

## GRANGE OFFICER AND COMMITTEE DUTIES

### MASTER

Is responsible for all ritual and is well-versed in State and National Grange By-Laws. Sets a good example, both in and out of the Grange. Conducts the meetings. Appoints Committees with assistance from the Overseer. Maintains order. Keeps the Grange busy. Oversees projects and committees and sees that work is completed. Encourages officers in their duties. Convenes a yearly planning meeting.

### OVERSEER

Serves as Vice President of the Grange. Takes the Master's place in his/her absence. Assists with committee appointments.

### LECTURER

Serves as Program Director for the Grange. Arranges for a balanced program at each regular meeting - includes education, music, inspiration, recreation, and entertainment. Encourages members to participate in programs, thereby developing talents and abilities. Promotes all programs/projects in Lecturer's Department.

### STEWARD

Guards the Inner Gate. Looks after regalia and arranges room in correct order for meeting, such as stations, flag, staves, regalia, songbooks, and puts all away following the meeting.

### ASSISTANT STEWARD

Assists Steward in preparing room for meeting, and putting equipment, etc. away following the meeting. Participates in floor work during meeting and in Degree Conferalls, including taking the password. (if applicable)

### LADY ASSISTANT STEWARD

Assists Steward and Assistant Steward in preparing room for meeting and putting equipment, etc. away following the meeting. Participates in floor work during the meeting and in Degree Conferalls, including taking the password. (if applicable)

### CHAPLAIN

Leads prayers during meeting and at meal functions. Some Granges designate Chaplain to send cards and flowers to the sick and shut-ins. Responsible for annual Memorial Service.

### TREASURER

Receives all money from the Secretary. Keeps an accurate record of all money taken in and paid out. Reports status of finances to the Grange each meeting. Pays all bills of the Grange. Submits records for an annual audit.

### SECRETARY

Keeps minutes of each meeting. Receives and reads all communications for and to the Grange. Is prompt with all correspondence. Receives all money for the Grange, turning it over to the Treasurer after proper recording. Collects annual membership dues. Files all reports to the State Grange promptly. Submits records for an annual audit.

### GATEKEEPER

Guards the Outer Gate. Greets members.

### CERES, POMONA, FLORA

Represent cereal, fruit, and flowers respectively. Symbolic of the importance of women in the Order. Ceres presents flag in Subordinate Grange, Pomona in Pomona Grange.

### EXECUTIVE COMMITTEE

Responsible for Invested Funds. Acts, with the Master, for the Grange between meetings in times of emergency or need.

### COMMITTEE CHAIRMEN

Promote Department Programs -- Local, State, National. Develop projects appropriate to the specific Pomona or Subordinate Grange. Watch for issues and prepare resolutions to send to State Grange in order to be involved in the grass roots policy-making process. Involve as many members as possible in all projects, programs, activities. Report to the Grange each meeting.

### COMMITTEES

Agriculture    Camping Patrons    Community Service    Deaf Activities    Education and Health  
Junior    Information    Lecturer    Legislative    Membership    Natural Resources/Conservation  
Taxation    Transportation    Women's Activities    Youth/Young Adults

events coordinator/rental coordinator

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