

Directors Staff

Handbook

This document explains the duties, activities, and responsibilities of the Directors Staff as a unit of the Sesostri Shrine Center. This information is based upon current expectations and is subject to change as a new Potentate is installed. We are expected to serve at their will.

Prepared by Gary Jarzynka, 2006.

Bylaws

The bylaws of the Directors Staff were amended November 1, 2005, and have been approved by the Directors Staff President, Potentate, and Shrine Center attorney. As such, these are the rules under which the Directors Staff will operate. These may be overruled by the Potentate at his discretion. A copy of the bylaws is available from the Shrine Office or the Directors Staff Secretary.

Event Participation

Potentate's Installation, Ball, and Reception

Each year a new Potentate is installed and a ball is held to celebrate this event. The involvement of the Directors Staff will depend upon each Potentate's wishes and the location of the events.

Shrine Circus

The Shrine Circus is an annual event held currently at Pershing Auditorium. It is the largest fund raiser for our center. The Divan member in charge of the circus and the Director General should work with the Directors Staff in preparing for the circus and any special needs.

The Directors Staff is responsible for the following:

1. Transport items to the circus and back to the center at the end. These items include but are not limited to snow cones equipment and supplies, cotton candy equipment and supplies, novelty boxes, sales items, signs for rides, and other items as requested by the Potentate or his representative.
2. Assist with special needs attendees at all performances; especially at the Thursday and Friday afternoon performances. This assistance includes helping wheel chair users in and out of the circus, loading and unloading vans. Other units may help fulfill this obligation.
3. Play the calliope prior to all performances.
4. Utilize "Big Shriner" to promote good will prior to all performances.

Vidalia Onion Sales

The Directors Staff is expected to assist the Divan representative responsible for the onion sales as requested, and to encourage member participation in sales.

Shrine Football Game

The Shrine Football Game is generally held in July at Memorial Stadium. The two teams are comprised of Nebraska High School players selected as outstanding players. Proceeds from the game are split between the three Shrine Centers in Nebraska.

Participation by the Directors Staff includes but is not limited to:

1. Sponsoring a player and their parents at the player dinner.
2. Assisting with the pre-game dinner the Friday before the game as requested by the Shrine Bowl Committee.
3. Assisting with preparing the Shrine Center for the Oasis to be held after the parade.
4. Preparing the reviewing stand for the parade.
5. Participating in the full-support parade the day of the game.
6. Assisting the Shrine Bowl Committee with promoting the bowl game utilizing the calliope and football float.
7. Other requests as made by the Potentate or Shrine Bowl Committee.

Hospital Awareness Day

Hospital awareness days are annual events where Shrine nobles are stationed at the exits of businesses to distribute flyers explaining the Shrine and Shrine Hospitals. Money is not solicited during this time, however donations are gladly accepted. Dress is normal parade attire for the unit.

Ceremonials

The Directors Staff shall assist with the ceremonials as requested by the Potentate and/or Ceremonial Master.

Parades

From late Spring to early Fall the Shrine participates in numerous parades throughout Nebraska and especially in Sesostris Land. Parades will be classified as either “full-support” or voluntary. A “full-support” parade is designated as such by the potentate and the Directors Staff is to have a presence at that parade. Voluntary parades will be attended at the discretion of the Directors Staff. The Directors Staff is responsible for keeping Shrine vehicles and floats in usable and presentable condition under the direction of the Vice-Presidents of Rolling Stock.

The following apply to parade participation:

1. The organization of parade participation is under the direction of the Parade Coordinator. He will recruit, organize, and direct participation in “full support” and voluntary parades as determined by the membership. In his absence, this duty may be delegated to another noble by the President.
2. All drivers must have their driver’s license information on file with the Shrine office, President, and Parade Coordinator.
3. No alcohol is to be consumed by any designated driver of a Shrine vehicle. This includes all activities where a Shrine vehicle is required.
4. Nobles should refrain from smoking in any Shrine vehicle. *Smoking is not permitted during parades or in the presence of hospital patients.*
5. Wherever possible, a patient should ride on the hospital float. A Shrine Noble should always accompany the patient on the hospital float. This patient may also be accompanied by a parent or caregiver who is not a Shriner. Special permission should be requested from the Potentate at the beginning of each parade season for this participation. A “media-release” form must be signed by the patient and/or parent, legal guardian, care-giver prior to the respective parade. These forms must be returned to the Shrine Office.

A list of possible patients may be obtained through the Shrine Office staff. This list is the responsibility of the President and/or Parade Coordinator. The parent(s) or other caregivers of the patient are responsible for transporting patients to and from parades. If possible patients should be from the area in which the parade takes place.

6. All vehicles and floats should leave from the Shrine Center, travel as a group, and return to the center in like manner for the safety and convenience of all nobles. It is strongly recommended that there be at least two nobles in each vehicle when possible. The times for leaving will be determined by the Parade Coordinator. Exceptions to this will be by permission of the Directors Staff President.
7. For parades where the Directors Staff as a group chooses not to participate, individual members may attend with vehicles and floats.

The emblems of Sesostri Shrine are always on the vehicles we use. We always represent the organization. We are always on display.

Directors Staff Uniform

Dress Uniform

FEZ Should have Directors Staff headband. This may be ordered from the Shrine office.

Red Blazer May be purchased from Paramount Linen and Uniform, 837 S. 27th St, Lincoln NE.

Dark Blue Tie A dark blue tie is required. A blue tie with the Masonic or Shrine emblem may be purchased from the office sales counter.

White Shirt Any white dress shirt is appropriate.

Dark Blue Pants Any blue dress pant is appropriate.

Pocket Nametag Insert May be ordered from the Shrine office and will be worn on the left breast pocket.

Parade Uniform

Fez Worn during parade. Each member of the Directors Staff will receive upon approval for membership a baseball style hat. This may be worn to and from parades as may the straw Directors Staff Hat with headband. Other hats may be worn to and from parades which are appropriate for wear while representing the Shrine.

Shirt It is preferred that the red Directors Staff shirt having the Shrine emblem on the front and the Silent Messenger (Shriner with Child) emblem on the left sleeve be worn for parades and other ceremonial events. Also, any other Shrine shirt may be appropriate.

Pants Blue or black slacks or shorts are appropriate depending upon weather conditions and activity.

Jacket A red Directors Staff jacket is available for cold weather.

Meetings

Business meetings will be the first Tuesday of each month starting at 7:00 pm.

Work nights will be the third Tuesday of each month starting at 7:00 pm.

Other meetings may be called as necessary by the president or in his absence the vice-president.

Socials will be organized throughout the year for friendship and fellowship. These will normally include ladies and may include families, prospective members, divan members, or other guests. The Potentate is to be invited to all social events but neither he nor, in his absence, his senior Divan representative is expected to pay according to Shrine protocol.

The primary purpose of the Directors Staff will always be to promote and represent the Sesostris Shrine. We should support as many of the activities and programs as our commitment to our families, careers, and ourselves permit.