

**PENNSYLVANIA STATE GRANGE
STATE OFFICER DUTIES/GUIDELINES**

August 31, 2015

ALL OFFICERS -- General Description:

- Faithfully comply with and ensure that the Constitution of the Order, the Articles of Incorporation, By-Laws and Laws of the National Grange, and the By-Laws and Laws of Pennsylvania State Grange, and Laws and Usage within any Grange in which they are members, are observed and obeyed, and generally perform all duties pertaining to their elected office.
- Read, and periodically review, the By-Laws of the Pennsylvania State Grange.
- It shall be the duty of all State officers to see that the laws and rules of the Order are faithfully executed.
- MEMORIZE degree work of designated office for the opening for the 4th and 6th degrees and the closing of the 4th degree.
- Be available for speaking engagements and/or Grange visits as assigned by State Grange Master/President.
- Be a member in good standing in a Subordinate Grange, or hold an unexpired demit.
- A 4th Degree member may be elected to any office in a Grange of a higher degree but shall not be installed until such member shall receive the higher degree.
- Every Officer (with the exception of Secretary and Treasurer) will serve as Advocates to the State Grange Master/President and are expected to attend Advocate training.
- Participate in state functions, whenever possible
 - ✓ Farm Show (January)
 - ✓ Legislative Day (March/April)
 - ✓ Junior/Youth Camps (June/July)
 - ✓ Family Festival (July)
 - ✓ Ag Progress Days (August)
- Participate in National functions, whenever possible
 - ✓ National Grange Legislative Fly-In (May)
 - ✓ National Grange Convention (November)
- Write an annual report for inclusion in Journal of Proceedings.
- Attend and participate in State Grange Convention.
- Attend State Officer/Departmental Planning Meeting when scheduled.
- Officers sign for Sash (at annual Planning Meeting).
- Carry out all assignments from State Master.

MASTER/PRESIDENT:

- Review "All Officers – General Description" information.
- Be a person who has leadership skills in legislative matters; willing to spend many hours on the road visiting Grange meetings, hearing concerns of rural Pennsylvania, and helping members solve problems; bringing to the Grange new ideas and enthusiasm for growth in membership; organizing and re-organizing new Granges.
- Take heed of the words from the installation charge, it is very descriptive of the Master/President's duties.
- Conduct all meetings of the Grange – it is the Master's/President's role to not participate in the discussion or expressing opinions in words or body language, just managing the discussion so everyone has the opportunity to express their opinion.
- Provide leadership and general oversight for the total Grange program.
- See that all the officers and committees perform their respective duties.
- In conjunction with the Executive Committee, call special meetings of the State Grange when the good of the order requires it.
- Serve as ex-officio on all committees.

- Appoint Deputies to serve at discretion of State Master/President. State Master/President shall contact Pomona Grange Master/Presidents and Pennsylvania State Executive Committee for suggestions for position of Deputy.
- Appoints Grange members to serve on government boards and committees as needed.
- Write "From the Master/President" articles for each Advocate issue.
- YOU represent this Grange. Your signature binds the Grange; your public actions are seen as the actions of all the membership of this Grange.
- You are responsible for ensuring that all Community and Pomona Granges obey the Digest of Laws and Pennsylvania State Grange By-Laws.

SPECIFIC DUTIES:

Annual Session:

