

**GRAND  
REPRESENTATIVES  
ASSOCIATION  
OF  
VERMONT**



July 2014

**TABLE OF CONTENTS**  
**GRAND REPRESENTATIVES ASSOCIATION**  
**July 2014**

<b>Item</b>	<b>Page</b>
<b>By-Laws</b>	1
<b>Informational Sheet</b>	5
<b>President Duties</b>	6
<b>Fall Meeting Order of Business</b>	9
<b>Spring Meeting Order of Business</b>	12
<b>Congratulations Letter Template</b>	15
<b>Expiration Letter Template</b>	16
<b>Banquet Program Template</b>	17
<b>Life/Honorary Membership Card Template</b>	19
<b>Vice President Duties</b>	20
<b>Hospitality Suite Food Sign-up Sheets</b>	23
<b>Hospitality Suite Shift Sign-up Sheet</b>	28
<b>Hostess/Host Duties</b>	29

**GRAND REPRESENTATIVES ASSOCIATION OF VERMONT**  
**By-Laws**  
**Amended October 3, 2009**

**ARTICLE I – NAME**

The name of this organization shall be the Grand Representatives Association of Vermont.

**ARTICLE II – OBJECT**

Section 1: The object of the Association shall be to:

- a) Promote sociability among Grand Representatives;
- b) Promote friendly and fraternal relationships among Grand Representatives;
- c) Create better understanding of the duties of the office; and
- d) Increase the members' knowledge of the activities of the Order of the Eastern Star.

**ARTICLE III – MEMBERSHIP**

Section 1: The membership of this Association shall consist of all Grand Representatives, past and present, of Vermont who are desirous of membership.

- a) A voting member of the Grand Representatives Association of Vermont, is a member of Vermont Eastern Star in good standing, who has paid her/his dues to the Vermont Grand Representatives Association, or is a Life member of the Association.

Section 2: Any Grand Representatives may remain a member of the Association even though her or his Commission has expired, as long as dues are paid. Should she or he receive a Life Membership, voting privileges are retained without payment of dues.

Section 3: Honorary Membership, in this Association shall be presented to each Worthy Grand Matron and Worthy Grand Patron, who are not members of the Association. Life Membership in this Association shall be given to each Worthy Grand Matron and Worthy Grand Patron, who are members in good standing, at the Grand Representatives Banquet during their Grand Chapter Session.

Section 4: Honorary Membership in this Association shall be presented to the Most Worthy Grand Matron, Most Worthy Grand Patron, the President of the International Grand Representative Association and to Counterparts at such time as they visit the Grand Chapter of Vermont.

Section 5: Honorary Membership in this Association may be presented to Counterparts not attending Vermont Grand Chapter Session by request to the Secretary of the Grand Representatives Association of Vermont. This courtesy may only be provided by a Vermont member who is in good standing.

Section 6: Life Membership may be extended to members, under extenuating circumstances, by vote of the members present, following investigation and report of Committee.

## **ARTICLE IV – MEETINGS**

Section 1: There shall be two regular meetings of the Association each year, one in the Spring on the first Saturday in May and one in the Fall on the first Saturday in October, which will be held at a time and place designated by the President. All members, newly appointed Grand Representatives, and Honorary Members of Vermont shall be notified.

Section 2: The Spring meeting of the Association shall be the Annual Meeting of the Association.

Section 3: The Grand Representatives Banquet, to which all members are invited, shall be held at a convenient time during Grand Chapter Session.

Section 4: Other meetings of this Association may be called when deemed necessary by the Officers, notifying the members of the reason for the call and the time and place of the meeting.

Section 5: That the Grand Representatives Association give the President, Vice-President, Secretary, Treasurer, Hostess/Host complimentary tickets to the Grand Representatives Banquet at Grand Chapter, for their work during the year.

## **ARTICLE V – OFFICERS**

Section 1: The officers of the Association shall consist of a President, Vice-President, Secretary, and Treasurer, to be elected by the Association at the Annual Meeting. The officers shall be current members of the Association.

Section 2: The Associate Grand Matron shall, prior to her installation as Worthy Grand Matron, be invited to appoint a current Association member to serve as Hostess/Host for the year ensuing. She shall be invited to announce her appointment at the Grand Representatives Association Banquet at Grand Chapter. The new Hostess/Host does not necessarily have to go on to become an Officer in the Association and should make their wishes known to the Nominating Committee before our Annual Spring Meeting. The Secretary will provide the names of those serving on the Committee.

Section 3: New officers will not take office until after the Grand Chapter Session closes.

## **ARTICLE VI – DUTIES OF OFFICERS**

Section 1: The President of the Association shall preside at all meetings and enforce the By-Laws, appoint Audit, Nominating and Life Membership Committees, and maintain the historical records.

