

Council Officers Duties

DIRECTORS AND COMMITTEES

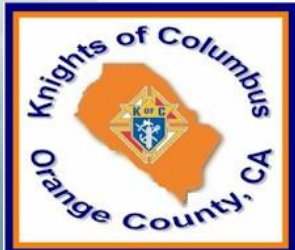
Council Officer Leadership Overview



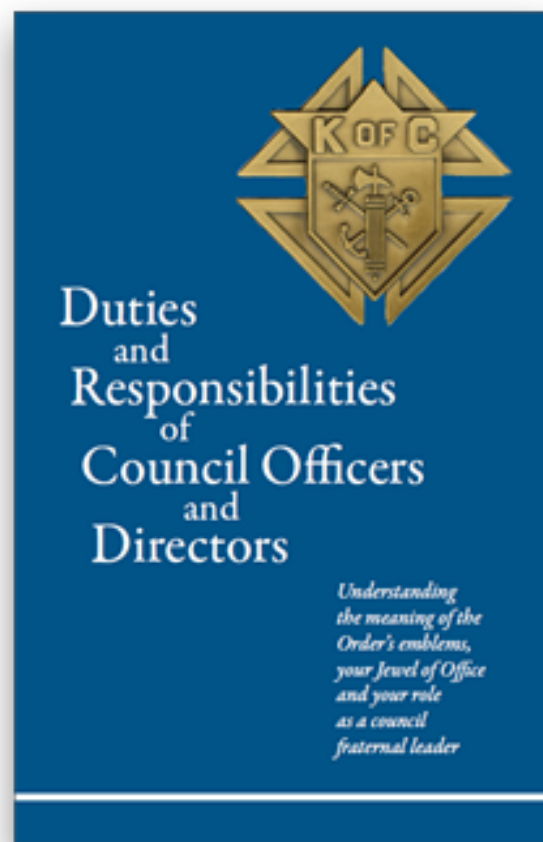
Each council officer, whether elected or appointed, becomes a fraternal leader.

A council can only be successful by working as a team.

A team can accomplish far more than individuals acting alone.



Duties Responsibilities of Council Officers and Directors 4241



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*Successful leaders
are able to...*

Communicate

Motivate

Build Teams

Solve Problems

Resolve Conflicts

Manage Change

Promote Creativity

“True leadership must be for the
benefit of the followers not the
enrichment of the leaders.”

• *Robert Townsend*

LEADERSHIP SKILLS

Three most important factors in retaining volunteers are:

1. They believe the organization is going in the right direction.
2. They feel genuinely appreciated for their efforts.
3. Always remember, **Knights are VOLUNTEERS** not your employees. Ask for their help. Do not tell them or demand they help unless you want to lose members.

Council Officers Goals

Council officers are the **visible brand** of the Order:

- **Live** an authentic Catholic life
- **Personify** the principles of our order:
 - Charity – Unity – Fraternity
- **Set goals** and measure success
- **Work together** as a team
- **Bring** new ideas and be open to them from others
- **Recognize** accomplishments
- **Forge** strong strategic alliances