- ✓ Seek hosting county or counties at least 18 months in advance of session.
- ✓ Oversee planning.
- ✓ Invite National Representative; send information and schedule; buy gift for National Representative.
- ✓ Visit facilities and meet with Host Committee in August.
- ✓ Decide Degree format – teams or video. Decision made in conjunction with Flora and Host Committee.
- ✓ Plan pre-session Committee Meeting
 - End of September
 - Schedule hotel and speakers
 - Send letters and R.S.V.P.'s
- ✓ Write Master/President's address/report; send PA Report to National Grange.
- ✓ Resolutions
 - Set deadline, type, and arrange by Committee.
 - Send to Committees prior to pre-session meeting (via U.S. Mail/Email).
 - Email to membership prior to Session.
 - Copy on 3-hole paper and put in notebooks; take to Session.
- ✓ Preside at all meetings of the State Grange.
- ✓ Preserve order and enforce the rules.
- ✓ Wrap-up
 - Send Thank You communications.
 - Forward resolutions to National.
 - Disburse approved funds to Royalty and Talent winners attending National Session.
 - Communicate to Subordinate Granges any information pertaining to increase in dues, if enacted upon by delegate body.
 - Up-date Legislative Policy Book in conjunction with Legislative Liaison.
 - Up-date with new policies
 - Remove legislative policies that are no longer appropriate or needed.
 - Up-date new book every two (2) years
 - Distribute Policy Book to all Grange Masters, State Officers, and all Legislators
 - Order and dispense Name Badges for:
 - New officers
 - Department Chairs/Committee members
 - Royalty
 - Deputies
- ✓ Review committee reports after State Session to take to Executive Committee to consider any committee suggestions/recommendations.

Appoint Committees and Deputies

- ✓ Provide job descriptions.
- ✓ Provide Financial Report Forms and financial instructions to Department Directors.
- ✓ Appoint Salary Committee in each odd year. (By-Laws – Article VII, 1.8.3).
- ✓ Appoint Lifetime Membership Committee at three-year intervals. (By-Laws – Article X, 1.10.8).

Grange Halls:

- ✓ Keep list of halls sold; provide to lawyer.
- ✓ Prepare affidavits for halls sold.
- ✓ Periodically follow through on Grange requests to
 - Have information on selling hall
 - Consolidate with another Grange

Update Plaques

- ✓ Junior, Youth, Foundation, Memorial

Farm Show:

- ✓ Reserve space by specified date and sign contract.
- ✓ Help set-up, staff, and dismantle.
- ✓ Order skirting.

IRS

- ✓ Update list of Granges each year and return to IRS (February)
- ✓ IRS-e postcards (November, February, July)

Grange Day:

- ✓ Select location
- ✓ Select meal
- ✓ Select speakers
- ✓ Sign contracts

Ag Progress Days:

- ✓ Help set-up, staff, and dismantle.
- ✓ Reserve rooms in June for staff.

Regional Meetings: (if desired)

- ✓ Schedule; ask Granges to host
- ✓ Prepare program
- ✓ Include other Departments
- ✓ Reserve rooms where needed

Certificate of Insurance Needs:

- ✓ Camps
- ✓ Family Festival
- ✓ Ag Progress Days
- ✓ Annual Session
- ✓ Farm Show

Scholarships:

- ✓ Sort and copy.
- ✓ Verify each applicant's eligibility.
- ✓ Send to judging committees.
- ✓ Compile results and make a list of winners.
- ✓ Notify Treasurer.
- ✓ Notify Penn State of PSU scholarship choice.
- ✓ Send Congratulations letters.
- ✓ Distribute checks.

Royalty Trip:

- ✓ Coordinate with Junior and Youth Department on date selection.

- ✓ Set up visits to House and Senate at Capitol.

Family Festival:

- ✓ Oversee and coordinate all activities.
- ✓ Confirm workshops and all details.
- ✓ Make sure all bills are paid.
- ✓ Set date for next year with Fair and sign contract.
- ✓ Reserve block of hotel rooms (about 15).