Section 2: The Vice-President shall assist the President and other officers in the performance of their duties as requested and shall preside over the meeting in the absence of the President.

Section 3: The Secretary shall keep the minutes of the meetings, maintain the current membership records, and in cooperation with the President, will conduct the correspondence of the Association. The Secretary will submit a report of the Grand Representatives Association Banquet at Grand Chapter to the Grand Secretary.

Section 4: The Secretary shall receive and record all funds, transfer such funds to the Treasurer, taking her/his receipt therefor, and issue membership cards.

Section 5: The Treasurer shall receive all funds from the Secretary, giving receipt therefor, deposit funds promptly, and pay out funds upon authorized vouchers. The Treasurer shall prepare a current financial report in detail.

Section 6: The Hostess/Host of the Association will prepare table favors and decorations for the Banquet and will give the Welcome at the Banquet. She/He will work in conjunction with the Worthy Grand Matron and President of the Association in all matters of Grand Chapter.

Section 7: An Audit Committee of two or more members shall audit the Secretary's and Treasurer's records which close December 31, and report at the Annual Meeting. A Nominating Committee of three members will be appointed at the Fall Meeting to report at the Annual Meeting. A Life Membership Committee of four members will investigate and report on candidates for Life Membership. A Finance Committee, consisting of the Officers will submit at the Fall Meeting a recommendation for the next year's membership dues.

## **ARTICLE VII - REPORTS**

Section 1: The Grand Representatives are instructed to send to the Grand Matrons of the jurisdictions which they represent, a report of our Grand Chapter Session as soon as possible after it takes place, thus making their commission something more than honorary. 1931 (C&D, 1987 – Digest page 68)

Section 2: The records of the Association shall be inscribed on 8 ½ x 11 size paper, whether typewritten or with pen and ink, and perforated in the left margin for insertion into a ring-binder style loose-leaf document. The Secretary shall subscribe each document, "Attest...Secretary".

## **ARTICLE VIII – DUES**

Section 1: Dues of the Association for the following year will be determined by vote at the Fall Meeting.

Section 2: Non-payment of dues for two years will cause the member to be dropped from the membership rolls.

Section 3: Reinstatement of membership may be achieved by payment of one year back plus the current year's dues.

## **ARTICLE IX – QUORUM**

A quorum shall consist of at least three of the officers plus seven voting members of the Association.

## **ARTICLE X – AMENDMENTS**

These By-Laws may be amended by presenting in writing the amendment at a regular meeting, and after notification of the membership, the changes may be voted upon at the following meeting. A two-thirds vote of those present and voting is required for approval.

**GRAND REPRESENATIVES ASSOCIATION OF VERMONT**  
**INFORMATIONAL SHEET**

The 1987 C&D states in the Constitution on page 4, Article IV, Section 1 (d)...

The Worthy Grand Matron and Worthy Grand Patron shall coordinately appoint Grand Representatives of other Jurisdictions in Vermont. The length of service is as designated in the Digest.

In the Digest, Page 75..

(In subordinate Chapters) Grand Officers shall be presented in the following order: Elective and appointive, District Deputies (numerically by district number); Grand Representatives (alphabetically) by State \* represented). They are presented back of Esther's chair, grand honors are not received.

In the Digest, page 55...

At Grand Chapter Session, Grand Representatives form back of Grand Esther's chair and are escorted through the Labyrinth to the East. 1936 \*\*

In the Digest, page 55...

The Grand Chapter shall furnish through the office of the Grand Secretary suitable visiting cards for the Grand Representatives, to be used when visiting the Chapters.

.....

\* by State, Country, Province or Territory.

\*\* and receive Grand Honors. Ritual 17.

## **PRESIDENT DUTIES GRAND REPRESENTATIVES ASSOCIATION**

**July 2014**

Per the Grand Representatives Association (GRA) By-Laws Article VI – Duties of Officers, Section 2 “The President of the Association shall preside at all meetings and enforce the By-Laws, appoint Audit, Nominating and Life Membership Committees, and maintain the historical records.” This is a one-year position and per the GRA By-Laws Article V – Officers, Section 3, “New officers will not take office until after the Grand Chapter Session closes.”

Your first duty is providing to the Grand Secretary:

- the congratulations letter, which is provided to the newly appointed Grand Representative,
- and expiration letter, which is provided when the Grand Representative’s term is up. This will need to be done prior to Grand Chapter.

The Grand Secretary will provide you with examples of the letters.

