

MAIDS OF ATHENA ADVISOR'S MANUAL **For the Daughters of Penelope**

As the senior auxiliary, the *Daughters of Penelope*, have a responsibility to activate, promote and support the junior auxiliary—*Maids of Athena*. Advisors serve as the link between the two Orders. The advisor must show an interest in all endeavors, activities and events. She will need to establish a relationship of trust and sisterhood. The Maids need to know that she can be relied upon for guidance, assistance and encouragement. An advisor will serve as a mentor and someone the young women feel they can confide in. The goal is to have a rewarding and pleasant experience for both.

The Advisor should always act impartially and remember that her role is to guide the Maids of Athena to an awareness of their responsibilities.

CHAPTER:

Three advisors will be chosen by the Maids Chapter Members from a choice of six (6) names submitted from the sponsoring Daughters chapter.

The advisors must obtain and be familiar with:

- MOA Constitution
- MOA Ritual
- Manual of Instruction
- Roberts Rules of Parliamentary Procedure
- All correspondence received and distributed
- Finances and accounts

The advisors should:

- Attend workshops concerning the MOA given on a district and/or national level
- Send out a semi-annual and annual report to the MOA GP and to the MOA Gr Adv
- Act as the liaison between the Daughters of Penelope chapter and the Maids of Athena Chapter
- Present a report at the regular Daughters of Penelope meeting on the Maids of Athena chapter. Encourage mutual support and a bond between the two Orders
- Supervise ALL activities of the Maids of Athena chapter and be responsible for the proper enforcement of all rules, regulations and conduct of the Maids of Athena
- Act impartially at all times. Settle grievances arising in the chapter with calmness and maturity. Allow all sides to be heard.
- Act as the Parliamentarian at the meetings. Remember to *educate not dominate*

- Supervise the financial dealings of the chapter.
 - a. Audit the treasury books at least twice a year—beginning & end. Submit a report of the audit to the Daughters of Penelope chapter.
 - b. Approve the method by which money is collected and recorded.
 - c. Approve all expenditures less than \$75.00. An expenditure over \$75.00 needs the approval of the Daughters of Penelope chapter
 - d. Sign all chapter checks.
 - e. See that all chapter obligations are met.

- Insure that required number of meetings, including ritualistic, are held and are properly conducted
- Confirm eligibility of members running for and holding an office.
- Confirm eligibility of elected delegates to district and national conventions.
- See that all forms are submitted
- Make sure proper and ample notice is given for all events.
- Communicate with the MOA GL officers and liaison, Grand Advisor to the MOA, DOP District Governor, Chapter President, Grand President

DISTRICT:

- Submit contact information to MOA Grand Advisor
- Conduct workshop for chapter advisors to cover:
 - a. MOA Constitution
 - b. MOA Ritual
 - c. District and National Projects
 - d. District and National Activities
 - e. Correct procedures and protocol/advisor's manual
 - f. Individual chapter concerns and questions

- Supervise activities of the Maids of Athena chapters in her district
- Assist the Maids of Athena in establishing Maids of Athena chapters
- Assist in establishing a MOA District Lodge
- Receive notices and attend all MOA District Lodge meetings
- Attend business meetings of the MOA at district conferences and conventions
- Act as Parliamentarian at MOA business meetings at district convention
- Oversee all financial dealings at the district level. Sign all checks and work closely with the MOA district treasurer. Submit an end of year audit at the district convention
- Submit mid-year and annual report to the National Grand Advisor

- Submit a report at the DOP business session of the district convention
- Serve as chairman of the MOA District Committee
- Report to the district governor frequently
- Communicate often with MOA Liaison, MOA GP, MOA Grand Advisor and chapter advisors
- Assist the MOA DL in the planning for the district convention so that the following are completed:
 - a. meeting place for the MOA
 - b. hotel accommodations
 - c. meeting agenda and materials prepared
 - d. social activities approved and planned
 - e. delegate forms in order
 - f. fees paid
 - g. financial matters and books in order

The Maids of Athena are an empowered group of young women who support many wonderful projects. Their accomplishments reflect all that is positive about the Daughters of Penelope.

Thank you for your time, guidance, support and love.

Please contact the MOA GL or Grand Advisor at anytime!!

GIVE

GROW

LOVE