

FAMILY LIVING CHAIRMAN

1. You are the host or hostess of the Grange. Be sure everyone is made to feel welcome.
2. Arrange for refreshment committees if it is the custom in your Grange.
3. Attend area conferences pertaining to your office.
4. Promote the contests and programs of the department.
5. Submit reports to Pomona and State directors on time.
6. Help plan fundraisers, if it is your Grange custom.

COMMITTEE CHAIRMEN

1. Meet regularly with your committee and select goals and projects.
2. Report at each meeting on activities and projects, providing quality information with a written report.
3. Work together with Grange membership and other committees.
4. Attend any area conferences pertaining to your committee.
5. Plan money-making projects to raise money for committee goals.
6. All money earned by committees should be turned in to the Grange Secretary, who will record it, turn it over to the Treasurer, and receive a receipt for same. The Treasurer will keep a record of the committee's money, and write checks for same when approved by the Grange. As Committee Chairmen you will also keep a duplicate for your records.
7. Quarterly bulletins containing helpful information are mailed by National Grange to many committees.



OFFICERS GUIDE

**To be used with National, State, Pomona and Subordinate
Constitutions, bylaws and manuals**



WASHINGTON STATE GRANGE

INTRODUCTION

Many Grange history and reference books, as well as jewelry, officers, equipment and supplies, application for membership forms and brochures, Grange Week supplies, items of clothing, tote bags and more are available from the National Grange and the Washington State Grange. Go to www.wa-grange.org or www.nationalgrange.org for more information.

The Washington State Grange Program Handbook is printed every two years and is available online at www.wa-grange.org.

Each Grange receives a copy of the Washington State Grange Roster. It is sent to the Secretary.

A copy of the National Grange proceedings and the State Grange proceedings are mailed to Grange secretaries.

Secretary forms, Lecturer forms and Family Living forms are available online at www.wa-grange.org.

GATEKEEPER

1. Guard outside gate, remaining in ante-room during opening of Grange degrees if possible. Use judgement in staying in ante-room. No Gatekeeper is expected to spend the evening in a cold room or miss the business or entertainment activity of the Grange.
2. Receive the Outer Gate password from anyone arriving late.
3. Welcome late comers and visitors and make their wait (if one is necessary) pleasant by staying with them.
4. Notify Steward of expected guests' arrival.
5. Assist members with signal and password for Inner Gate.
6. Position staff with owl facing Outer Gate.

CERES - POMONA - FLORA

1. Where stations are used, decorate with appropriate items every meeting, using real flowers and fruit if possible.
2. Ceres - familiarize yourself with ceremony for draping charter.

EXECUTIVE COMMITTEE

1. Audit and sign Treasurers and Secretaries books as specified by bylaws at least yearly.
2. Review all bills for payment unless your Grange has a specific committee for this duty.
3. Remember you (with Master) act for the Grange between meetings or in emergencies. All actions taken between meetings must be reported at the next regular meeting of your Grange and become a matter of record in the minutes.

MUSICIANS

1. Select appropriate music for opening and closing meetings, degrees, ceremonies and procedures.
2. Assist Lecturer with music needed for literary program and opening and closing songs.

SECRETARY

1. Keep minutes up to date in bound book, using full names, dates and information.
2. Keep membership information. Name, address, phone, e-mail, listing date degrees received, offices held, etc.
3. Apply for recognition certificates for continuous membership. Order service pins for said members (with authorization from the Grange).
4. Keep on hand a supply of pins, and Declaration of Purposes, for candidates and new members.
5. Notify members of dues to be paid for next year early in November, use membership committee by January 1 to contact late payers. Report remaining delinquent members in March.
6. Send reports on forms provided by the State Secretary to Pomona and State secretaries quarterly (3/31, 6/30, 9/30, 12/31).
7. Bring all correspondence to meeting, go over same with Master before meeting. Read appropriate portions only of non-Grange correspondence.
8. Answer all correspondence promptly. Cooperate with Lecturer on invitations, etc.
9. Work with Executive Committee to see that Secretary's records are audited as specified in your bylaws, at least yearly, and that they sign and date all records audited.
10. Receive and record all money, then give to Treasurer and receive receipt for same.

TREASURER

1. Keep financial records and give a complete financial report to Grange during each regular meeting.
2. Pay all bills on time.
3. Be sure records are audited as specified in bylaws, at least yearly, by Executive Committee and that they sign and date all records audited.
4. Treasurer receives all money from Secretary, and gives receipt for same.

