

DUTIES OF THE SUBORDINATE GRANGE

FAMILY LIVING CHAIR

- Collaborate with State Director & Pomona Chair.
- Attend a Family Living Conference in your Pomona or District.
- Hold a committee meeting early to plan the year's activities. Schedule and appoint assistants.
- Keep your Grange informed concerning Family Living activities by reporting at each meeting. Lead the members of your Grange in any activity helpful to your Grange and community. Keep Grange Hall attractive, comfortable, and as efficiently equipped as possible.
- Cooperate with Lecturer in giving at least one program.
- Contribute to Grange sponsored Health & Charity projects.
- Assist Youth & Junior Grange members.
- Be the Hostess of your Grange, especially in welcoming guests & new members.
- Make a permanent Grange Family Living Notebook for reports, records, and activities.
- Send reports promptly to the State Director at time specified.
- Deliver all materials to the new Family Living Chair at the end of your term of office, including the permanent Grange Family Living Notebook.

DUTIES OF THE POMONA GRANGE

FAMILY LIVING CHAIR

- Plan a program of work for your Subordinate Granges, incorporating the State Family Living Department.
- Hold regular conferences for all Subordinate FLC's in your Pomona to include informational programs and exchange ideas.
- Visit each Grange within your Pomona at least once a year.
- Report at each Pomona Meeting on work planned and accomplished.
- Encourage Subordinate Reports.
- Submit your Year End Report & Pomona Contest Report promptly to your State Director on time.
- Arrange for Pomona Contests: planning meeting, location, judging, notifying Subordinate Chairs well in advance.
- Make a permanent Pomona Family Living Notebook for all reports, records, and activities.
- Deliver all Pomona FLC materials to incoming FLC chair at the end of your term of office including notebook.