Council Officer's are Fraternal Leaders

Lay Leadership

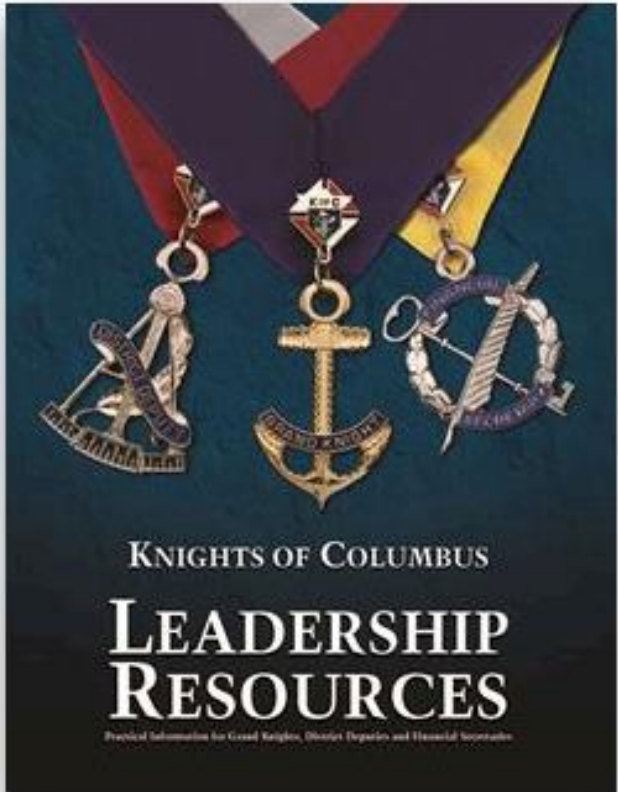
Spiritual Focus

Financial Management

Records & Retention



Knights of Columbus Leadership Resources 5093



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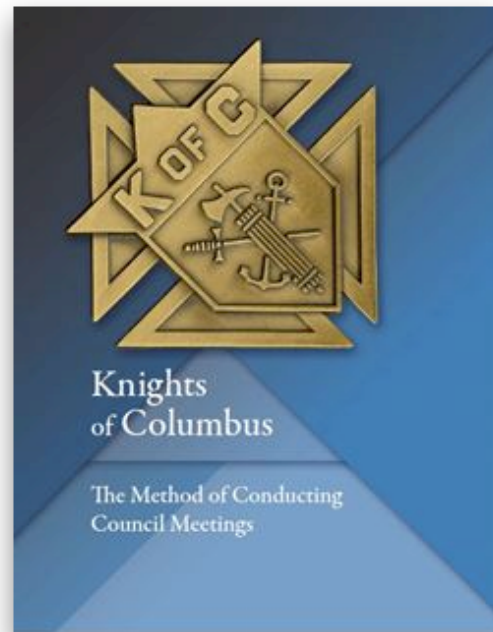
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2

The Method of Conducting Council Meetings 10318



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Product Details

Product Reviews

Shipping and Returns

The Method of Conducting Council Meetings (#10318) combines the Grand Knight Responsibilities (#1937) and How to Conduct Meetings (#483) into one and provides updated text to conform with Knights of Columbus terminology.

Help Build Commitment to Children's Safety

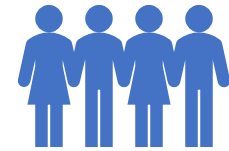
Several council officers and chairmen are now required to take safe environment training and provide authorization for a background check. The chart below indicates which council leaders need training and background checks. Members who are not compliant within 30 days of notification are subject to removal from their positions and may not be involved in community programs.

Begin the compliance process by completing and submitting the *Service Program Personnel Report* (#365) today.

ROLES	TRAINING	BACKGROUND CHECK	ARMATUS ADMINISTRATION
Grand Knight	✓		✓
Faithful Navigator	✓		
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counsellor	✓	✓	
Adult Counsellor	✓	✓	

Council Officers

- Each council officer, whether elected or appointed, becomes a fraternal leader. A council can only be successful by working as a team. A team or council can accomplish far more than individuals acting alone. As much as your council needs a charitable component it also needs a spiritual component.
- When combined they become the charity that evangelizes. The fraternal leaders of your council oversee the health, welfare, and conduct the business of the council.
- Twelve officers are elected by the council membership, and the Grand Knight appoints additional officers, directors and chairmen to conduct the programs and initiatives of the council.



A Council meeting should be completed within an hour.

Experience Has shown that when meetings are always started absolutely on time, members will be there for the beginning of the meeting.

Council Meeting

A great deal may be gained by holding a meeting of the Council officers at least once a month or preferably before every regular council meeting. (avoid wasting time in council meetings discussing program logistics, etc.)

