



FAMILY ACTIVITIES CHAIRMEN

JOB DESCRIPTION / INSTRUCTIONS 2019

Information is printed on front and back of this sheet

OUR GOAL: Our goals are to encourage the talents and interests of our own members while creating interests and enthusiasm for the work we do. Each community needs are unique. While promoting our grange family values, we can bring them educational and social awareness of their needs, social health and safety concerns. By cooperation among our departments we will strengthen our own leadership abilities.

The program of the Family Activities Department is designed to offer something for everyone of all ages – women, men, youth and children. The contests and projects at all levels provide an opportunity for people to be creative and original and offer a chance to serve our community.

DUTIES OF THE STATE DIRECTOR:

The State Director, working with an appointed committee, leads the work of the department through promotion of projects, and by developing contests and projects to be carried out at the state level.

State wide conferences are organized for Pomona or regional areas (as prescribed by each state) to inform FA of the work of the department and to instruct people in carrying on all activities and projects. Materials are distributed and details of the program are explained. State directors must be knowledgeable in all facets of the work...rules of the contests, structures of the projects, time schedules for each event, and time and mode of reporting.

The State Director cooperates with the State Master, state officers and committees and includes everyone in the activities of the department. Cooperation with Pomona and Subordinate Chairmen is essential. Assistance is given when necessary.

Regular communications are important. These are accomplished by way of letters, columns in the State Grange Advocate, bulletins, telephone calls and personal contacts and regional meetings.

The State Director must set up a structure for the judging of each state contest which is appropriate for the state. Well qualified judges are secured and instructions are given.

Workshops, special activities and displays are arranged according to the custom of each state. When breakfasts, luncheons, or banquets are customary at the State convention, plans are made and carried out. Organize and guide the work of your state and set an example of the proper way things should be done. Be a leader, a helper and a friend to your people as your work with them.

DUTIES OF THE POMONA CHAIRMAN:

Pomona FA Chairmen are the liaison between the Subordinate Chairman and the State Director. They are charged with the responsibility of guiding the Granges within their jurisdiction on the best possible course. General duties are as follows:

- * Hold district or regional meetings in conjunction with the State Director or a member of the state committee.
- * Plan activities for the year and keep the Subordinate Granges informed of the work of the department.
- * Give a short report at regular Pomona meetings.
- * Promote all contests and projects of the State Grange.
- * Visit Granges in your jurisdiction as often as time and distance will allow.

- * Take advantage of any opportunity to promote the program by way of presentations, displays, exhibits and personal contact.
- * Arrange for judging of each contest (as determined by the state director).
- * Secure good and knowledgeable judges, complete all paperwork, pertaining to each contest and send to state director (as instructed) on time.
- * Be responsible for getting winning entries to the state judging and completing a judging results form and mail with annual report.
- * Complete an annual report and submit to the state director in the manner requested by the state director, and on time.

As Family Activities Chairman at whatever level of Grange you serve, you are the LEADER of an important department in our Fraternity. Be friendly, helpful and cooperative. Inspire your members and friends to take an active part in the work of the committee. Instill in them the desire to do their best for the good of the Grange and for the betterment of everyone. Stress the importance of involving THE WHOLE COMMUNITY in what we are doing. Give equal attention and promotion to each contest, project and program, even the ones that are not your personal favorites. As you lead in this vital program of activity, be the first to give a sign of welcome, to speak or nod first, to smile first, and, if such a thing be necessary, forgive first.

Take your leadership assignment to heart and put your heart into your work. With a positive approach, you can help achieve the goals and aims of the Family Activities department.

DUTIES OF SUBORDINATE CHAIRMAN:

Subordinate Chairmen have the responsibility of promoting our work at the very foundation of the Grange. The contests, projects and activities of the department must be studied in order to help people understand the rules, regulations and details of each one. Members of the Subordinate committees should be given specific assignments which will involve them in the work. The general duties are as follows:

- * Cooperate with the State Director and Pomona chairman.
- * Attend any State, Regional or Pomona planning meeting.
- * Organize the work and explain it to members and friends. Stress the importance of involving the community in the work being done.
- * Promote all programs, contests, and projects of the State Granges.
- * Cooperate with officers, committees, members and friends.
- * Present a program (or part of a program) for the Lecturer.
- * Help to maintain the Grange hall or meeting place.
- * Help to make new members and visitors feel at home.
- * Complete contest paperwork ON TIME and send to the next level of judging along with the winning entries.
- * Submit an Annual Report according to rules of your state as listed in supplied material. Submit report ON TIME...with as much information as possible...even if all work of the department was not completed.

At each level of Grange, at the end of your term of office, retire graciously and turnover to your successor all material, items, equipment, printed copies, files and paperwork belonging to the department.

Grange Facts:

- The Grange is a community service, family organization with a special interest in agriculture.
- Granges are conducting grassroots activities, projects and meeting in thousands of communities nationwide.
- The key unit is the local Grange. As a grassroots organization, individual members start the legislative policy process through resolutions.
- As a community organization, the Grange involves the entire family in community, fraternal and patriotic activities.