Committee Treasurer for payment upon approval.
 - (4) Receive all monthly expense reports from the Grand Bethel Guardian and Miss Oregon Job's Daughter Chair, on behalf of the Grand Bethel Honored Queen and Miss Oregon Job's Daughter, verify amounts, send to the Grand Lodge or reimburse through the program accounts. Note: All checks must always be written to the daughter herself and all checks must be co-signed by two (2) authorized signatures of the appropriate account.
 - (5) Keep an accurate record of all transactions for the Grand Bethel and Miss Oregon Job's Daughter programs.
 - (6) Co-sign all checks written from the Grand Bethel and Miss Oregon Job's Daughter programs upon presentation from the Youth Committee Treasurer.

- (7) Attend the annual audit held by the Audit Committee of the Grand Guardian Council.

d. Youth Committee Treasurer

The Youth Committee Treasurer shall:

- i. Write all checks for expenses of the Grand Bethel and Miss Oregon Job's Daughter programs upon presentation of approved receipts.
- ii. Assist the Youth Committee Secretary in the performance of her duties at youth program activities.
- iii. Assist members of the Youth Leadership Team when necessary or as requested.
- iv. Coordinate an annual inventory of all youth program paraphernalia and regalia, with the assistance of other members of the Youth Leadership Team.
- v. Financial Records:
 - (1) The Youth Committee Treasurer financial books reflect the details of all expenditures made in each account and a lump deposit on one line to balance the books, matching the details recorded by the Youth Committee Secretary.
 - (2) Meet regularly with the Youth Committee Secretary to verify deposits, update the financial records and pay any pending bills that have proper approval.
 - (3) Receive all the money she has received and make deposit in a timely manner.
 - (4) After each meeting with the Youth Committee Secretary, scan the vouchers and deposits and email them to the Grand Secretary and Grand Treasurer so they have an accurate accounting of the youth programs.
 - (5) Reconcile all bank statements upon receipt, sharing this information with the Youth Committee Secretary.
 - (6) Attend all Youth Committee Meetings, the Statewide Initiation, Heritage Day, Grand Session, and the Miss Oregon Job's Daughter Pageant to help the girls be successful and assist in any capacity needed (Food, Decorating, or running to and from different meetings...etc...)
 - (7) Attend the annual audit held by the Audit Committee of the Grand Guardian Council.

e. Grand Bethel Guardian

- i. The Grand Bethel Guardian shall be the lead adult for the Grand Bethel, assisted by the Associate Grand Bethel Guardian.
- ii. It shall be the responsibility of the Grand Bethel Guardian to:
 - (1) Attend all meetings of the Grand Bethel, Youth Committee, and Youth Leadership Team, unless prevented by reasonable excuse.
 - (2) Attend all Grand Bethel activities.

- (3) Counsel with the Grand Bethel Honored Queen in all aspects of her responsibilities.
 - (a) Review and approve the monthly letters from the Grand Bethel Honored Queen to the jurisdiction to be included in the Grand Mailing. Send a copy of the approved letter to the Grand Guardian and Grand Secretary. NOTE: The Grand Guardian's approval is required for all information sent to the jurisdiction.
 - (b) Assist the Grand Bethel Honored Queen in the development of the plans, schedules and details of all Grand Bethel activities.
 - (c) Review the scripts and speeches of the Grand Bethel Honored Queen prior to presentation.
 - (d) Maintain contact with the Grand Bethel Honored Queen so that she is aware of the travel schedule of the Grand Bethel Honored Queen and Grand Bethel line officers for official Grand Bethel travel.
 - (e) Encourage the Grand Bethel Honored Queen to provide for leadership opportunities for the members of the Youth Advisory Board by recommending at least quarterly meetings of the Youth Advisory Board. These meetings may be held electronically (i.e. via "GoToMeeting". The Grand Secretary has the log-in information for this online teleconferencing system and it is made available to the Grand Bethel for their use.)
- (4) Counsel with the Grand Bethel Senior Princess in the preparation of the ensuing term plan for presentation to the Youth Committee after the election of Grand Bethel Honored Queen at the annual spring meeting of the Grand Bethel.
 - (a) Ensure the Grand Bethel Senior Princess plans and executes a statewide HIKE on behalf of the Grand Bethel (Per Rules and Regulations).
 - (b) Assist in installation planning through Grand Session.
 - (c) Assist in the procurement of quotes for fund-raising projects for the ensuing year, seeking authorization from the Youth Committee prior to making orders.
- (5) Coordinate the activities of the Grand Bethel and ensure that adequate arrangements are made for all meetings, ceremonies, and gatherings called in the name of the Grand Bethel.
- (6) Prepare all official correspondence for the Grand Mailing on behalf of the Grand Bethel. She should consult with the Grand Bethel Honored Queen and other members of the Youth Committee as needed. She may delegate these tasks as needed to ensure timely information is provided to the jurisdiction.
- (7) Communicate the needs and schedule of the Grand Bethel with the Youth Committee Chair, providing detailed information as

