

## **DUTIES OF SUBORDINATE GRANGE CHAIRMAN OF FAMILY LIVING**

- 1. Cooperate with State Director and Pomona Chairman.**
- 2. Attend a Family Living Conference in Pomona or district.**
- 3. Hold a committee meeting early to plan year's activities. Set a time schedule. Appoint assistants.**
- 4. Keep the Grange informed concerning Family Living activities by reporting at each meeting as a standing committee chairman.**
- 5. Lead the members of the Grange in any activity helpful to the Grange or the community, especially those programs recommended by the Pomona and State Grange.**
- 6. Keep Grange hall attractive, comfortable, and as efficiently equipped as possible.**
- 7. Cooperate with Lecturer in furnishing at least one program.**
- 8. Make a contribution to Grange sponsored Health and Charity projects.**
- 9. Promote State contests and arrange for judging.**
- 10. Assist Youth and Junior Grange members.**
- 11. Be the hostess of your Grange at all times, especially in welcoming guests and new members.**
- 12. Make a permanent Grange Family Living notebook in which you file all reports, records, and activities. Properly identify the notebook as property of the Grange.**
- 13. Send reports promptly to Pomona Chairman or State Director at time specified by State Director.**
- 14. Deliver all materials to the new Chairman of Family Living at the end of your term of office, including the permanent Grange Family Living notebook.**

## **DUTIES OF POMONA GRANGE CHAIRMAN OF FAMILY LIVING**

- 1. Plan a program of work for your Pomona Grange, incorporating the State Family Living Department's program.**
- 2. Hold regular conferences for all Subordinate Chairman of Family Living in your Pomona explaining program & exchanging ideas.**
- 3. Visit each Grange in your Pomona at least once during the year.**
- 4. Report at every Pomona meeting as a standing committee chairperson on work planned and accomplished.**
- 5. Obtain subordinate reports at the proper time.**
- 6. Send your report and subordinate reports promptly to *your* District Family Living Team Directors.**
- 7. Sponsor displays and exhibits at Pomona meetings.**
- 8. Arrange for state contest judging (time, place, and judges etc.) Notify subordinate chairman well in advance.**
- 9. Make a permanent Grange Family Living Notebook for all reports, records and activities, properly identify as property of Pomona Grange.**
- 10. Deliver all materials to the new Chairman of Family Living at the end of your term of office, including the permanent family Living Activities notebook.**