By discussion among themselves of matters that relate to their respective duties, to the general welfare of the council, and programs that are to be presented to the council, the officers are able to keep intimately acquainted with everything that is of interest and concern.

Council Officers' Meeting Agenda-

ALL requests for donations or expenditures NOT in the council budget must first be brought to the officers meeting.

REPORT OF RETENTION COMMITTEE at each meeting.

Officer Meetings

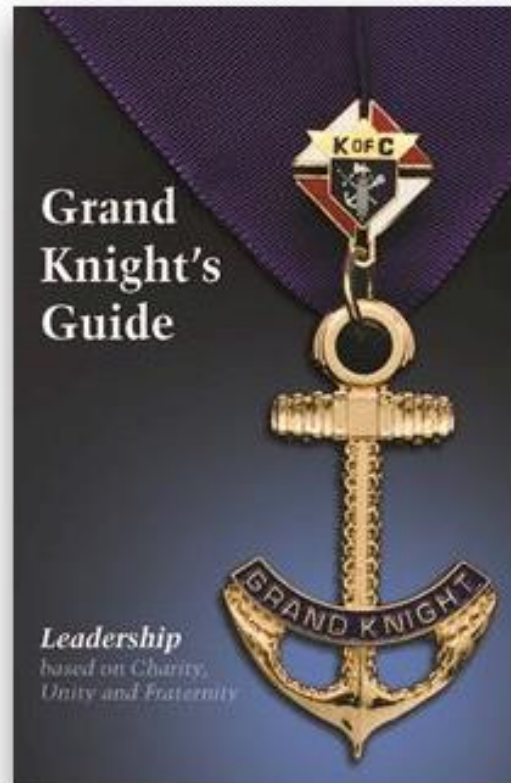
The Grand Knight is primarily responsible for the successful conduct of his Council.



TAKE THE ONLINE GRAND KNIGHT TRAINING ON KOFC.ORG

- He will not be able to perform all its business details, but he must see that they are done properly and on time.
- This is done through constant Supervision of the work of all officers, directors and committees.

Grand Knight's Guide 5085



Automatically includes #5093 at no charge.

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Grand Knight

- **Leads** the council by establishing good working relationships with the:
 - Chaplain
 - District Deputy
 - Field Agent
 - Council Officers
 - Strategic Alliance Partners
- **Presides** over all meetings
- **Countersigns** checks and vouchers
- **Makes** appointments
- **Responsible** for First Degree Ceremonials



Grand Knight

- **Has** a working knowledge of kofc.org
 - Officers Online
 - Member Management / Member Billing Applications
 - Officers Desk Reference
 - Council Bylaws Online
 - Fraternal Training Portal
 - Open Enrollment Microsite
 - KnightsGear
 - Supplies Online





Grand Knight

- **Meets** regularly with District Deputy and Field or General Agent
- **Invites** them in the activities of the council, such as:
 - Church Recruitment Drives
 - Council Open Houses
 - Fraternal Benefits Nights
 - Charitable outreach service projects
 - “Faith in Action” Programs and Council, District, State and Supreme Council Initiatives





Grand Knight

- **Meets** regularly with Chaplain and Pastor
- **Schedules** and participates in preparation of the Semi-Annual Council Audit with the council trustees
- **Responsible** for the submission of all report forms to the Supreme and State Councils
- **Participates** in the State Council Convention, as Grand Knight is a voting member (delegate) to the State Council representing his council.

It is important that the Grand Knight has a working knowledge of the Knights of Columbus Website, kofc.org and accesses the secure officers areas. Many resources for success are contained here, which will help the Grand Knight be a more effective fraternal leader. Once logged in, he will find:

- Officers Online • with applications for Member Management and Member Billing
- Along with the **Officers Desk Reference** for up to date fraternal guidance
- Council Bylaws Online • Another application is the Fraternal Training Portal with broad based information and leadership training courses
- The Open Enrollment Microsite is an open area for all Knights of Columbus members, which will provide them with fraternal training opportunities
- KnightsGear for council supplies, along with promotional gifts and branded apparel.



