

ORDER OF BUSINESS

Opening – Start the meeting together and focus on Rainbow teachings.

- Your role: Enter respectfully and say your ritual part when needed.

Introductions – Welcome guests and help everyone feel included.

- Your role: Be escorted if asked, stand and share your name and role.

Roll Call – See who is present and gather as a group.

- Your role: Confirm you're here as per your Assembly's tradition.

Minutes – Check that our last meeting's record and tasks are correct.

- Your role: Read the minutes before the meeting and speak up if something is wrong or unclear.

Treasurer's Report – Review how much money we have and how it's being used.

- Your role: Think about if we need more funds or how we should spend wisely.

Unfinished Business – Continue work we've already started.

- Your role: Be ready to give updates on events or tasks you were part of.

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New Business – Talk about new ideas, plans, or upcoming events.

- Your role: Write down new dates and share ideas or listen to discussion.

Miscellaneous Business – Handle other important items like messages or bills.

- Your role: Listen carefully in case it involves you.

Reading of Petitions – Receive applications from those who want to join.

- Your role: Consider whether you can help by visiting an interested girl.

Balloting – Vote on membership applications.

- Your role: Vote thoughtfully and follow ritual procedure.

Initiation – Welcome a new member into the Assembly.

- Your role: Perform your ritual part based on your station.

Good of the Order – Share announcements and community updates.

- Your role: Share if you'd like, or listen respectfully to others.

Closing – End the meeting and look ahead to next time.

- Your role: Stay attentive until the meeting is officially closed and say your ritual part when needed.

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PARTICIPATING IN MEETINGS

Come Prepared - help the group succeed

- Read the minutes
 - Skim the agenda
 - Have a place to take notes
 - Know what you're involved in
- Try saying:
- "I looked at the agenda and have an idea."
 - "I thought about this ahead of time."

Join the Conversation - your voice matters

- Share a suggestion
 - Ask a question
 - Agree and build on someone's idea
- Try saying:
- "What if we tried..."
 - "Building on that, we could..."
 - "I don't have an idea yet, but I'm listening."
 - "What's the next step for this?"
 - "Do we need to decide today?"
 - "I agree with that because..."

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Follow Through - accountability is leadership

- Write down your task
 - Do your best to finish it
 - Ask for help if you need it
- Try saying:
- "I can take that."
 - "I need help with my task."

Give Updates - it keeps us on track together

A good update starts with:

- "I finished ___."
- "I'm waiting on ___."
- "Next step is ___."
- "I would like help with ___."

Ask if Unsure - it's a strength, not a weakness

Try saying:

- "Can you repeat the deadline?"
- "What does that role involve?"
- "Who can I ask to learn more?"



MAKING A MOTION

A motion is how a group, like an Assembly, officially makes a decision together — usually about something important, like spending money or approving a Committee report.

WA: "Is there a motion to <name/ description of item for discussion>?"

Member 1: (stands) "I move that <item for discussion>."

ex: we pay Grand Assembly \$1,400 for Grand Assembly registration

ex: the report on the Bake Sale be accepted as read

Member 2: (may or may not stand) "I second the motion."

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WA: "It has been moved by <member name> and seconded by <member name> that we <name/description of item for discussion> . Is there any discussion? (pause)

(discussion is held if there is any)

WA: "You have heard the motion, are you ready for the question?"

Members in unison: "Question."

WA: "All those in favour of the motion signify by raising your right hand."

Choose one: WA: "I declare the motion carried." (one rap) OR

WA: "The motion is defeated." (one rap)

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ASSEMBLY ROOM SETUP

- Charter (if not permanently displayed)
- Minute book and seal on Recorder's desk
- Altar Covering with Bible
 - Place the Bible on the Altar so it may be read by someone facing East, centred left to right and within easy reach.
- Chair for Faith with chair cover
 - Chair should sit with back corner close to the Altar corner.
 - Faith should be able to reach the Bible while sitting in her seat.
- Bow Station Chairs / Pedestals
 - For non-Initiation meetings, choose whether to set up one or both.
- Chair for Drill Leader and/or any other Offices without chairs already in the room
- Place Flag behind Patriotism's chair
 - The flat edge of the maple leaf faces East (front).
 - When standing behind the chair, position the flag behind it and to the left side (not centred), ensuring clear walking space between Patriotism and Service.
- WAA/Charity/Hope pedestal covers and pedestals (if not permanent)
- Gavel for WA and WA Rainbow pedestal (if available/desired)



Ritual Meetings:

- Bible Jewel
 - Place on the Altar in the bottom right corner, providing space for Bible to open.
- Gavels for WAA, Charity, Hope
- Officer Jewels (see Installation page for office-jewel pairing)
 - Jewels sit on the right side of the chair, when sitting in the chair.