Executive Committee:

- ✓ Compile Agenda.
- ✓ Remind Departments when quarterly Financial Reports are due (January 10, April 10, July 10, and October 10).
- ✓ Provide up-to-date Financial Report.
- ✓ Make packets for committee meeting.
- ✓ Notify Granges of decisions on Grange hall issues/request for funds.
 - Appraisal received, minimum price set.
 - Request to close was approved.
 - Request for Trust Funds (amount) was approved.
 - Request to sell building was approved, need appraisal.
 - Approved request to close.
 - Approved request to sell building, minimum price set.
 - Approved request to send appeal. (Attach guidelines).
 - File notes/letters of all actions regarding each Grange in its file folder.
- ✓ File minutes of meeting in permanent records book.
- ✓ Distribute "Overview" of meeting to:
 - Subordinate Masters, Pomona Masters, and Past State Masters
 - State Officers and Department Directors
- ✓ Prepare packet of information for new Executive Committee Members
 - Employee Handbook
 - Conflict of Interest Policy
 - Budget Descriptives
 - State Officer Duties/Guidelines
 - Current By-Laws of Pennsylvania State Grange
 - Guidelines for Reimbursement.

New Elected/Installed State Officers:

- ✓ Prepare packets of information for any newly elected State Officer
 - State Office descriptive and Guidelines
 - By-Laws of the Pennsylvania State Grange
 - Guidelines for Reimbursement.

Legislative Liaison

NOTE: Something needs to be put into this section about the Legislative area since we no longer have a Legislative Liaison "in-house."

Represent and/or Delegate a Granger to Represent the Grange on Various

Boards/Councils

- ✓ American Dairy Association & Dairy Council
- ✓ Animal Health & Diagnostic Committee
- ✓ D.E.P. Ag Advisory Board Member
- ✓ Dog Law Advisory Board
- ✓ Farm Link
- ✓ Farm Safety & Occupation Health Advisory
- ✓ Ohio Regional Water Resources
- ✓ Pennsylvania State Council of Farm Organizations

- ✓ Pennsylvania State University Ag Council
- ✓ University of Penn Vet School Board of Directors
- ✓ Others as requested

State Grange Office:

- ✓ Approve all bills prior to payment and ensure timely payment of expenditures.
- ✓ Respond to all correspondence and inquiries in a timely manner.
- ✓ Communicate on regular basis with Pomona and Subordinate Master's/Presidents.
 - Special changes derived from annual session.
 - Other pertinent information affecting Grange issues.
- ✓ Communicate with Pomona and Subordinate Secretaries.
 - Make sure Quarterly Report forms and instructions are prepared and sent (February).
 - State Session information (July).
 - Delegate selection (July).
 - Credential Cards and Committee/Teller Assignment slips.
 - Sixth Degree applications available (July).
- ✓ Observe the quarterly reports.
 - Take appropriate action to enforce National Grange Digest of Laws rules concerning delinquency in dues payments.
- ✓ Be responsible for the hiring/firing of staff and maintenance of the State Grange office under guidelines established by the delegate body and monitored by the State Grange Executive Committee.
- ✓ Contract for necessary copiers, computers, and office equipment within budget constraints.
- ✓ Proofread the Guide to Contests publication and divide cost between departments.
- ✓ Prepare working budget sheets for next fiscal year for presentation to Executive Committee.
- ✓ Proofread and check all documents that go out of the State office or from Directors – everything reflects on YOU and the State Grange!

OVERSEER/VICE-PRESIDENT:

- Follow the “All Officers – General Description” information.
- Assist the Master/President with his/her responsibilities and fill in when necessary.
- Be present on stage/floor area throughout each of the sessions during the annual State Grange Convention.
- Be prepared to fill in at workshops, meetings, and activities for the Master/President.
- Attend scheduled Executive Committee meetings.
- Go out on speaking engagements at request or approval of Master/President.
- Be available to the State Master/President, as needed.
- Assist with appointments to all special and standing committees.
- If Master/President resigns, or is unable to continue, the Overseer/Vice-President becomes Master/President until the next annual meeting when a special election is held.
- Serve as Chairperson on the Pennsylvania State Grange Foundation Committee.
- Provide assistance in the selection of PA State Grange Foundation Scholarships.
- Process selection of Tellers at Annual Session.