### ***Fall and Spring GRA meetings:***

- The President will be responsible for the Fall and Spring invitation letters that go out to the current Grand Representatives and those who are part of the Association.
  - This can be provided to the GRA Secretary who will mail them out to the current membership list.
  - In addition to those identified above, the following six (6) Grand Officers should also receive the invitation – Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Conductress and Grand Sentinel. The Associate Grand Matron and Associate Grand Patron will choose the next Hostes/Host.
  - The Fall letter should be sent to the GRA Secretary at least one month in advance of the meeting.
  - The Spring letter should be sent to the GRA Secretary before the end of January so that she/he can include this in with the dues letters.
- The President will preside over the meetings in the Fall and Spring.

- The Fall meeting is the first Saturday in October and the Spring meeting is the first Saturday in May.
- The addendum for each meeting is listed in the booklet.
- The meetings can be adjusted according to what business needs to be discussed.
- You can also send out a reminder of the meetings through e-mail for each District in the monthly e-mail that is done for Grand Chapter. Make sure that you have this information to the appropriate person in advance on the next month's notice.
- You will need to ask a person from the hosting Chapter to do the Welcome and someone from GRA to do the response
- Prior to the meetings there will be the pretty package auction. You will need to ask one person to be the auctioneer and two people to collect the money.

➤ Prior to the Fall Meeting you will identify and request members to be on the following committees:

- Audit Committee
- Life Membership Committee
- Nominating Committee

➤ At the Spring Meeting which is the Annual Meeting you will preside over the Election of Officers.

### ***Grand Chapter:***

- The President will be responsible for developing and producing the program Grand Representative Banquet. The program should include the list of current Grand Representatives which will come from the Grand Secretary and should be included in the program
- The President will assist the Hostess/Host with preparations for the Grand Representative Association banquet.

- The President and Secretary will create, produce and present Life/Honorary membership cards to the Worthy Grand Matron and Worthy Grand Patron which will be presented at the banquet.
- The President and Secretary will create, produce and present Honorary membership cards for the Out of State Grand Representatives that will be attending the GRA banquet which will be handed out at the banquet. Request the list of attendees from the Banquet organizer.

### ***Other Responsibilities:***

- The President and GRA Secretary should stay in contact regarding cards that should be sent to our members for sickness or sympathy. The GRA Secretary will have the appropriate cards to send.

Please pass this booklet on to the newly announced Hostess/Host after the GRA banquet is done.

Congratulations on a job well done! You have made it through your three (3) years and you can finally rest.

**FALL MEETING  
ORDER OF BUSINESS**

**July 2014**

- 1) Meeting called to Order
  - a) Pledge to the Flag
  - b) Welcome
  - c) Response
- 2) Welcome to the current Grand Officers
- 3) Welcome to the Past Grand Matrons/Past Grand Patrons
- 4) Welcome to the New Grand Representatives
- 5) Welcome to the Present Grand Representatives
- 6) Secretary's Report
  - a) Annual Meeting Minutes from Spring Meeting
  - b) Banquet at Grand Chapter
  - c) Special Meetings (If applicable)
- 7) Treasurer's Report
- 8) Correspondence
- 9) Bills
- 10) Unfinished Business
- 11) Committee Reports
  - a) Life Membership Committee
- 12) New Business
  - a) Give donation to Worthy Grand Matron / Worthy Grand Patron Project
  - b) Determine name for Grand Chapter Banquet in June

- c) Advance money to the Hostess/Host for the Grand Chapter Banquet
- d) Request and approve money for Syrup for the Hostess/Host to provide for Grand Chapter Banquet
- e) Any other new business

13) President names Committees for year

- a) Audit Committee
- b) Life Membership Committee
- c) Nominating Committee

14) Report of sickness or distress

15) Collection

16) Ask the Worthy Grand Matron / Worthy Grand Patron to speak

17) Ask a New Grand Representative to speak

18) Ask a Present Grand Representative to speak\*

19) Ask a Past Grand Representative to speak\*

20) Any reminders or Good of the Order from the President and

- a) Collection Total
- b) Pretty Package Total

21) Closing

- a) Mizpeh Benediction  
May the Lord watch between me and thee  
While we are absent, one from the other.
- b) It's a Small World  
It's a world of laughter, a world of tears;  
It's a world of hopes and a world of fears;

There's so much that we share that it's time we're aware;  
It's a small world after all.

Refrain: It's a small world after all,  
It's a small world after all,  
It's a small world after all,  
It's a small, small world.

There is just one moon and one golden sun;  
And a smile means friendship to everyone;  
Thought the mountains divide and the oceans are wide;  
It's a small world after all.

Refrain: It's a small world after all,  
It's a small world after all,  
It's a small world after all,  
It's a small, small world.

