

## **GENERAL DUTIES OF OFFICERS:**

Following is a list detailing the duties and responsibilities of each officer.

### **President**

- Preside at all meetings of the Grange
- See that all officers and members of committees appointed perform their respective duties
- Declare the results of all balloting and other votes of the Grange
- See that all laws and usages of the Order are duly understood and obeyed
- Sign all orders drawn on the treasury with the consent of the Grange
- Perform such other duties as may be required by the ritual or action of the Grange

### **Vice President**

- Assist the President in preserving the order and decorum in the Grange. Preside in the absence of the President
- Assist in the appointment of committees
- Perform such other duties as may be required by the ritual or action of the Grange

### **Director**

- Serve as members of the Board of Directors
- Act for and in the name of the Grange between meetings only in conjunction with the President
- Provide such oversight as may be required to insure the safety and security of the property of the Grange

## **Lecturer / Program Director**

- Plan, prepare, and present programs of interest to the membership at each meeting
- Preside in the absence of the President and Vice President
- Perform such other duties as may be required by the ritual or action of the Grange

## **Steward**

- See that the meeting room is properly prepared
- Conduct initiation and such other ritualistic ceremonies as may be required with the aid of the Assistant Steward

## **Assistant Steward / Lady Assistant Steward**

- See that the meeting room is properly prepared
- Conduct initiation and such other ritualistic ceremonies as may be required

## **Chaplain**

- Assist in ritualistic ceremonies as may be required
- Serve as contact with family of deceased members to offer Grange funeral home service
- Organize memorial services for deceased members

## **Treasurer**

- Keep financial records accurately
- Keep an accurate account of all moneys deposited in the name of the Grange
- Pay bills on the order of the President with the consent of the Grange

- Report regularly on the condition of all accounts
- Present the records to the auditing committee when called upon to do so.
- Keep financial records accurately
- Receive and deposit all moneys

### **Secretary / Recording Secretary**

- Record all the proceeding of the Grange
- Make all necessary reports to Pomona and State Granges
- Keep accurate records of the membership of the Grange
- Receive and pay over to the Treasurer all dues received
- Perform such other duties as may be required by action of the Grange

### **Gatekeeper / Greeter**

- Welcome visitors and new members to Grange meetings and activities
- Introduce visitors as provided for in opening of the Grange ritualistic ceremony

### **Graces (Ceres, Pomona and Flora)**

- Participation in initiations, degree work and general cooperation with other Grange Officers
- Ceres is responsible for the presentation of the Flag in Subordinate Grange
- Pomona is responsible for the presentation of the Flag in Pomona Grange
- Flora is responsible for the presentation of the Flag in State Grange