LECTURER/PROGAM COORDINATOR:

- Follow the “All Officers – General Description” information.
- Fill in if Master/President and Overseer/Vice-President are absent. The Lecturer/Program Coordinator fills the Master/President position.

- Write regular articles for the Advocate or be responsible for assigning a Committee member to write article.
- Communicate with Pomona and Subordinate Lecturers/Program Coordinators twice a year through mailings.
- Responsible to bring educational and entertaining programs to the Grange and share them with all Subordinate and Pomona Lecturer's/Program Coordinators.
- Encourage all members to participate and develop hidden talents.
- Encourage participation in State and National contests.
- Select a committee to assist (with approval from State Master/President).
- Assist in planning Family Festival.
- Plan and coordinate annual contests.
- State Session
 - ✓ Plan and lead the music at annual State Session.
 - ✓ Secure a pianist for the annual State Session.
 - ✓ Plan and lead display and judging of annual art, photography, and craft contests.
 - ✓ Exhibit/Display Area
 - Plan registration area to receive exhibits.
 - Judges
 - ❖ Assist with Judges for Program Coordinator/Lecturer contests.
 - ❖ Pay for judges in Program Coordinator/Lecturer area.
 - Judges secured by the hosting committee.
 - ❖ Will also share judges from Family Activities, Youth, and Junior Departments on some of the contests.
 - Security
 - ❖ Maintain staff and a schedule to watch over display area at all times when open for reviewing.
 - Tag winners with ribbons.
 - Arrange entries for display.
 - Prepare a listing of all 1st, 2nd, 3rd place winners (if applicable).
 - ❖ Prepare a copy for Advocate and Journal of Proceedings report.
 - Tear Down of Exhibit Room
 - ❖ Box all items ready for pick-up at break time in Session.
 - ❖ Clean up area of room before leaving the hotel.
- Attend Mid-Atlantic Lecturer's Conference.
 - Plan, along with PA Committee, to host Mid-Atlantic Conference as scheduled.
- Each year, it is the duty of the Lecturer/Program Coordinator to report to the Lecturer/Program Coordinator of the National Grange with a summarization of literary work completed within the State.

STEWARD:

- Follow the "All Officers – General Description" information.
- Is custodian of the regalia, emblems, and other property of the Grange.
 - ✓ Take count of everything you are in charge of, i.e., sashes, flags, coverings, etc.
- Be present on stage/floor area throughout each of the sessions during the annual State Grange Convention.
- Schedule Deputies to monitor doors during the annual State Session.
- Schedule Deputies to aide in the observation of the display areas at the annual State Session.
- Ensure property of Grange for the State Session from the State Grange office headquarters in Harrisburg area to State Grange convention site.
- Conduct the election of officers.

- ✓ Upon direction from the Master/President for the Deputies to distribute the ballots and completion of distribution, the Stewart will:
 - Instruct delegates to mark the ballot with an “X” or “√” (check mark) for their choice of candidate, OR, they may write in a name but must also mark the write-in with an “X” or “√” (check mark).
 - ❖ Indicate to delegate body that a majority of all votes cast shall be necessary to constitute a choice.
 - Instruct delegates to separate ballots and deposit the ballot in the proper box which is held by the Tellers for each indicated office.
 - Instructs the Tellers how to count the ballots upon completion of all deposited ballots.
- Assist in preparation of stage for Grange ritual.
- Announce guests and visitors to Master/President.
- Take care of State Grange property and regalia’s during annual session.
- Prepare meeting room at session.
- Assist with presentation of flag, honored guests at annual session.
- Make sure floral cross and charter w/stand are taken to place of worship, if held elsewhere, other than the main headquarters, and in place for the Memorial Service.