\*At the President's discretion

## **SPRING MEETING – ANNUAL MEETING ORDER OF BUSINESS**

**July 2014**

- 1) Meeting called to Order
  - a) Pledge to the Flag
  - b) Welcome
  - c) Response
- 2) Welcome to the current Grand Officers
- 3) Welcome to the Past Grand Matrons/Past Grand Patrons
- 4) Welcome to the New Grand Representatives
- 5) Welcome to the Present Grand Representatives
- 6) Secretary's Report
  - a) Fall Meeting
  - b) Special Meetings (If applicable)
- 7) Treasurer's Report
- 8) Correspondence
- 9) Bills
- 10) Unfinished Business
- 11) Committee Reports
  - a) Audit Committee
  - b) Life Membership Committee
  - c) Nominating Committee
- 12) New Business
  - a) Election of Officers

- b) Advance money to the Vice President for the Grand Chapter Hospitality Room
- c) Request people to sign-up to work in the Grand Chapter Hospitality Room
- d) Request people to sign-up to provide food for the Grand Chapter Hospitality Room
- e) Vote to provide complimentary tickets for Out of State Grand Representatives to Vermont
- f) Any other business for Grand Chapter
- g) Any other new business

13) Report of sickness or distress

14) Collection

15) Ask the Worthy Grand Matron / Worthy Grand Patron to speak

16) Ask a New Grand Representative to speak

17) Ask a Present Grand Representative to speak\*

18) Ask a Past Grand Representative to speak\*

19) Any reminders or Good of the Order from the President and

- a) Collection Total
- b) Pretty Package Total

20) Closing

- a) Mizpeh Benediction  
May the Lord watch between me and thee  
While we are absent, one from the other.
- b) It's a Small World  
It's a Small World  
It's a world of laughter, a world of tears;  
It's a world of hopes and a world of fears;

There's so much that we share that it's time we're aware;  
It's a small world after all.

Refrain: It's a small world after all,  
It's a small world after all,  
It's a small world after all,  
It's a small, small world.

There is just one moon and one golden sun;  
And a smile means friendship to everyone;  
Thought the mountains divide and the oceans are wide;  
It's a small world after all.

Refrain: It's a small world after all,  
It's a small world after all,  
It's a small world after all,  
It's a small, small world.

\*At the President's discretion

## GRAND REPRESENTATIVES ASSOCIATION OF VERMONT

### ORDER OF THE EASTERN STAR

Congratulations! The Worthy Grand Matron and Worthy Grand Patron have chosen you to represent our state as a Goodwill Ambassador to the state of your commission. This is both an honor as well as an exciting opportunity for you. As a Grand Representative, you will be extending the hand of friendship, love and kindness to everyone you meet. I know that you will find this to be one of the most enjoyable and rewarding times in your Eastern Star life.

To get you started with your commission, I would like to give you a helping hand on things to do as a Grand Representative:

- Send thank you notes to both Worthy Grand Matrons, your own and the Worthy Grand Matron of the state you are representing in Vermont.
- Write or phone your new counterpart. She or he will be expecting to hear from you. You might want to send your counterpart items that represent our state, such as postcards, maps, a copy or subscription of *Star Bytes* and/or Vermont products. Also, send a copy of the information on our Grand Chapter Session and encourage the sister or brother to attend.
- If possible, attend the Grand Chapter Session of your commission state. It is a lot of fun to see how other states do things as well as all the new friends you will make. When you attend, take a small gift, i.e. our state pin, a pen with your name and title on it, maple candies, etc. Also, have "business cards" printed up with your name, title "Grand Representative of State In Vermont," your address and phone number. This makes it so much easier to exchange your contact information with all your new friends. Typically the small gift and business cards are given out to all in attendance at the Grand Representative Banquet. Ask your counterpart if this is done and how many items you should bring.
- You may be called upon to speak at a meeting, so please be prepared with a short poem or joke. Remember to establish proper protocol by saying "Worthy Matron, Worthy Patron, distinguished guests, Sisters and Brothers." Also, remember to thank the presiding officer for asking you to speak.
- And travel in our State as well! Go to as many Grand Officers meetings and get introduced. It is exciting and fun!
- We invite you to join our Vermont Grand Representatives Association. The first year is free. After that, the dues are \$2.50 per year. We meet twice each year, in May and in October.
- Be sure to wear your Grand Representative's sash and pin at every meeting and event that you attend and wear it with pride! At the end of your term, please remember to return your sash to Sister Jerri K. Riegler, P.G.M., Grand Secretary of Vermont, as there is a fee of \$20 for any sash that is not returned. The state pin is yours to keep!

If you have any questions, please feel free to contact me at (802) 733-1019 or [jmshiner@aol.com](mailto:jmshiner@aol.com). The friendships you acquire as Grand Representative will last a lifetime. Travel as often as you can; it will enhance your Eastern Star life immensely!!

