

OFFICE OF THE LECTURER

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DUTIES OF LECTURERS

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.

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, reminder 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.

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 Grange is and can do, as well as education those people.

Even non-member quest speakers benefit when participating in a program because they too learn about Grange and its members.

What makes the 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 and how you handle your office.

Fellow members elected you to this 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 Three P's

To consistently have good programs at Grange, to make the program the highlight of your meetings, pay attention to *"The Three P's"* which are *Plan, Prepare, and Present*:

PLAN: First, decide what to do and then decide the best way to do it. Your plan may begin with a specific topic or some general ideas for the program. This office requires planning.

PREPARE: This is when you **work out** the details, especially lining up people who will take part. Include members who do not regularly attend meetings. Announce ahead of time what is planned for future meetings... pique the members' curiosity and arouse their interest.

PRESENT: This is the easiest part when the plans and preparation have been taken care of. Present with confidence and enthusiasm, even when you make last minute changes. Conclude by thanking all who helped.

Seeking/Finding Materials

Materials to be used in programing are plentiful and very often at no cost. All you have to do is ASK.

Where can you find materials? Here are some examples – National Lecturer, State Lecturer, federal and state government agencies, the office of your elected officials, state universities, extension services, libraries, local and national organizations, newspapers, magazines, church bulletins, radio and TV public service information or feature stories on special topics. Searching websites on the internet has become one of the quickest ways to obtain information for those who have access to it. Just remember that when you use copyrighted material you must give credit to your source.

Experience is a Teacher

Here are some things experienced Lecturers will offer as advice –

1. **ORGANIZE:** Yourself, your workspace, your materials in files, your programs.
2. **PLAN PROGRAMS IN ADVANCE:** This will give you confidence because your programs will run smoothly and you'll be prepared for the unexpected.
3. **INVOLVE MEMBERS:** When people have something to do for the program, they have a reason to come to the meeting. Remember involvement includes things other than performing in the program. Give people their parts/assignments in advance.
4. **ALWAYS HAVE A BACKUP PROGRAM:** Because there will be times when something planned will not take place.
5. **EXPRESS THANKS:** Acknowledge those people who helped in any way. That lets them know you truly appreciate their efforts.
6. **COMMUNICATE WITH YOUR MASTER:** By keeping your Master informed, there should be no problem with time for programs.
7. **ATTEND CONFERENCES:** There's always something to learn and share.
8. **REALIZE PROGRAMS WILL NOT ALWAYS SUIT EVERYONE:** Learn to accept criticism of a program without taking it personally. Ask critics for suggestions and help. But remember, as long as you honestly feel you are doing your best, you can be satisfied.

Questions Most Frequently Asked by Lecturers and Their Answers

1. **How long should a program be?** We suggest you start with 20 minutes. If there's a guest speaker or special topic, time can be extended to 30 minutes or even more, depending on what you are trying to achieve.
2. **How do I know what to choose for programs?** You may use absolutely anything as a subject for a program. Strive for timely, interesting and informative topics. Try current issues, even if they are controversial. Ask members what they'd like (but don't be surprised if you don't get suggestions). Avoid the obvious nothing but holidays. Remember your role (you're the educator) and that you are doing programs for adults.
3. **How far in advance do I plan programs?** This depends on several things, including your personal preference or tradition in your Grange. It is strongly recommended that programs be lined up at least three months ahead if at all possible. This allows time arrangements to be made, yet time to include pertinent issues as they arise
4. **What should a program contain?** *R-I-M-E*. Those letters stand for Recreation, Inspiration, Music, and Education. That's a good guideline.

RECREATION refers to lighter things...skits, funny readings, games, anything lighthearted, done to entertain.

INSPIRITIAN can be thoughtful readings, people discussing serious matters, Bible readings, thought-provoking quotations, stories of heroic deeds, a prayer – something which stirs the listener.

MUSIC is anything relating to music.

EDUCATION should be the major portion of each program, not necessarily the longest part or the only part. Everyone should go home feeling they have learned something new, heard something different and interesting, had something recalled to mind, or shared an idea.

RIME segments often serve dual purposes. Something educational can also be inspirational, or a recreational part might be some fun music.

Programs *can be* successful without all parts of RIME. This is especially true when you have guests present he program. Or a specially planned program of just fun things.

Don't force things into a program just to have RIME. It is not necessary to include RIME in every program. Do what seems best for the program you're presenting.

5. SHOULD A PROGRAM HAVE SINGLE THEME? This is entirely up to you. Many Lecturers like using a theme because it gives a single thing to plan around, but it is not mandatory to tie everything into a single subject.
6. WHERE CAN I GET HELP?
 - A. Help in presenting programs: The most important part in getting help is ASKING FOR HELP. Many people are willing to help, when they are specifically asked. They might hesitate to volunteer, but they'll respond to your personal request. Don't be a do-it-all-myself Lecturer.
 - B. Committees/helpers/assistants: Ask members to assist you as part of a committee. These folks work with you. They can offer ideas, get materials, get others to take part, and fill in when you can't be present
7. SHOULD THERE BE A LECTURER'S FUND FOR EXPENSES? It is suggested that there be a reasonable budget for supplies, prizes, etc. Granges should assist with expenses for Lecturers to attend conferences, especially those relating to this department.
8. DOES ANYONE HAVE THE RIGHT TO TELL ME I CANNOT PUT ON MY LECTURER'S PROGRAM? The literary program is lasted in the Order of Business and you should be given that time. Keep your Master informed about your programing and cooperate regarding request the Master might make in advance. By planning ahead, you can be aware of meeting when shorter programs are appropriate or when no program is expected (Examples: election and installation of officer meeting).

FINISHING TOUCHES

Lecturers need to EVALUATE their programs. It will take a specific 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 ant to comments. Be honest in your evaluations. Here are suggestions from members that they want Lecturers to know.

- Current topics are important. Members are interested in new subjects.. Don't hesitate to present a program on something you consider "unGrangelike". The Lecturer should involve people and not do everything yourself.
- Ask members to help. But ask them ahead of time, not as they come in the door.
- Don't be afraid to try new things. Some of the most successful programs are those on new, timely subjects that the Lecturer hesitated doing. One they've presented, lecturers and members feel very good about the programs.
- Come prepared. Be organized.
- Limit the number of readings. Permit people to summarize articles.
- Don't use children's games. Remember you're working with adults. Sometimes people participate because you asked them, but they really don't like the game. Adults prefer challenging activities.
- Realize that often your efforts are appreciated, even though you are not told so.

Bear in mind that the role of Lecturer is to offer information. We don't tell what they must think or do regarding the subject. We present material for consideration. Give all sides to issues. Then people can form their own opinions.

Keep files and records in good order so they can be used efficiently and also be turned over to the next Lecturer when your term in office ends. Remember things which are the property of the Grange and of the office are simply entrusted to you. Items you personally pay for are yours. Anything your Grange pays for belongs to the office and should be passed along.

AND REMEMBER....you were elected to this high office because others see in you your 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 the Grange."

