

# Duties of the Officer's Handbook



*American Values.  
Hometown Roots.*

**Oregon State Grange  
\*Celebrating 140 years of Grange Excellence\***

Updated 2013

# Officers

## Duties, responsibilities and opportunities

Each officer and committee chairman is part of the Grange's leadership team. No officer is unimportant and each can benefit their Grange by performing their duties with enthusiasm.

As part of the leadership team each must take seriously their various tasks. Each officer contributes something towards a successful Grange. Only by working together and with unity can Grange officers and committee chairman achieve the goals that they set.

**Master/President** - the Master must lead the Grange by example. The Master is the team leader for the Grange and the Master's primary duty is to see that the Grange's work is successfully carried out.

1. Commit to memory the opening and closing charges immediately upon election.
2. Conduct an officer's training session for practicing all parts of the ritual.
3. Become thoroughly familiar with the Manual and the Digest. Make sure each officer had the appropriate handbooks to allow them to perform their duties. I.e. floorwork handbook or committee handbooks.
4. Appoint working "standing" committees, remember the Master is an ex-officio member of all committees. Give whatever aid necessary to allow each committee to be successful. Be familiar with each department's program.
5. Make a list of all Manuals; Notify the Grange if new ones are needed. Check that all Grange property is accounted for and properly is insured against loss.
6. Learn the secret work from the Code Book. Be able to demonstrate all of it.
7. Stand while conducting the meeting. Always enforce civility among the members during the meeting. Be courteous and diplomatic at all times and attempt to make sure all members can hear what is being discussed. Learn proper parliamentary procedure to protect the rights of your fellow members.
8. Never talk on issues from the Master's station. If you must discuss an issue, turn the Master's sash over to another member until the issue is decided.
9. The Master must always have a positive attitude in order to build confidence in all members.

**Overseer/Vice President** - The second ranking officer.

1. Learn the Overseer's part in opening and closing. Be familiar enough with the Master's part to do it in case the master is absent.
2. Learn the names, interest and qualifications of members so that you can assist the Master with Committee assignments.

**Lecturer** - Primary duty is to educate and inform the membership in an enjoyable fashion. Encourage all members to become active participants in the Grange.

1. Work with the Master to select a committee to assist with ideas and programs.
2. Ask department chairmen for specific programs - Youth, GWA, Junior, Legislative, etc.
3. Encourage your Grange to have at least one "Open" meeting a year. A properly conducted Open House or Open meeting will help give the community a good image of your Grange.
4. Vary program content to age and interest of members.
5. It is a literary program, not a "Lecturer's Hour". Be flexible within the constraints of each meeting, working with the Master at all times.
6. Be prepared in emergencies (on request of the Master), with songs, stunts and skits. Keep a notebook of these items with you at all meetings. (You may have someone in your Grange who is a good song leader).
7. If non-members are on the program, arrange the exact time they should arrive for their part and keep the Master informed. If they are early, be prepared to start the program or entertain them.
8. Always inform and work with the Master.

**Steward** - To the Steward we give the double duty of custodian of Grange paraphernalia and guard of the inner gate.

1. Learn the proper set-up of the Grange meeting room, as well as the speaking parts of the ritual.
2. Arrive early on meeting nights to arrange the hall with the Assistants before members arrive.
3. Be familiar with the Steward's part in presentation of the flag and balloting for candidates. Be prepared to do these at all meetings.
4. Watch for visitors, secure their names and title so that they may be properly introduced and ask them to sit in a location convenient for the presentation ceremony. Make sure that the Master is aware of the guest.
5. The ballot box must contain an equal number of cubes and balls with enough of both for the largest attendance which one might expect at a meeting.

**Assistant Stewards** - The Assistant Steward's primary duty is to perform the floorwork and assist the Steward in setting up and cleaning up the hall at meetings.

1. Know well the floorwork required in all Grange ritual procedures from opening through closing. Practice together with other officers such things as balloting, draping the charter, receiving guest and flag presentation.
2. Staves should be carried in the right hand, arm straight at the side, stave against your shoulder, the bottom 4 inches from the floor with the opening of the emblem to the rear. The Assistants should bear the emblems of their offices at all times, except when there is a paper ballot, when they are performing their duties on the floor.
3. The Assistants do not sing during the "Star Spangled Banner".
4. The Bible should be handled with due reverence. Nowhere in the Grange ritual does it specify whether or not the Bible may be picked up from the Alter for opening and closing. This act should depend upon the size of the Bible and local custom. Custom may dictate a specific place to which the Bible should be opened, but Grange law does not.
5. The Assistant Stewards should help the Steward arrange the hall on meeting nights.