Fraternally,

Jacqueline M. Shiner, President  
Vermont Grand Representatives Association

Dear Grand Representative,

Your Grand Representative commission will expire soon. I hope that you have enjoyed your commission as much as I did, have been able to travel, and have made new friends and new memories.

Please return your sash to the office of the Grand Secretary at the address below.

Mrs. Jerri K. Riegler, P.G.M.  
65 Lindale Drive  
Colchester, VT 05446

The non-return fee is \$20.00. This is payable to the Grand Representatives Association of Vermont, c/o Sister Sheila Eddy, P.G.M., Secretary, Post Office Box 3, Bondville, Vermont 05030.

Fraternally,

Jacqueline M. Shiner, President  
Vermont Grand Representatives Association

**OFFICERS**  
**GRAND REPRESENTATIVES ASSOCIATION**  
**2013-2014**

**PRESIDENT:** Joyce L. Fowler, PM  
Kingsbury Chapter #77  
Plainfield, VT

**VICE PRESIDENT:** Jacqueline M. Shiner, PM  
Sickle Chapter #34  
Stowe, VT

**SECRETARY:** Sheila C. Eddy, PGM  
Mount Lebanon Chapter #89  
Jamaica, VT

**TREASURER:** Esther M. Meyer, PM  
Charity Chapter #57  
Williamstown, VT

**HOSTESS:** Donna L. Paquette, PM  
Adah Chapter #39  
Concord, VT

**PROGRAM**

**INVOCATION:** Bonnie Ballard, Grand Chaplin

**WELCOME:** Donna L. Paquette, Hostess

**INTRODUCTION OF  
DISTINGUISHED GUESTS:** Joyce L. Fowler, President

**GREETINGS:** Doris E. Graves, WGM  
Richard K. Button, Acting WGP, WAGP

**PRESENTATIONS:** Joyce L. Fowler, PM  
Jacqueline M. Shiner, PM

**ROLL CALL OF VISITING  
GRAND REPRESENTATIVES:**

(Please line up in alphabetical order with your  
Vermont counterpart)

**ANNOUNCEMENT:** Barbara S. Coleman, AGM

**OUR SONG:** "It's a Small World"

**IMITSPEH BENEDICTION:**

May the Lord watch between me and thee  
While we are absent, one from the other.

## **“IT’S A SMALL WORLD”**

It's a world of laughter, a world of tears;  
It's a world of hopes and a world of fears;  
There's so much that we share that it's time we're aware;  
It's a small world after all.

Refrain: It's a small world after all,  
It's a small world after all,  
It's a small world after all,  
It's a small, small world.

There is just one moon and one golden sun;  
And a smile means friendship to everyone;  
Thought the mountains divide and the oceans are wide;  
It's a small world after all.

Refrain: It's a small world after all,  
It's a small world after all,  
It's a small world after all,  
It's a small, small world.

*CARE-ing  
Garden*



Grand Representatives Association of Vermont

“Garden of Friendship” 2013-2014 Vermont Grand Chapter Session

GRAND REPRESENTATIVES ASSOCIATION OF VERMONT



ORDER OF THE EASTERN STAR

THIS CERTIFIES THAT

---

IS AN HONORARY MEMBER  
OF THE ABOVE NAME ASSOCIATION

---

PRESIDENT

June 6, 2014

---

VICE PRESIDENT

GRAND REPRESENTATIVES ASSOCIATION OF VERMONT



ORDER OF THE EASTERN STAR

THIS CERTIFIES THAT

---

IS AN HONORARY MEMBER  
OF THE ABOVE NAME ASSOCIATION

---

PRESIDENT

June 6, 2014

---

VICE PRESIDENT

GRAND REPRESENTATIVES ASSOCIATION OF VERMONT



ORDER OF THE EASTERN STAR

THIS CERTIFIES THAT

---

IS AN HONORARY MEMBER  
OF THE ABOVE NAME ASSOCIATION

---

PRESIDENT

June 6, 2014

---

VICE PRESIDENT

GRAND REPRESENTATIVES ASSOCIATION OF VERMONT



ORDER OF THE EASTERN STAR

THIS CERTIFIES THAT

**Donald C. Brown**

---

IS AN LIFETIME MEMBER  
OF THE ABOVE NAME ASSOCIATION

---

PRESIDENT

June 6, 2014

---

VICE PRESIDENT

## **VICE PRESIDENT DUTIES GRAND REPRESENTATIVES ASSOCIATION**

**July 2014**

The Vice President is the manager of the Grand Representatives Association (GRA) Hospitality Suite at Grand Chapter. Per the GRA By-Laws Article VI – Duties of Officers, Section 2 states “The Vice-President shall assist the President and other officers in the performance of their duties as requested and shall preside over the meeting in the absence of the President.” This is a one-year position and per the GRA By-Laws Article V – Officers, Section 3, “New officers will not take office until after the Grand Chapter Session closes.”