Initiation:

- Kneeling bench
- Ribbon holder placed on Altar, in front of the Bible
- Bow ribbons
 - Ribbons should be folded on top of pedestals and when stretched out to the Altar should be of similar height.
- Pot of Gold with contents
 - Place them in reverse order of BFCL, so the B is on top
 - Ensure you have the same number of L's for # of initiates
- Signet

Balloting:

- Ballot box (placed on Treasurer's desk in northeast corner)



WA AGENDA CREATION

Create the Agenda File

- Create a new file for every meeting named with the date
- Update date/time on the file
- Share with Mother Advisor so you can work together

Build the Agenda

- Delete all the completed business (check both Unfinished and New Business)
- List all events between meetings in Reports under Unfinished Business
- Move all the New Business to Unfinished Business
- Label all Business one of: Info/ Discussion / Decision

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Make it yours and have some fun!

Choose and enter the following:

- Question for roll call/sharing time
- After meeting activity
- Any New Business you want to chat with the girls about (i.e. upcoming fun events, etc.)

Work with your Mother Advisor

- Tell your Mother Advisor it's ready for her to review
- She will add New Business or Messages
- Meet to talk through the agenda: ask questions and prep your items

Share with your Sisters

- Work with your Mother Advisor on how to share the key details of the agenda with your Sisters, Advisors, and families



HELPING VOICES BE HEARD

Ask Clearly

- Clear questions get clear answers
 - Ask one question at a time
 - Keep it short and specific
 - Explain what kind of answer
 - Avoid: "Any thoughts?"
- Try saying:
- "What's one idea we could try?"
 - "What worked well last time?"
 - "Give me one suggestion."
 - "Show of hands - who supports this?"
 - "Give me a thumbs up or down first."

Wait

- Look calmly around the room
 - Count slowly in your head
 - Keep relaxed
 - Let members think, find the right words, decide if it's safe to speak
 - Wait longer than is comfortable
- Try saying:
- "Take a moment to think."
 - "I'll give everyone a second."
 - "Think about it for a moment."



Invite

- Encourage new voices to speak
 - Don't put someone on the spot
 - Invite others, but don't force if someone says no
- Try saying:
- "Would anyone new like to add?"
 - "Let's hear from someone who hasn't spoken yet."

Support

- When someone speaks, make it safe
 - Reactions help others be willing to speak up next time
 - Redirect blame back to the task
- Try saying:
- "Thank you, that was helpful."
 - "Take your time."
 - "I'm glad you shared that."

Move On

If no one is ready, you can:

- circle back later
- revisit next meeting
- proceed to a vote

Try saying:

- "That's okay - we can come back later."
- "Let's continue."
- "With no further comments, we'll move to a vote."



LEADING THE MEETING

Lead the Agenda

- Start calmly and clearly
 - Make eye contact across the room
 - Speak at a steady pace
 - Pause instead of rushing
 - Stand with confident posture
- Try saying:
- "We'll begin with..."
 - "So the decision is..."
 - "Let's move to the next item."
 - "One moment, please."

Guide the Conversation

- Invite many members to speak
 - Keep it on track
 - Know when to move on
 - When concerns are raised, invite a possible solution
 - Redirect blame back to the task
- Try saying:
- "Let's hear from someone new."
 - "Would anyone else like to add?"
 - "Are we ready to decide?"
 - "Do you have an idea for how we could improve this?"
 - "Let's focus on <task>."



Be a Gracious Host

- Welcome guests warmly
 - Thank members for reports
 - Help everyone feel included
 - Acknowledge ideas and effort
- Try saying:
- "Welcome — we're glad you're here."
 - "We appreciate your help."
 - "Thank you for your idea."

Show Respect in How You Speak

- Recognize members when they rise
 - Speak kindly and calmly
 - Using titles when addressing adults
 - Ask clearly when you need someone to stand or speak louder
- Try saying:
- "Thank you, Sister ___."
 - "Would you please stand?"
 - "Could you speak a little louder for the room?"