The Grand Knight schedules the **Semi-Annual Council Audit**. With the information from the Treasurer and Financial Secretary, the Grand Knight and Council Trustees conduct and prepare the audit. They ensure the audit's submission prior to the August 15th and February 15th.

The Grand Knight is also his councils' **Chief Compliance Officer** and must ensure that he and his council officers, directors or chairmen are in full compliance, or good standing in all respects for our Youth Protection Program. If there are any state or province, diocese, or other requirements, the Grand Knight will ensure compliance in all respects. Specific guidance can be found on the Knights of Columbus website and in the Officer Desk Reference. Administratively, there are key forms that must be submitted to the Supreme Council in a timely fashion, which is the Grand Knight's responsibility.

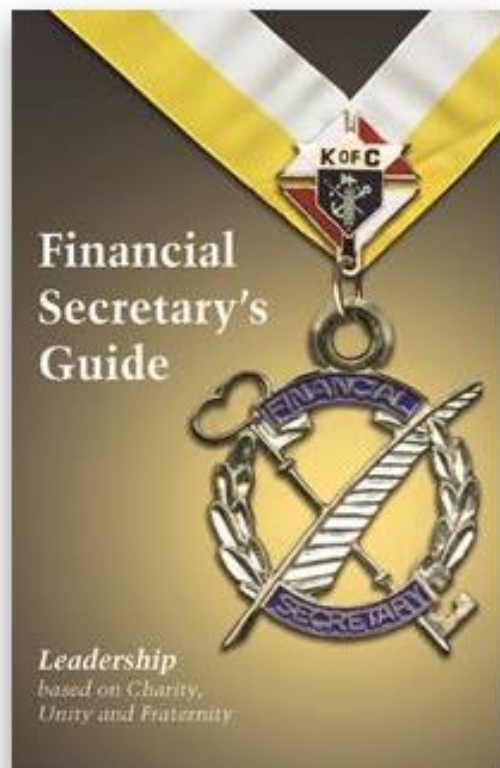




Chaplain

- **Is** a priest, preferably the active pastor
- **Serves** as spiritual advisor to the councils for members and for action
- **Provides** his message at council meetings
 - If unavailable, he may provide notes or comments
- **Appointed** by the Grand Knight after consultation with the Council Trustees
- **Helps** the council stay on track
- **Incorporates** teamwork and a spiritual focus for the benefit of all

Financial Secretary's Guide 5089



Automatically includes #5093 at no charge.