Your first duty is at Grand Chapter Friday afternoon. You will need to meet with the prior Vice President to do an inventory of non-food items and take the remaining non-food items home when the Hospitality Room closes. Based on the inventory, in the spring of the following year you will know what will need to be replenished. ***Please make sure that you have a large vehicle to transport all these items home.***

### ***Spring GRA meeting:***

- You should plan on attending the spring meeting, held the first Saturday of May each year.
- You will need to bring the Hospitality food sign-up sheets and the President will make an announcement at the meeting reminding people to sign up.
  - This list will have what is needed for breakfast and lunch and the quantities needed for two days.
  - Recommend that a notice be sent to all chapters/members several weeks prior to the spring meeting announcing the sign-up for food donations and give contact information for you if they are unable to attend the spring meeting.
  - You might need to alter the list each year for quantity depending on how much business is done the year before. There has been a large volume for the last couple of years and we have had to go and purchase more food to carry us through to the end.
  - The Vice President will be advanced money for additional purchase of food or items as needed from the Treasurer. This will be done at the Spring Meeting
- You will need to bring the work schedule sheets to this meeting.
  - The Vice President can set up a committee to help with set up for the Hospitality Room at Grand Chapter and for food preparation for breakfast and lunch.

- Recommend that a notice be sent to all chapters/members several weeks prior to the spring meeting announcing the sign-up for volunteers and give contact information for you if they are unable to attend the spring meeting

### ***Meetings with Hotel:***

- Attend the two (2) planning meetings at the Grand Chapter hotel.
- The Worthy Grand Matron or Grand Secretary will provide you with the dates and times. Typically these meetings are held in January and May.
  - At the first meeting - The Banquets will pick food items and determine number of people per event – you do not have much to do at this meeting.
  - At the Second meeting - Work with the Hotel staff to determine:
    - Access to the Hospitality Suite – when you will arrive, when you will get the keys to the room, when the room is available for use and when you will be done with the room
    - Request the table arrangements for the rooms
    - Request a couple of small refrigerators or one large refrigerator
    - Request a hand cart for the entire weekend so that you can move things about
    - Request a room close to the Hospitality Suite – it will make your life easier

### ***Grand Chapter:***

- You will need to bring in coffee makers, carafes, utensils, cutting boards and any other food preparation materials. See if your Chapter might be able to help with loaning you these items. The hotel can help with things like ice, juice/milk containers, trash cans.
- In addition to the Hotel provided refrigerators, you will need 2-3 large coolers for additional storage.
- Coffee in the morning will need to be started around 5:30 – 6 a.m., depending on the size of the coffee maker. Recommend that you set this all set up to go the night before. If a sink is not readily available, check with the hotel to see where you can get water to fill the coffee makers and empty/clean out. It is highly preferred to have the sink IN the Hospitality Room as having to travel far for water or to wash things will be time consuming and potentially require more support.
- Start the preparation for lunch after clean up is done for breakfast.

- Once lunch is done on Friday it will be time to clean up and pack up what is left over. All the non-food items will then go to the next Hostess/Host.
  - The leftover food can be packaged and see if there is a local food shelf that can take the boxed items.
  - If there are dessert foods left over you might want to bring some of them up and put outside of the Grand Chapter for people to eat during the business part of the meeting. They do appreciate having some snacks out there.
  - Take care of any trash that is left. You can put it to the side of the Hospitality area and the hotel will take care of getting rid of it.

Your duties are now done. Great Job!

# GRAND REPRESENTATIVES ASSOCIATION

Grand Chapter Hospitality Suite

## FOOD (Perishable) Sign-up Sheet

July 2014

Veggie Dip, 3 QTS

Broccoli, 3 Heads

Cauliflower, 3 Heads

Baby Carrots, 4 Lbs

Cherry Tomatoes, 2 Lbs	Peppers, 4 Green & 4 Red	Celery Sticks, 3 Lg Pkgs	Sliced Turkey, 6 Lbs
Sliced Ham, 6 Lbs	Cheese Slices, White American 5 Lbs,	Cheese Slices, Swiss 5 Lbs	Cheese Blocks, Cheddar 6 lbs (in addition to Cabot Cheese Donation)

