

Section 3 – Officer Resources

In this section:

1. Duties of Grange Officers

This resource is a short description of the duties and responsibilities of each officer position. More information can be found in the Subordinate/Community Grange Manual, the by-laws of your Grange, the State Grange by-laws and the National Grange Digest of Laws.

2. Master's/President's Handbook

This handbook is a resource for the Subordinate/Community Grange Master/President.

3. Secretary's Handbook

This handbook is a resource for the Subordinate/Community Grange Secretary. Several useful forms are included in the back of the handbook.

4. Treasurer's Handbook

This handbook is a resource for the Subordinate/Community Grange Treasurer. Several useful forms are contained at the end of the handbook, including an audit template and examples of a Treasurers report.

5. Floorwork Handbook

This handbook gives you more detailed information on opening and closing the Grange, draping the Charter, Balloting, presenting guests and flag presentation.

6. Executive Committee vs. Board of Directors

The resource details the difference between the Executive Committee and a Board of Directors.