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Financial Secretary

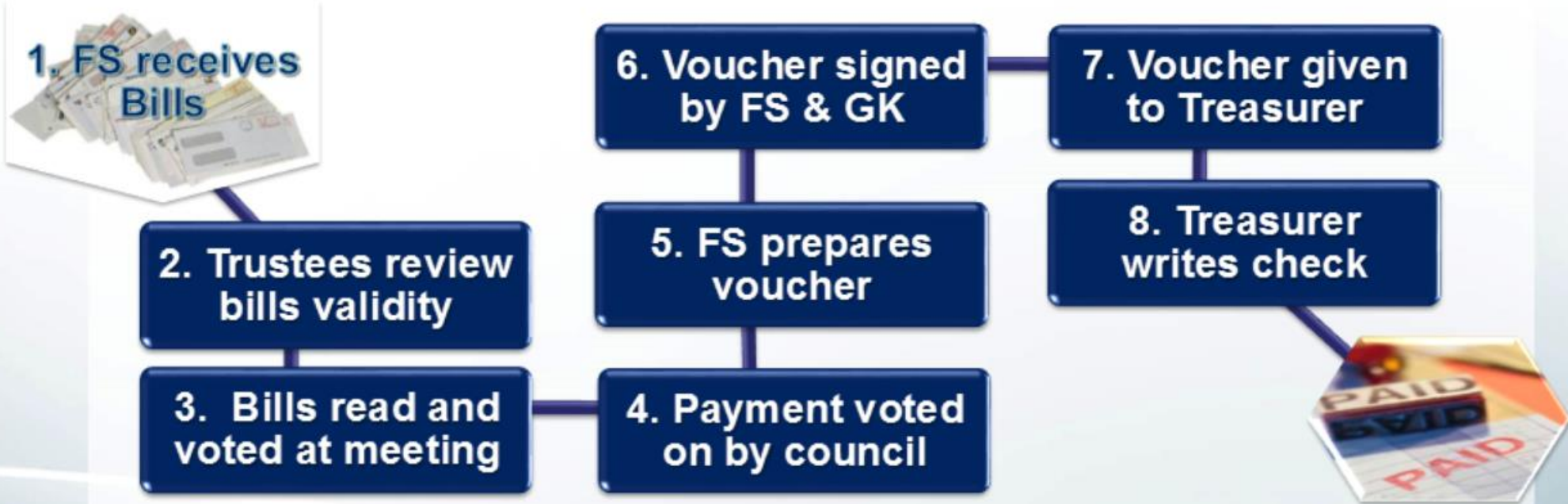
- **Collects** money from all council sources, member dues charitable programs, initiatives, and social programs
- **Proficient** in Member Management and Member Billing
- **Responsible** for sending billing notices and initiating retention measures
- **Ensures** that the council membership records are updated and that new members sign the constitutional roll



Financial Secretary

- **Files** various reports and membership/ insurance transactions with the Supreme Council
- **Responsible in the U.S.** - for completing and submitting the proper IRS-Form 990 for his council
- **Keeps** the official council seal and affixes it to membership cards, resolutions and other official documentation
- **Distributes** Honorary Life Membership Cards to qualified members

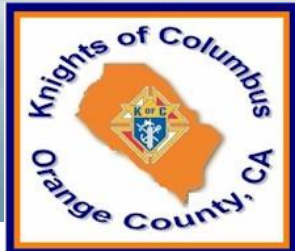
COUNCIL OFFICER DUTIES



Flow chart of flow of council paying bills starting with the financial secretary receiving a bill



7/25/2018



Treasurer

- **Responsible** for maintaining council accounts
- **Receives** money from the Financial Secretary
- **Deposits** council funds into the proper accounts and reconciles accounts
- **Prepares** checks to pay all council expenses, including assessments from the Supreme Council
- **Maintains** financial records, for a minimum of seven years (10 years is recommended).



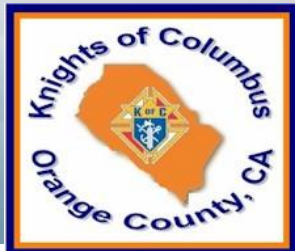
Recorder

- **Records** the doings of his council upon books approved by the Board of Directors and furnished by the Supreme Secretary at council expense
- **Conducts** all correspondence of the council
- **Maintains** a record keeping system of meeting minutes and votes in a permanent nature for historical purposes, and other important and pertinent information for posterity
- **Performs** other such duties as the council or the Order may direct.



Deputy Grand Knight

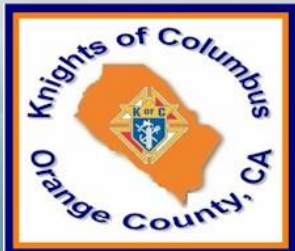
- **Assists** the Grand Knight with the operation of the council
- **Presides** over council meetings in the absence of the Grand Knight
- **Serves** on the council's retention committee (Recommendation)
- **Carries** out any other duties assigned to him by the Grand Knight