### **Chaplain**

1. Commit to memory the opening and closing prayers.
2. Be prepared with other appropriate prayers for open meetings, graces for Grange dinners, etc.
3. Be familiar with the Charter draping ceremony. Keep the drape in good condition. Be able to place it on the Charter reverently. Practice with the Assistants and Ceres so that they know the ceremony also.
4. Report sick or shut-in member to the Grange if no one else has this responsibility.

### **Treasurer**

1. Keep all records ready for any inspection by authorized persons.
2. Pay bills when approved by the Grange.
3. Report the complete financial condition of the Grange at every meeting.
4. Grange law requires that the Treasurer be bonded (insured).

**Secretary** - The duties involve record keeping. Both of meetings and finances, and reporting to the State Grange.

1. Keep minutes up-to-date in a bound book. Remember that they are history with your name attached as the author. **Recognize participants in that history by using full names.** Give details of projects and programs, keeping a file of such material.
2. Record the exact date a member takes the degrees. Keep individual record sheets on each member so that each history of Grange participation is known. List offices held and when. Recognize members for continuous membership: 25, 50, 60 years, etc.
3. Notify members of dues to be paid for the next year early in November. Follow up on unpaid members with additional notification. Work with the Membership committee to avoid dropping members for non-payment of Dues in April. Forms are available for notification of dues payment from the State Grange.
4. Make necessary reports to the State Grange on time
5. **Bring all correspondence received to the meeting.**
6. Read important ones in entirety, summarize others
7. Record all income received and bills to be paid before transferring to the Treasurer.
8. Take care of correspondence the day following the meeting, especially with letters and resolutions to governmental agencies and representative.
9. Satisfy yourself that the past minute books and items of Grange history are complete and preserved.
10. Complete all IRS forms (990 e-file) by due date.
11. Take care that your Grange's incorporation fee is paid on time and information is kept up to date with the Oregon Secretary of State's office.

**Gatekeeper** - The No. 1 guard to prevent disturbance of our meetings and key helper for new members who are late.

1. Remind your fellow members occasionally of the proper signal and passwords to be used at the outer gate.
2. Determine if guest especially non-members are expected for a portion of the Lecturer's program. Be on the look-out for them and wait with them if necessary. Notify the Lecturer and/or the Master that the guest is present.
3. Assist new members with the proper signal and password for the inner gate, if your Grange requires the password to be used in meetings. Review also the procedure to be used in giving the salutation.
4. **Greet all those entering the hall and make them feel welcome.**

**The Graces** - Ceres, Pomona, Flora - add beauty and grace to our meeting by symbolically representing both agriculture and the best virtues of woman.

1. Decorate the stations (if you have them) with appropriate items: grain for Ceres, flowers for Flora and fruit for Pomona.
2. Ceres - memorize the Draping of the Charter portion assigned to this office.
3. Ceres carries the flag in opening and closing ceremonies of the Subordinate Grange.
4. The Graces represent the best in women, let your behavior and attitude be positive and encourage all members to do the same.

**Executive Committee** - Acts as the Board of Trustees between meetings in time of emergency or need.

1. The Executive Committee consists of six members, three elected members plus the Master, Secretary, and Overseer. The Master is the chairman of the Executive Committee.
2. The Executive Committee is responsible for the custody of the invested funds of the Grange.
3. The Executive Committee shall also be empowered to attend the general business of the Grange when the Grange is not in session, in time of emergency or need, but always and only in conjunction with the Master.
4. It is expected of Executive Committee members to give advice and counsel that will help their fellow officers in their duties and promote the welfare of the Grange.

## **Committees**

There are two types of committees used in the Grange, Special and Standing. Committees consist of three members unless a different number is order by the Grange. Committees may raise money, but all expenditures must be approved by the Grange. No Committee may have accounts not under the control of the Treasurer.

**Special Committees** are appointed for a specific purpose and they are discharged when the purpose has been achieved or completed.

**Standing Committees** are appointed annually and are named in the By-Laws or by Grange vote. The following are suggested standing committees and those with an \* are required in the Oregon State Grange By-Laws. Some standing committees have reports forms for the State Grange. Each committee chairman should attempt to make all reports as complete as possible and on time.