- required for all Youth Committee meetings and work in cooperation with the Youth Committee Chair and all members of the Youth Leadership Team to provide for the program needs of the Grand Bethel.
- (8) See that the Past Grand Bethel Honored Queen pin is ordered in a timely manner to ensure it is available for presentation at Grand Session. The Past Grand Bethel Honored Queen pin can be ordered through the Grand Secretary.
 - (9) Work with the Youth Committee Secretary and Youth Committee Treasurer to review the financial position of the Grand Bethel.
 - (a) Review the budget to actual comparison for all events for which Grand Bethel funds are expended.
 - (b) Approve the expenditure requests for reimbursement from the Grand Bethel Honored Queen. Requests must be received monthly. Approved / rejected monthly request for reimbursement are then forwarded to the Youth Committee Secretary for processing.
 - (c) Be prepared to make a recommendation to the Youth Committee on the eligibility of the Grand Bethel Honored Queen to become a recipient of the Grand Bethel Honored Queen scholarship.
 - (10) Be in charge of the properties of the Grand Bethel, making suitable arrangement for the delivery and storage of paraphernalia and regalia for and between Grand Bethel events and activities.
 - (11) Assist the Youth Committee Treasurer in the annual inventory of Grand Bethel paraphernalia and regalia.

f. Associate Grand Bethel Guardian

- i. The Associate Grand Bethel Guardian shall assist the Grand Bethel Guardian in all aspects of her duties as requested to do so. (Other duties as assigned.)
- ii. It shall be the responsibility of the Associate Grand Bethel Guardian to:
 - (1) Attend all meetings of the Grand Bethel, Youth Committee, and Youth Leadership Team, unless prevented by reasonable excuse.
 - (2) Attend all Grand Bethel activities.
 - (3) Act as a positive male role model for the Daughters of the Grand Bethel.
 - (4) Oversee and coordinate the physical requirements of each Grand Bethel activity / event.
 - (5) Coordinate the security needed for all Grand Bethel activities.
 - (6) Coordinate opportunities for fund-raising, including selling tables, by Bethels and Youth leaders at the statewide gatherings.

- g. Miss Oregon Job's Daughter Coordinator**
- i. The Miss Oregon Job's Daughter Coordinator shall be the lead adult for the Miss Oregon Job's Daughter program, assisted by the members of the Youth Committee.
 - ii. It shall be the responsibility of the Miss Oregon Job's Daughter Coordinator to:
 - (1) Attend all Miss Oregon Job's Daughter program activities.
 - (2) Attend all meetings of the Grand Bethel, Youth Committee, and Youth Leadership Team, unless prevented by reasonable excuse.
 - (3) Counsel with the Miss Oregon Job's Daughter in all aspects of her responsibilities.
 - (a) Review and approve the monthly letters from the Miss to the jurisdiction to be included in the Grand Mailing. Send a copy of the approved letter to the Grand Guardian and Grand Secretary. NOTE: The Grand Guardian's approval is required for all information sent to the jurisdiction.
 - (b) Assist the Miss in the development of the plans, schedules and details of Miss Oregon Job's Daughter program activities.
 - (c) Review the scripts and speeches of Miss Oregon Job's Daughter prior to presentation.
 - (d) Maintain contact with the Miss so that she is aware of the travel schedule of the Miss for official travel.
 - (e) Request meetings of the Youth Advisory Board for the purpose of promoting the events and programs offered by the Miss Oregon Job's Daughter program. These meetings may be held electronically (i.e. via "GoToMeeting". The Grand Secretary has the log-in information for this online teleconferencing system and it is made available to the Grand Bethel for their use.)
 - (4) Counsel with the Miss in the preparation of the annual Miss Oregon Job's Daughter pageant for presentation to the Youth Committee prior to the annual Supreme Session of JDI.
 - (5) Counsel with the Miss for all fund-raising activities.
 - (a) Establish an annual plan for fund-raising activities upon the selection of each new Miss.
 - (b) Assist in the procurement of quotes for fund-raising projects for the ensuing year, seeking authorization from the Youth Committee prior to making orders.
 - (6) Coordinate the activities of the Miss Oregon Job's Daughter program and ensure that adequate arrangements are made for the annual pageant, and other activities.
 - (7) Prepare all official correspondence for the Grand Mailing on behalf of the Miss Oregon Job's Daughter program. She should consult with the Miss and other members of the Youth