Chancellor

- **Strengthens** the members' interest in council activities
- **Assists** the Grand Knight and Deputy Grand Knight with their duties
- **Takes** charge of the council during the incapacity or extended leave of both the Grand Knight and Deputy Grand Knight
- **Serves** on the council's Admissions Committee (Recommendation)



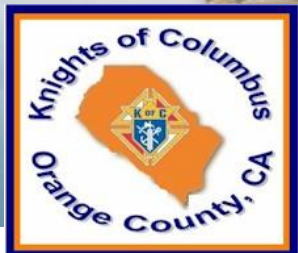
Advocate

- **Acts** as a parliamentarian for his council
 - **Has** working knowledge of:
 - The Laws of the Order
 - Council Bylaws
 - Robert's Rules of Order
 - Method of Conducting a Council Meeting
 - Protocol Handbook
 - **Uses** the Officers' Desk Reference in Officers Online for current guidance on fraternal issues
 - Consults with State Advocate if necessary*
- *If legal assistance is needed, the council may need to obtain competent local legal providers



Warden

- **Supervises** and **maintains** all council property
- **Prepares** council chambers for meetings and degree exemplifications
- **Oversees** inside and outside guards
- **Performs** additional duties assigned by the Grand Knight



Lecturer

Responsible for providing suitable educational and entertaining programs.

Helps council members understand the "Big Picture" and motivate personal action

Parish engagement and alignment of action

Include a spiritual component for the "Good of the Order" and the "Good of the Council"

About 3 or minutes and precedes the names of those in sickness and distress

Inside and Outside Guard

In reality the Council
"Welcoming Committee"

Assists the Warden with
facilities preparation and
meeting set up and logistics

Helps with the orderly process
of council operation

Provides support as needed





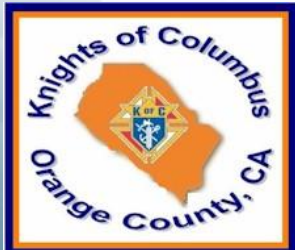
3 Year



2 Year



1 Year



Council Trustees

Guardians of the health and welfare of ALL aspects of your council

- Membership Growth
- Insurance Promotion
- Program Health
- Submission of Reports

Generally a Past Grand Knight

Prepare the Semi-Annual Audit and other reports as required

The Immediate Past Grand Knight is a voting delegate to the State Convention and needs to attend

Officer Vacancy

- By-Laws Section 5:

Vacancies in elective offices shall be filled, after notice to the members, by election at the regular business meeting next succeeding the regular meeting at which the vacancy was created.

DIRECTORS

- The two key directors appointed by the Grand Knight are the Program Director and the Membership Director.
- These roles are directly responsible for your council's continued growth and viability in its program activities and initiatives.

Council Committee Operation

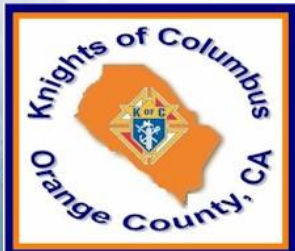
Grand Knight

Membership Director

Program Director



Council Program Committees



PROGRAM DIRECTOR

- The Program Director is responsible for all council programs, guides their success, and extends your council's charitable reach. He needs to be open to new ideas, programs and initiatives.
- Programs engage and attract members, and no one program will attract them all. So well-rounded programs will help your council be successful. The overall success of a program is not simply the money donated for the charitable program, it is measured by the hope brought to those in need, and the joy in giving for the member.



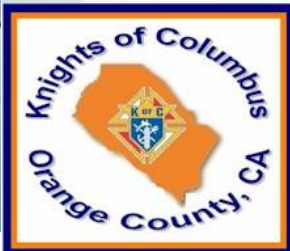
Council Membership Committees

Membership Director

**Recruitment
Chairman**

**Retention
Chairman**

**Insurance Promotion
Chairman**



MEMBERSHIP DIRECTOR

- The Membership Director is responsible for all council recruitment, retention and reactivation efforts. He needs to be aware of membership growth and engagement opportunities. There are many ways to recruit members, and recruitment efforts need to be conducted like a program. So Membership Directors need to guide the church drives, open houses, and personal recruitment efforts.
- Inviting potential members must be an activity that happens, twelve months per year. Measuring success in membership tends to lean toward numbers, always remember, that every number has a name, a family, a job and sits in a pew at Church. So always think of each number with a face.