ASSISTANT STEWARD and LADY ASSISTANT STEWARD:

- Follow the “All Officers – General Description” information.
- Be present on stage/floor area throughout each of the sessions during the annual State Grange Convention.
- Aide the Steward in preparation of meeting room and degree work.
- Escort special guests and candidates in degree work or welcoming ceremony.
- Present and retire flag.
- Assist in vote count when a “division of the Grange” is called for.
- LAS – Store and keep in possession all court ladies dresses.
 - ✓ Have all costumes and accessories ready for 6th Degree presentation.
 - Launder gowns after Session and iron prior to Session.

CHAPLAIN:

- Follow the “All Officers – General Description” information.
- Open Bible and provide spiritual guidance at all sessions of annual State Grange Convention.
 - Opening of session on Saturday and Monday.
 - Prayer at Session banquet and other meals throughout session.
 - Devotions – Monday morning of session.
- Work on Worship Service for State Session.
 - ✓ If held at another location than main headquarters, plan visit to church in the area and meet with Pastor.
 - ✓ If held at Session Headquarters, find a visiting Pastor who can be present at session.
 - ✓ Work out who would do which part during the service – Pastor would do sermon plus whatever he/she chose.
 - ✓ Prepare the bulletin and forward copy to Pastor for approval.
 - ✓ Have State Office print bulletins for service.
- Prepare and conduct the annual Memorial Service in cooperation with hosting committee.
 - ✓ Coordinate Memorial Service with Graces.
 - ✓ Take drape to Memorial Service
 - Press drape prior to service
 - ✓ Remind Steward to take floral cross and charter w/stand to Sunday Worship Service.
- Be present at state-wide Grange events to lead spiritual meditation.
 - ✓ Plan Worship Service for Family Festival.

- ✓ Prayers at meals and other functions.
- Write regular articles for the Advocate (bi-monthly).

TREASURER:

- Follow the “All Officers – General Description” information.
- Shall be bonded by State Grange.
- Report to Executive Committee regarding investments.
- Manage loans/grants/scholarships of Pennsylvania State Grange.
- Be knowledgeable regarding investments, bookkeeping, and financial planning.
- Manage the Grange Foundation accounts, Lifetime Membership, Property Account (sale of the former State Office), Rhone Grant, active and closed Grange Trust Funds, Santee student loan and related investment accounts.
- Responsible for Scholarship disbursements (PA State Grange Foundation, Rhone Scholarship Grant, and Santee Student Loan).
- Provide assistance in the selection of Santee Student Loan.
- Responsible for collection of Santee Student Loan payments.
- Manage loans from the State Grange to individual Granges or Pomona Granges.
- Be responsible for safekeeping of signed documents regarding the opening of accounts and Certificate’s of Deposit forms.
- Present annual financial report and be knowledgeable regarding annual audit report.
- Submit records for audit annually.
- Sign checks for the State office for payment of all Grange bills.
- Have accounts correct and in order at all times for examination.
- Oversee invested funds and debts.

SECRETARY:

- Follow the “All Officers – General Description” information.
- Shall be bonded by State Grange.
- Responsible for helping to mail out quarterly report forms and membership recognition forms.
- Be present on stage/floor area throughout each of the sessions during the annual State Grange Convention. Present minutes during the session to the delegate body.
- Write detailed minutes of every annual meeting and notes during the evening activities and submit in their entirety by November 1 to the PA State Grange Master/President.
- Be available to State Grange office staff, as needed.
- Responsible for Lifetime Membership applications.
 - ✓ Keep a log of all applicants and assign numbers.
 - ✓ Create certificates, membership cards and letters to Lifetime Member.
 - ✓ Copy application and send along with check to State Grange Treasurer.
 - ✓ Take original application to the State Grange Office and file in Lifetime Membership book, and give Officer Manager updated spreadsheet information for her records.
- Arrange for hotel rooms for State Officers and committees for the annual State Grange Convention by contacting all State Officers and committees and Convention Hotel with the reservations.
- Prepare and present annual report at State Grange Convention.
- Process requests from Subordinate Granges regarding Membership Awards/special recognitions and forward to National Grange.
 - ✓ Prepare recognition letters from State Grange Master/President with seals, etc. to recipients.
 - ✓ Log all request on Spreadsheets.
 - ✓ Request Seals, Golden Sheaf Certificates, etc. from National Grange.
- Any other duties as assigned by the Master/President.
- Complete duties as of November 1 when finishing term of office.

