DUTIES OF ELECTED OFFICERS OF THE BIG SUR GRANGE

Per the Grange By-Laws, no person may hold may hold more than one office concurrently except for that of Executive Committee.

President

The President of the Grange presides at meetings, represents the Grange at community functions, and facilitates the work of the officers, committees and action teams. The symbol of office is the gavel.

The President presides over meetings generally, including ruling on parliamentary questions and objections in meetings. The president sets the agenda of Grange meetings; and has overall responsibility to keep meetings civil, Grangerly, moving along time-wise, and friendly. The president personally welcomes new members and sets an inclusive tone. The president is responsible for making sure the meetings meet the minimum requirements for Grange meetings and that Grange rules are adequately followed.

Vice President

The Vice President assists with the opening and closing ceremony, and takes the President's place when he or she is absent. The symbol of office is also the gavel.

There is room to have the vice-president take other responsibilities, such as convening and leading committees, representing the Grange at functions at the Grange and elsewhere. It is a role that develops leadership.

Executive Committee

The Executive Committee (EC) member serves a 3 year term. On the first vote in November 2022, the EC members will be elected to staggered terms (1 year, 2 years, and 3 years). Three EC members, along with the President and Vice-President, form the Big Sur Grange's board of directors. If a decision on Grange-related urgent matter(s) needs to be made between Grange meetings, the President convenes an EC meeting or polls the EC to confer and vote on the matter. The EC has a fiduciary duty to act in the best interest of the Big Sur Grange, and participates in an annual financial audit of the Grange's accounts. The President can ask the EC for advice on any matter. The EC members are usually more experienced Grangers who have knowledge of the history of the Grange and its members.

Treasurer

The Treasurer of the Grange accepts the funds paid, deposits them in a timely manner, disburses them according to the direction of the membership, and maintains records of financial transactions by establishing accounts and posting transactions.

The Treasurer gives regular financial reports to membership and officers that provide insight and information regarding Grange finances.

Secretary

The Secretary takes the minutes of each meeting to ensure a record of the history of this Grange and communicates with members, community organizations, and others as directed by the President and membership.

Lecturer

The Lecturer directs the entertainment and educational work of the Grange. The Lecturer's challenge is to present programs of interest to the membership at each meeting. As we share our talents, our interests, and our knowledge with each other, we all grow into better individuals and more informed citizens of this community.

Gate Keeper
Duties include the collection of annual dues from each member, and the accurate reporting of the membership to the State Grange each calendar quarter. Members can assist the work by paying dues on-time and by reporting all contact information (address, phone, email) changes in a timely manner.

Steward, Assistant Steward, Lady Assistant Steward
● **The Steward's** duties include overseeing the maintenance of the building and grounds as necessary, and to report any needed repairs to the membership.
● **The Assistant Steward** assists the Steward. Duties include the purchase of supplies used in the Grange Hall such as paper towels, trash bags, soap, etc. and maintenance of the appliances in the kitchen as well as the humidifier.
● **The Lady Assistant Steward** also assists the Steward with duties that pertain to the Grange grounds and green areas.

Musician
The musician leads songs or plays music at monthly meetings and other Grange functions.

Chaplain
The Chaplain's duties include the opening of the Bible and setting out the flag before each meeting. The Chaplain also leads the membership in the Pledge of Allegiance before each meeting. The Chaplain also collaborates with the President and other members in honoring Grangers who have passed and supporting those who are in need.

Graces
● **Pomona** - It was believed by some in Roman mythology that Pomona presided over the production of fruits, and so growers appealed to her for protection of their trees and bushes for an abundant yield. No tree bears fruit unless it blossoms. May this fruit remind you that the good fruits of life, wisdom and usefulness, result from the blossoms of observation and study.
● **Ceres** - In ancient times it was believed by some that Ceres presented to mankind the great gift of grain upon which we depend to such a large extent for our daily living. The symbols of the office are the bundled wheat and the sickle, both are a reminder of God's bounty, and our duty to gather that bounty, carefully and gratefully.
● **Flora** - The Flora's duty is to remind you that the beauty and fragrance of flowers make life pleasant and teach us that there is another and better world where everlasting spring abides with never-fading flowers.

References

● A Brief Description of Offices and Commonly Appointed Positions/Committees in the Grange: http://mainestategrange.org/wp-content/uploads/2010/10/Grange-Position-Descriptions.pdf

● Sebastopol Grange, Grange Officer Positions: http://sebastopolgrange.org/grange-officer-descriptions/

● California State Grange By-Laws: https://www.castategrange.org/Assets/PDF/Laws/CSG_By-Laws_Current.pdf

● Santa Cruz Live Oak Grange: www.santacruzliveoakgrange.org