

## Lecturers Department

Duties of Lecturers:

A. **Subordinate Lecturer** – Your primary responsibility is to plan and present interesting programs, keeping in mind that the Lecturer is the educator of members; the subject of programs should be informative. Fun activities and entertainment are to be included when appropriate. You are presenting programs to adults, so always plan upward.

Get to know your members... what they like, how they'd be willing to participate. A personal privilege you have is to encourage people to share talents and ideas, thus developing the abilities of others.

You are expected to work with and be supportive of Pomona and State Grange activities. In addition, your duties include promoting National and State Grange programs and projects.

B. **Pomona Lecturer** – in addition to the programs required for regular Pomona meetings and special activities as requested, you are the connection between State and Subordinate Granges.

You are the encourager and promoter, as well as a leader who sets an example for others. This is why you are asked to be familiar with State and National programs/projects and to hold informational and planning conferences for Lecturers in your jurisdiction.

C. **State Lecturer** – In addition to the responsibilities assigned to you by your State Grange, National Grange looks to you to be the liaison between the Granges in your state and the National Grange.

If possible, you should hold a conference especially for Lecturers which gives them information, instruction and assistance in performing their duties.

You are encouraged to develop programs and projects to be carried out in your state to strengthen the department.

The above was excerpted from *Guidelines for Grange Leaders, 1996*

*PURPOSE AND VALUE OF PROGRAMS:* Lecturers' programs at regular meetings fulfill the installation charge to educate our members and give them opportunities to develop their minds and talents.

When we plan programs open to non-members, we introduce them to what the Grange is and can do, as well as educating those people.

Even non-member guest speakers benefit when participating in a program because they too learn about Grange and its members. Remember that the Grange is not the building (hall) it is the people.

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WHAT MAKES A SUCCESSFUL LECTURER? Like all successful people, your success begins when you have a good attitude toward your office and the work that goes with it. In addition you should:

- A. Believe you can make a difference and acknowledge self-worth.
- B. Be committed to your work and the organization.
- C. Give yourself different level goals (immediate, within the quarter, within the year, by the end of your term.)
- D. Learn to be a good communicator, both as a speaker and a listener.
- E. Recognize that not every program will delight everyone.
- F. Acknowledge when changes are needed for whatever reason
- G. Remember other people have helped you. Show appreciation.
- H. Plan ahead and be prepared for the unexpected with a back-up plan.
- I. Never settle for “second best” in programs you plan and how you handle your office.

Fellow members elected you to office. They expect you to be prepared and to do the best job you can. That will go a long way towards making you a successful Lecturer!

*The goal of each Grange should be to become known as a community center by the activities, programs, and services it offers. If you don't own a building this is a bit more challenging, but it is also an advantage because you have to work with others to have a location for an event or activity.*

Programs and activities should carry out our salutation. Programs should nurture **Hope** and be noted for **Fidelity**, and activities can dispense **Charity**. Let me explain.

Nurturing Hope is offering opportunities for participants to develop talents or skills that will be helpful to them as individuals by offering educational information.

Fidelity is developing trust in each other and encouraging each to care. Fidelity is the social aspect of our programs and activities. Some of our activities will be strictly social events. It takes time and contact for people to develop relationships.

Charity is helping others through community volunteerism (service) projects and helping those in need in our community. As the Lecturer you can work with your Community Volunteerism (service) chairman/committee/team to combine efforts. Keeping in mind that we live in an era when time is precious and limited.

It's important to keep a good balance of programs to meet the needs of the community and your membership. Too many of any one type of program or activity eventually disrupts the goal to become known as a community center.

A Grange that has activities for their members and the community on a regular basis will eventually achieve the goal of becoming a community center and new members will want to be involved in the organization.

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**How do we publicize the program?** Work with your Publicity/information chairman making sure that they have all the information needed. Decide who will send in news releases to the Local newspaper and the radio stations. Make posters to put up in local businesses, churches, or government offices. If your Grange puts out a newsletter make sure the newsletter editor has the information. If your Grange has a web site make sure the web master has the information to include on the web page. Establish a committee to call individuals in the community. Often one person can handle this, but more is always better. Do everything you can to get the word out about the event/program.

**How do we finance expenses?** Every Grange will handle expenses differently. If you don't know ask how your Grange wants to handle expenses. Some suggestions might be:

- include the Lecturers department as part of the Grange budget
- establish a fund especially for expenses
- set up a donation can for events that have a lot of expense – you might be surprised at how many donations you will receive.

Granges should assist with expenses for Lecturers to attend conferences, especially relating to this department. You may have to ask for that assistance as often times those not involved in the department overlook these opportunities.

**How can the Lecturer involve members in the programs?** One of the most successful ways I used to involve members was to ask members to sign up to do a program each month. I made a list of the dates of our meetings for the year and passed it around at a Grange meeting early in the year and had members volunteer for the month they would provide the program. (Sample included in packet.) As a returning lecturer I was getting tired and I wasn't sure it would work, or if I'd have to remind people, but it did work, and I didn't have to remind people.

Our Grange sends out a monthly newsletter and the volunteers name was listed by the meeting date as a gentle reminder.

Another idea is to develop teams that will plan, publicize and present activities/programs that your Grange wants to accomplish this year. Hold a brainstorming night to get the programs/activities established. Then give individuals the opportunity to volunteer to be a part of the teams. These activities/programs can include community service projects, fund raisers, and programs. Establishing teams also helps out the Master, therefore you're establishing teamwork in your Grange.

**Lecturers need to evaluate their programs.** It will take a special effort to get into the habit of reviewing your programs, but it will help you. Note the kinds of programs which are well-received. Observe reactions. Listen for and to comments. Be honest in your evaluations. Your State Lecturer will appreciate reports on your programs and you could receive awards for those reports. Keeping track of how many

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individuals attended and noting members in attendance and non-members in attendance will tell you a lot.

**Remember** you were elected to this high office because others see in you leadership qualities. They believe you can do the work required. Members feel you are dependable, resourceful and will strive to always do your best. Have pride in yourself and your work. Present new programs, stimulate thinking and arouse interest.

The office of Lecturer is gratifying. We have the opportunity to learn, while helping so many other people. That's your reward for the work you put into "the most interesting and challenging office of Grange."

Another opportunity you have is to select opening and closing songs for your Grange meetings. If you have a pianist it would be advisable to communicate with that person to determine songs. Be sure to have the words to the songs available and passed out to those present. If you are uncomfortable leading the song be sure to ask someone else to lead.<sup>4</sup>