Cheese Blocks, Swiss 6 lbs (in addition to Cabot Cheese Donation)	Egg Salad, eggs boiled, peeled and shredded 18 Doz. (Mayo will be added on site.)	Ham Salad, 3 Qts	Cookies, 26 Doz
Brownies, 6 batches	Cupcakes, 6 Doz	Sweet Bread, 10	Breakfast Muffins, 12 Doz
Wheat Bread, 16	White Bread, 16	Donuts, 14 Doz	Potato Chips, 8 Bags (prefer non-flavored, rippled)
Crackers, 5 Boxes	Apples, 12	Seedless Grapes, 6 Lbs	Strawberries, 8 Lbs

Bananas, 24	Oranges, 10	Seedless Watermelon, 4	Melons,
Cantaloupe 6	Honeydew 4	Orange Juice, 3 Gals	Apple Juice, 2 Gals
Milk, Whole 2 Gals	Butter, 1 Lbs	Mayo Bottle 6 large	Mustard Bottle, 1
Milk, 2% 1 Gals	Candy & Mints, 2 Bags	Cereal, 2 boxes	Crystal Light, 2 Pkgs

<b>Pickles, Dill Pickle Spears 1 Gal</b>	<b>Pickles, Bread and Butter 1 Gal</b>	<b>Solid White Tuna in Water, 8 large cans</b>	<b>Canned Chicken Breast, 8 large cans</b>
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**GRAND REPRESENTATIVES ASSOCIATION**  
**Grand Chapter Hospitality Suite**  
**FOOD (Non-Perishable) and SUPPLIES Sign-up Sheet**

July 2014

**Decaf Coffee, Two-pound cans,  
ground 3**

**Regular Coffee, Two-pound cans,  
ground 3**

**Sugar**

**Napkins, 1000**

<b>Hot Cups, 500</b>	<b>Cold Cups, 300</b>	<b>Juice Cups, 300</b>	<b>Paper Plates, 600</b>

Brother David Katz, owner of Chalet Motel, has offered to purchase "paper" products for us and will be able to get them at "bulk" rate. Please take an inventory and contact David with any items you may need.

**GRAND REPRESENTATIVES ASSOCIATION**  
**Grand Chapter Hospitality Suite**  
**Sign-up Sheet**  
**July 2014**

<b>Thursday</b>	<b>Friday</b>
<b>7:00 – 9:00 AM</b>	<b>7:00 – 9:00 AM</b>
<b>9:00 – 11:00 am</b>	<b>9:00 – 11:00 am</b>
<b>11:00 am – 1:00 pm</b>	<b>11:00 am – 1:00 pm</b>
<b>1:00 pm – 3:00 pm</b>	<b>1:00 pm – 3:00 pm</b>

## **HOST/HOSTESS DUTIES GRAND REPRESENTATIVES ASSOCIATION**

**July 2014**

This position is the host/hostess for the Grand Representatives Association (GRA) Banquet held on the Thursday evening of Vermont Grand Chapter. Per the GRA By-Laws Article – VI Duties of Officers, Section 6, “The Hostess/Host of the Association will prepare table favors and decorations for the Banquet and will give the Welcome at the Banquet. She/He will work in conjunction with the Worthy Grand Matron and President of the Association in all matters of Grand Chapter.”

Please note that per the GRA By-Laws Article V – Officers, Section 2, “The new Hostess/Host does not necessarily have to go on to become an Officer in the Association and should make their wishes known to the Nominating Committee before our Annual Spring Meeting. The Secretary will provide the names of those serving on the Committee.” It has become tradition for the Hostess/Host to move up to the Vice President.

Your first event for the Hostess/Host is that the banquet name will be picked at the GRA Fall meeting. You may want to have several names / ideas picked out to present to members. Once the name has been decided you can start to prepare for the event.

The GRA will reimburse you for all of your expenses. Please talk with the GRA Treasurer for instructions.

### **Banquet responsibilities are:**

- ❖ Attend the two (2) planning meetings at the Grand Chapter hotel.
  - The Worthy Grand Matron or Grand Secretary will provide you with the dates and times.  
Typically these meetings are held in January and May.
  - At the first meeting:
    - You will pick the meal choice(s)
    - Verify the number of people per table
  - At the Second meeting:
    - The Grand Chapter Banquet Chairman will provide you with the final count and attendee list.
    - With the Worthy Grand Matron, Worthy Grand Patron and the other Hostesses decide whether or not the placards will be used.
    - Verify time and location to fill bags on that Thursday afternoon of Grand Chapter.
    - Confirm access to the Banquet Room for set-up - Please note that typically the Grand Chapter hotel has the banquet room ready for you to prepare the tables around 3:00pm on that Thursday afternoon of the Banquet.