- Committee as needed. She may delegate these tasks as needed to ensure timely information is provided to the jurisdiction.
- (8) Communicate the needs and schedule of the Miss Oregon Job's Daughter program with the Youth Committee Chair, providing detailed information as required for all Youth Committee meetings and work in cooperation with the Youth Committee Chair and all members of the Youth Leadership Team to provide for the program needs of the Miss Oregon Job's Daughter program.
 - (9) See that the Past Miss Oregon Job's Daughter pin is ordered in a timely manner to ensure it is available for presentation at the annual pageant. The Past Miss Oregon Job's Daughter pin can be ordered through the Grand Secretary.
 - (10) Work with the Youth Committee Secretary and Youth Committee Treasurer to review the financial position of the Miss Oregon Job's Daughter program.
 - (d) Review the budget to actual comparison for all events for which Miss Oregon Job's Daughter program funds are expended.
 - (e) Approve the expenditure requests for reimbursement from the Miss Oregon Job's Daughter. Requests must be received monthly. Approved / rejected monthly request for reimbursement are then forwarded to the Youth Committee Secretary for processing.
 - (f) Be prepared to make a recommendation to the Youth Committee on the eligibility of the Miss Oregon Job's Daughter to become a recipient of the Miss Oregon Job's Daughter scholarship.
 - (11) Be in charge of the properties of the Miss Oregon Job's Daughter program, making suitable arrangement for the delivery and storage of paraphernalia and regalia for and between Miss Oregon Job's Daughter program events and activities.
 - (12) Assist the Youth Committee Treasurer in the annual inventory of Miss Oregon Job's Daughter paraphernalia and regalia.

2. Youth Committee Finances

a. Established Bank Accounts

i. Grand Bethel Fund

- (1) Two (2) separate accounts shall be maintained for the Grand Bethel: 1) checking and 2) savings account
- (2) Funds received for the Grand Bethel Honored Queen Scholarship shall be accounted for in a separate line item within the Grand Bethel accounts..
- (3) The Youth Committee Secretary and Youth Committee Treasurer shall complete an annual accounting of the scholarship funds, paying scholarship funds to the Grand Treasurer for distribution.

- Funds transferred to the Grand Treasurer shall be held in trust by the Grand Guardian Council in the Education and Scholarship Fund account for a period not to exceed five (5) years after the high school graduation of eligible recipients.
- ii. Miss Oregon Job's Daughter Fund
 - (1) One (1) separate account shall be maintained for the Miss Oregon Job's Daughter program: 1) checking account
 - (2) Funds received for the Miss Oregon Job's Daughter Scholarship shall be accounted for in a separate line item within the Miss Oregon Job's Daughter account.
 - (3) The Youth Committee Secretary and Youth Committee Treasurer shall complete an annual accounting of the scholarship funds, paying scholarship funds to the Grand Treasurer for distribution. Funds transferred to the Grand Treasurer shall be held in trust by the Grand Guardian Council in the Education and Scholarship Fund account for a period not to exceed five (5) years after the high school graduation of eligible recipients.
 - b. The Youth Committee Secretary and Youth Committee Treasurer shall be responsible for the accounting of all Grand Bethel and Miss Oregon Job's Daughter Program funds.
 - i. New signature cards shall be completed within 30 days of the Annual Session of the Grand Guardian Council. Authorized signers shall be the Youth Committee Chair, Youth Committee Secretary and Youth Committee Treasurer. The Grand Treasurer and Grand Secretary shall also be authorized signers of all statewide youth program accounts.
 - ii. All checks written for the statewide youth programs shall have two signatures.
 - c. All funds received for the statewide youth programs shall be deposited into the appropriate accounts of each program.
 - i. No funds shall be deposited into personal accounts.
 - ii. Funds of the two youth programs shall not be co-mingled.
 - d. Requests for reimbursement for expenses shall be submitted by the 10th of each month.
 - i. Requests for reimbursement from the Grand Bethel Honored Queen will be submitted to the Grand Bethel Guardian who will have 5 days to review and approve or deny the request and forward the information to the Youth Committee Secretary.
 - ii. Requests for reimbursement from the Miss Oregon Job's Daughter will be submitted to the Miss Oregon Job's Daughter Coordinator who will have 5 days to review and approve or deny the request and forward the information to the Youth Committee Secretary.
 - iii. If questions arise on requests for reimbursement, the questions may be posed to the Youth Committee Chair and/or the Youth Committee.

- e. Expenses of the statewide youth programs shall be budgeted annually and approved by the Grand Guardian Council. (See Grand Bethel Rules and Regulations, Article V, Finance, Section 2.)
- f. The audit of the Youth Committee books shall be coordinated with the annual audit of the Grand Guardian Council. The audit is typically scheduled for July of each year. The current and previous (if different) Youth Committee Secretary and Youth Committee Treasurer should plan to attend the annual audit. (See Grand Bethel Rules and Regulations, Article V, Finance, Section 3.)

Section 3. Amendments

1. Recommendations for proposed amendments to the Policies and Procedures of the Youth Committee, Grand Bethel and Miss Oregon Job's Daughter programs must be proposed in writing to the Youth Committee Secretary, with a copy forwarded to the Youth Committee Chair.
2. No amendments shall be adopted or incorporated unless it has been reviewed and approved by the Youth Committee and the Executive members of the Grand Guardian Council.
3. Amendments become effective upon review of the Jurisprudence Committee.