GATEKEEPER/GREETER:

- Follow the “All Officers – General Description” information.
- Be present on stage/floor area throughout each of the sessions during the annual State Grange Convention.
- Aide the Steward in preparation of meeting room and degree work.
- Be available to the Steward and Master/President to assist in a flowing convention.

CERES:

- Follow the “All Officers – General Description” information.
- Be prepared for conferral of 6th Degree.
 - ✓ All costumes and accessories ready for drill teams.
 - Iron gowns, if needed.
 - Launder gowns after Session and iron prior to Session
 - ✓ Secure four ladies for the court of Sixth Degree.
- Assist with Memorial Service.
- Assist with Past Officer recognition.
- Assist with vespers at Family Festival.
- Provide assistance in the selection of Santee Student Loans.

POMONA:

- Follow the “All Officers – General Description” information.
- Be prepared for conferral of 6th Degree.
 - ✓ All costumes and accessories ready for drill teams
 - Iron gowns, if needed.
 - Launder gowns after Session and iron prior to Session.
 - ✓ Secure four ladies for the court of Sixth Degree.
- Assist with Memorial Service
- Assist with Past Officer recognition.
- Assist with vespers at Family Festival.
- Provide assistance in the selection of Santee Student Loans.

FLORA:

- Follow the “All Officers – General Description” information.
- Presents and retires the flag.
- Be prepared for conferral of 6th Degree:
 - ✓ Select Pomona’s and work with three teams to teach the drills.
 - ✓ Secure women/girls for the court of Sixth Degree.
 - Four women/girls for the court
 - Four Rose women/girls (they sit/stand at the front of the lifted stage and walk out with Flora to distribute the Roses)
 - Four Pillar women/girls (they stand on the elevated stage near Flora)
 - ✓ Insure dressing rooms are available
 - One large for drill teams
 - One large for court ladies
 - One right off stage for Graces to change quickly
 - ✓ Have all costumes and accessories ready for drill teams.
 - Iron gowns, if needed.
 - Launder gowns after Session and iron prior to Session
- Assist with Memorial Service.

- Assist with Past Officer recognition.
- Coordinate the Graces activities for State Session.
- Coordinate the Graces for Family Festival vespers.
- Provide assistance in the selection of Santee Student Loans.

EXECUTIVE COMMITTEE:

- Follow the “All Officers – General Description” information.
- Responsible for custody of invested funds.
- Attend all Executive Committee meetings on an average of every six (6) to eight (8) weeks. Meetings dates and times are set by a consensus of the current EC members.
- Approve/disapprove consolidations of Granges.
- Approve/disapprove sale of Grange real property and hold assets in Trust Fund.
- Approve use of Trust Funds.
- Approve/Transfer of real property.
- Shall have authority to act on matters of interest to the order when the State Session is not in session.
- Report all their actions, in detail, to the State Grange at each annual meeting.
- Responsible for hiring a Certified Public Accountant to review the books of the State Grange on an annual basis.
- Monitor the actions of the Master/President in his/her decision on hiring/firing of staff.
- Set forth actions in respect to the feelings of the membership of the Pennsylvania State Grange.
- Review annually the Employee Policy Handbook, Duties/Guidelines for State Officers, and any other policy document which reflects the duties/responsibilities of employees, state officers and directors.
- One member of the Executive Committee shall be appointed to the Selection Committee for the PA State Grange Foundation Scholarship.
- Sign Conflict of Interest form yearly.
- Serve as Ex-officio on Salary Committee.