- ❖ Supply centerpieces based on the Banquet theme for the tables.
  - Typically there are eight (8) people per table. Verify this information at the first planning meeting. We usually have 150-175 people in attendance. Years where the General Grand Chapter visits attendance may be higher.
  - Determine who will get the centerpieces – you will make this announcement at the Banquet
  - Potential places to buy inexpensive items at “bulk”
    - Dollar Tree has an online site that can ship to your local store with no shipping costs – website: [www.dollartree.com](http://www.dollartree.com)
    - Flowers & other accents (i.e. mirrors): [www.efavormart.com](http://www.efavormart.com)
    - Site that has craft items that you may want to use - [www.etsy.com](http://www.etsy.com)
- ❖ Provide gift bags
  - Check with previous Host/Hostess for an inventory of the left over bags. These should be provided to you on the Sunday of Grand Chapter. You may need to order bags.
  - You may want to decorate the bag with the theme
  - The GRA President will ask for items for the bags at the GRA fall meeting.
  - You should go to your local Chamber of Commerce or to Montpelier Chamber and Cabot Cheese outlet for Vermont maps, brochures, magazines, etc.
  - Fill gift bags to put at the tables. You should be able to fill these bags with volunteer help on Thursday afternoon prior to the official Grand Chapter opening. You will need to arrange for the volunteers to help you. Recommend that you arrive at hotel around 3-4pm at the latest to set-up the bags so that when people register they are ready for them to fill.
  - People will bring things right up to the actual dinner and you may have to oversee that the items actually make it into the bags instead of being piled on the individual place settings.
- ❖ Provide seating placards
  - The previous Host/ Hostess will provide you on the Sunday of Grand Chapter with the tote that contains the placards with numbers for the tables
  - Ask for volunteers to help you put items around and then check each table to ensure they are setup as you wish.
  - Banquet Programs - The GRA President will supply the banquet programs that you will need to put on the tables.
- ❖ Provide Table Name Cards
  - If decided, you will need to create name cards for the tables, but check with the GRA President, Worthy Grand Matron and Worthy Grand Patron as to who will need the name cards.
  - You might only need them for the head table and any tables that have been decided to be reserved.
  - They should be set out at the same time as the programs.

- ❖ Provide Maple Syrup
  - You will need to order maple syrup bottles to be placed at each seat. The purchase must be approved by vote of the GRA and that should be done at the Fall Meeting so that there is plenty of time to order.
  - The Sugarman of Vermont has extended special pricing to us for this event. 1.75 oz Pure Grade "A" Vermont Dark Amber Maple Syrup with an Eastern Star label is available. The 2013 unit price was \$1.06 and we ordered three (3) cases of 60 bottles. Private label should be on file. If not the attached PDF file is the label. Contact Marilyn Rogerson, V.P. Marketing and Sales at 1-800-932-7700. Please use Jacque Shiner's name to ensure discount.



2013\_eastern\_star  
\_2.pdf

- ❖ Provide individual cheese packets
  - You will need to provide an individual cheese packet for each gift bag.
  - You can look around to find the best deal to buy in bulk.
  - If you decide that you would like to have Cabot Cheese then you will need to contact Cabot Cheese **at least 6 weeks in advance to order.**
- ❖ Provide music
  - You will need to find someone to play music for the arriving diners as well as the procession of officers and honored guests.
  - Try to choose songs that are favorites of the Worthy Grand Matron and Worthy Grand Patron, but not necessary.
  - You may need to arrange access to a keyboard
- ❖ Work with the Host/Hostess Committee for entrance
  - Ask the Host/Hostess committee to line up the people entering the banquet room.
  - Try to find out who is doing that ahead of time and it will save your nerves.
- ❖ Give a welcome speech
- ❖ Arrange for the Grand Chaplain to do the Invocation
  - You will introduce the Grand Chaplain for the Invocation
  - Please speak to the Grand Chaplain prior to the banquet and ask if they would do this for you
- ❖ Introduce the President of the GRA and she will take over the rest of the duties
- ❖ After the banquet, pick up things that are left over and your job is done

### **Other responsibilities are:**

- ❖ Support the Grand Representative Rehearsal on the Thursday of Grand Chapter
  - Please help to line up and direct the Representatives accordingly for the entrance march
- ❖ Pass out Flags to Grand Representatives at Grand Chapter Session – OPTIONAL – has not been used the last several years due to time

- If agreed upon, at the Grand Representatives introductions / procession, you will pass out the flags that will be in a case in the hallway (get a volunteer to help you pass out the flags as it will take awhile to get them all out).
- Make sure the case is where it is supposed to be.
- The flags go to our Grand Representatives or their counterparts – not to Grand Representatives from sister jurisdictions to sister jurisdictions.
- Place yourself or a volunteer at the end of the processional march in order to gather the flags as the representative go to their seats
- Replace the flags in the case in their proper order. They are numbered which helps to get them back in the case