TOTAL GRANGE RESPONSIBILITY

1. Send delegate to State Convention.
2. Encourage members to attend state-sponsored workshops and ask for reports.
3. Donate to as many Grange-approved requests as possible.
4. Work for and with your community.
5. Provide media with information and/or invitations to Grange activities.
6. Pay dues promptly.
7. Bond officers and members who handle Grange funds.
8. Obtain insurance on hall contents and other property.
9. Select goals and work toward them.
10. Increase your membership by actively seeking new members.
11. All business and activities to be conducted in accordance with the Manual and Bylaws of your Grange.
12. Host Pomona meetings when asked and support your Pomona.
13. Keep members informed of Subordinate, Pomona, State and National activities and projects.
14. Work TOGETHER to maintain an active, growing Grange.
15. Makes guests and new members welcome and feel wanted.

GENERAL INFORMATION FOR EACH OFFICER

1. Obtain copy of ritual from Master, Secretary or Steward as authorized by your Grange.
2. Especially study sections pertaining to your office.
3. Familiarize yourself with degree work, hall arrangement, floor work and procedures.
4. Attend meetings regularly and encourage others to do the same.
5. There may be small expenses allowed for your office. Check with the Master or Secretary for the dollar amount allowed by the Grange before incurring charges.
6. Participate in Grange activities, such as fairs, bazaars, suppers, game nights, sales, visitations and regional meetings as your finances and family duties permit.
7. Promote Grange by being a good example.
8. AT CLOSE OF TERM OF OFFICE, TURN OVER ALL GRANGE PROPERTY TO YOUR SUCCESSOR.

MASTER

1. Memorization of opening and closing and degree work greatly enhances your office.
2. Become familiar with and abide by the manual, bylaws and digest of your Grange
3. Appoint your committees as specified in Article XV of the National Grange Bylaws, with advice from the Overseer.
4. Stand while conducting meetings.
5. Report promptly on any local or State Grange conferences attended, and state convention, distributing any material received to the proper committees.
6. Encourage your committees to meet and report on activities.
7. Offer assistance and guidance to your officers and members

OVERSEER

1. Familiarize yourself particularly with opening and closing ceremonies, admitting members and degree work.
2. Familiarize yourself with Master's duties as overseer conducts meetings in the Master's absence.
3. Assist Master in various duties, including appointment of committees.

LECTURER

1. Select a committee to assist you.
2. Arrange for program, as time permits, at each meeting, offering departments time to present programs, as required. Programs should not exceed 20 minutes unless previously approved by the Master.
3. Always be prepared with an emergency program.
4. Attend Pomona, State and Regional conferences and report promptly to your Grange.
5. Submit reports in a timely manner.
6. Strive to present quality programs.
7. Involve as many members as possible in the program and activities.
8. Prepare and submit news items to the media if no one else is assigned to this task.

STEWARD

1. Arrive early on meeting nights to set up hall.
2. Learn proper procedure for presenting the flag (pamphlet available from National Grange) and for balloting.
3. Care for Grange property (with Assistant Stewards), keep working equipment, regalia, furniture in good condition and neatly stored between meetings.
4. Check with officers in advance of degree to be sure each is prepared with necessary items (memo book, knife, pencil, badges, pins, copy of initiate, roses, capes, hoodwinks cleaned and ironed, feast table preparation, harvest march equipment, grasses, seeds, etc.).
5. Carry staff at arms length in right hand 4 to 6 inches from floor, with emblem facing front. A thumb tack can be used to mark proper position on the staff.

ASSISTANT STEWARD, LADY ASSISTANT STEWARD

1. Learn and practice floor work required in opening and closing ceremonies, draping charter, presenting the flag, escorting guests and balloting (refer to manual).
2. Assist Steward in care of property, set up of hall, storage between meetings, and arrive early on meeting nights to assist in setting up the hall.
3. Staves should be carried at arms length in right hand 4 to 6 inches off the floor, with opening of emblem to the rear. A thumb tack can be used to mark proper position on the staff.
4. The Bible should be handled slowly and with due reverence.

CHAPLAIN

1. Memorizing opening and closing prayer adds dignity to your office.
2. Be prepared with appropriate prayers for open meetings, asking the blessings for meals and other occasions.
3. Familiarize yourself with ceremony for draping the charter.
4. Conduct a memorial service annually in your Grange, cooperating with the Lecturer, honoring all deceased members.
5. Conduct a Grange funeral service for deceased member if requested by the family.
6. Send cards to sick or shut-ins if no one else has this responsibility in your Grange.