Answer and Closely Cleanly

- Listen fully
 - Answer briefly when you can
 - Note follow ups needed
 - Confirm next steps
- Try saying:
- "I'll check and follow up."
 - "The plan is..."
 - "_____ will take the lead."



TREASURER'S REPORT

Treasurer's reports provide members/Advisors information about the Assembly's money and develops financial literacy.

A verbal report should include:

- opening bank balance
- income stated, sorted by category (i.e. dues, donations, fundraisers)
- expenses sorted by category (i.e. food, events, Assembly supplies, etc.)
- current bank balance
- a closing statement about the financial state of the Assembly OR reminder that the books are available for review

Every meeting should sound a little different to keep people listening.

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Think about two questions:

- Where did it come from?
- What did we use it for?

Don't:

- use accounting terms
- detail each item if not meaningful

Sample ending statements:

- "Right now we're in a good position financially."
- "We may need a fundraiser soon."
- "We're saving toward ___."
- "Every event has a financial impact."
- "This fundraiser helped cover the cost of ___."
- "This is how our money supported our activities."
- "These were the main things our Assembly paid for."
- "Money in minus money out gives us our ending balance."

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MEETING STANDARDS

Agenda Best Practices

- Label topics: Info / Discussion / Decision
- Tie items to goals or timelines
- Don't repeat items more than 3 meetings in a row
- Recurring items should vary in content AND in speakers
- Give each topic and section a time limit

Communication Practices

- One message = one speaker
- Avoid open "Does everyone know..."
- Direct questions to individuals after meetings
- Each agenda item has a lead speaker

Device Use

- Use devices only for meeting work
- Computers or tablets may be used for minutes
- Tablet/paper for agenda is preferred (larger and easier to see)



Participation and Safety

- Everyone has a chance to contribute
- Sharing is optional
- Listening counts
- Avoid pressure or anxiety-based language

Accountability

- Tasks include Who / What / When
- Follow-up happens between meetings
- Meetings review progress, not restart work

Ritual in Meetings

- Meetings are for performing prepared ritual
- Practice happens between meetings
- Clear deadlines help girls feel confident
- Early in a term, extra learning time may be needed



WHY OUR MEETINGS MATTER

Meetings are leadership practice in action.

Girls Are Learning To:

- Speak with confidence
- Take responsibility
- Work as a team
- Understand how groups function
- Feel belonging without pressure



Skills being developed:

- Entering a room with presence
- Speaking in front of others
- Listening with focus
- Following through on commitments
- How to run a meeting/group

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Meetings vs. Between Meetings

Meetings are for:

Info · Decisions · Updates · Performing ritual

Between meetings is for:

Tasks · Practicing ritual parts · Preparation · Follow-up

Meetings are where skills are shown.

Between meetings is where skills are built.



SPEAKING AT A MEETING

When wishing to speak at a meeting you should:

- Stand and wait to be called on by the Worthy Advisor or Pledge Sister
- Speak from in front of your chair (unless presenting a gift)
- Face the room and speak clearly
- Share your update or comment
- Sit down when finished

To be a bit more formal, start with:

- "Worthy Advisor, "

For formal speeches, start with:

- "Worthy Advisor, Mother Advisor, Rainbow sisters and friends,"

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Giving a Report

A report is a way to share about a past experience. This shares your learnings and details about the event with others who weren't there.

You can share:

- the purpose of the event
- what happened
- what you learned
- the best part/funny moment
- what food was served
- was there a guest of honour or theme of the night

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SHOW UP WITH GRACE

Growth

Keep growing, and give others the space and patience to do the same.

Respect

Listen actively and treat everyone in the room with fairness and care.

Acceptance

Welcome different perspectives and make room for how others engage.

Compassion

Let kindness guide your words and actions.

Encouragement

Lift others up, help them shine, and celebrate what they bring.



Before the Meeting

- Arrive early (15 minutes if possible)
 - Sign in
 - Help set up
- Try saying:
- "How can I help?"

During the Meeting

- Listen when others speak
 - Stay on topic
 - Give updates clearly
 - Ask questions if unsure
 - Use devices for meeting purposes only
- Tip:
- If reading notes, a tablet or printed copy is easier to see than a phone

After the Meeting

- Help tidy the room
 - Confirm your tasks and deadline
 - Be welcoming
 - Stay and connect, if you're able
- Try saying:
- "Would you like to join us?"
 - "What is left to do?"