**Agriculture \*** - The Grange has a special interest in agriculture and has a unique opportunity to keep their community aware of the importance of agriculture. Duties of the Ag Committee include:

1. Inform your Grange of agricultural issues and events.
2. Write or help other members write resolutions calling for action on special concerns.
3. Involve your Grange in agricultural activities.
4. Educate your community on agricultural interest and Grange policies.
5. Present a program on small-scale agriculture or related subject such as Co-ops.

**Community Service \*** - The duty of the Community Service committee is to record the efforts of the Grange in serving its community and to report these efforts. Reports are to be made to the State and National Granges, as well as publicizing the work of the Grange to the local community. The committee will often be called upon to lead a project the Grange has decided upon. Work with other groups to accomplish the goal that the Grange has set.

**Deaf Activities/Family Health \*** - The Deaf Activities/Family Health committee should familiarize themselves with the National and State Grange programs. The committee should then report at each meeting and find ways to involve the membership in the program. Also share with the Grange the needs of the Deaf and hard of hearing people in your community.

**Education** - The Education Committee should monitor and report on the positives and negatives facing local schools and their students. The committee could involve the Grange in a project such as a scholarship or filling a need in one classroom.

**Finance \*** - The committee should review the bills prior to the meeting and have the answers to any questions that might be asked about bills.

**Information (PR)** - The primary responsibility of the information committee is to report and/or display positive information about Grange activities which will enhance the image of the Grange in your community.

**Junior** - If your Grange has a Junior Grange the primary duty is to assist the Junior Leader(s) in planning junior activities and keep the Subordinate members informed to the progress and needs of the Junior Grange. If there is not Junior Grange, keep the members informed on the nearest Junior Grange and look for the opportunity to start a Junior Grange. Encourage all families with junior age children to participate in the Junior Program.

**Lecturer's \*** - Assist the Lecturer in planning and putting on programs at each meeting.

**Legislative \*** - The duties of the Legislative committee is to help the membership turn ideas into reality. The committee does this by:

1. Reporting local, County, State, and National legislative events to members. Also by encouraging members to write to government officials on topics of interest.
2. Help Members write resolutions to change and improve local, County, State and National laws.
3. Involve the community by having the Grange host "Informational Meetings", Candidate Forums and other similar events.
4. Providing programs on hot issues and/or inviting speakers from other organizations.
5. Serve as the liaison between the Grange and outside groups when the Grange takes on an issue.

**Membership \*** - It is the Membership Committee's duty to work to ensure the growth of the Grange, by motivating the membership and to create plans for bringing in new members.

1. Committee will help to identify potential members within the community.
2. Committee will work with new members to make them feel welcome to the Grange and to give them a good impression of the Grange as a whole.
3. Encourage members to ask people to join the Grange.
4. Help plan events that will bring in non -members to your Grange and have a planned program to encourage new membership.
5. Educate the community on what the Grange is doing and what its ideals and goals are.

**Relief \*** - One member of the relief committee must be a brother. The committee should work with the Chaplain and make sure all members in need are brought to the attention of the Grange.

**Grange Worker's Activities (GWA) \*** -The program is designed to offer something for every one of all ages. The contest and projects provide an opportunity for people to be creative and original. Duties include:

1. Promote all programs, contest, and projects of the National and State Grange.
2. Make sure all reports are returned to the State GWA Chair on time.
3. Plan with the Lecturer a program to be presented at a Grange meeting, topics can include woman's issues (cancer, domestic violence, etc), Elderly issues (falls, transportation, etc), State and National contest.

**Veterans \*** - The duties of the Veterans Committee is to report to the Grange issues that effect Veterans and their families in your community.

**Youth \*** - Youth age in the Grange is 14 - 35. Those 36 and older are encouraged participating in the Youth program to help support and to mentor them.

1. To develop leadership skills
2. To support the total Grange program.
3. To establish programs of interest for young members and families.
4. To help support community activities.
5. To help young people prepare for their future
6. To support the interest of youth, young adult, and young married at the Subordinate, Pomona, State, and National levels

**Others** - The Grange can create other committees to fill particular needs. As an example, many Granges have a rental committee to oversee the use of their hall.

## Resources

Subordinate Grange Manual  
(Blue)  
Floorwork Handbook (Pink)  
Oregon State Grange By-Laws  
National Grange Digest  
Oregon State Grange Roster  
Journal of proceedings  
Code Book

Masters Handbook  
Secretary's Handbook  
Legislative policy  
Grange Bulletin  
[www.orgrange.org](http://www.orgrange.org) Web site  
for the Oregon State Grange  
[www.nationalgrange.org](http://www.nationalgrange.org) Web  
site for the National Grange