RECRUITMENT TEAM

- The grand knight and membership director should choose the members of the council's Recruitment Team very carefully. The men who you choose for your recruitment drive should be active, dynamic men who give off a positive, professional image. Does your council have younger members? You'll want to put them front and center. Does your council have some members that come off as loud and aggressive? They may be better suited for a different role. Think about the type of image of your council that you wish to portray. This will be your council's first impression, so make it a good one!
- Also, the men that you choose should be flexible enough to "Man the Doors" as necessary and should be dressed in Order-branded shirts, jackets, name badges, etc. You'll also need to plan for no-shows, so it's best to have extra team members at the ready. You should also decide in advance who is going to make a pulpit announcement and clarify whether the priest would like it said before, during or after Mass.



RECRUITMENT TEAM

- Each recruiter should be familiar with the pamphlet 10 Keys to Membership Recruiting Success (#10233) available in the “Resources” tab and on pages 5-6 of the Membership Recruitment & Retention Manual. These 10 examples outline specific talking points for each of your recruiters as well as answers to common excuses, such as “I don’t have enough time, etc.”
- You will also want to set expectations with each of the members of your Recruitment Team. Remember, the job is NOT over once the drive is over! Each member of your recruitment team should be prepared to personally follow-up with each of the men with whom they speak in order to maintain contact, invite them to an information session or other council event.



DISPLAYS

- Design a professional-looking display for your parish. Use a table cover, and make sure to hide any materials such as empty boxes, etc. You'll certainly want to communicate the Order's mission and purpose with brochures from the Church Recruitment Drive kit, but potential members will also want to know what you do locally. Always identify your council front and center.
- **You may consider designing your own council's brochure for this purpose.** Review the "How to Create a Council Brochure" link in the "Resources" tab for more information. High quality logos and emblems and pictures of Father McGivney, St. Mary's Church, etc. are available on our website kofc.org/emblems or via the "Resources" tab.



COMMITTEES

- A critical key to success is for the committee to be proactive and inclusive of both its members and ideas. At all times the committee needs to be on target to achieve its goals, and by being punctual the committee members will feel that their time is being respected. It needs a positive environment to be effective. Committees that meet their deadlines engage their members, and produces favorable outcomes which will create a positive spirit within your council. There is a pitfall for council officers to avoid! When communication is lacking, there is a temptation to avoid the committee and just do all of the work yourself. Do not fall into this trap. Make sure that the goals and objectives are clear, and that the committee members grasp the outcomes expected. In order to keep your committee meetings on track, it is important to have an agenda in place before you start.
- To be effective, committees need a clear goal, a vision on how to get there, good communication, and good teamwork. Most importantly, they need an engaged leader. Each committee chairman is appointed by the Grand Knight. The Chairman needs to state the overall goal(s), makes sure the committee stays focused on the matters at hand, and shares relevant information among the committee members.



Council Committees

Committee Chairman



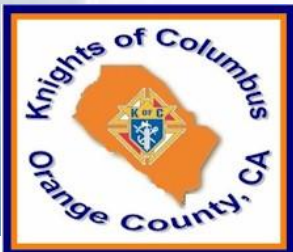
Committee Operational Ground Rules

Effective committees require:

- **Clear** goals
- **Good** communication
- **Team** concept
- **Engaged** leader

The chairman should:

- **State** overall goals
- **Set** the ground rules
- **Keep** members focused
- **Share** relevant information



Committee Operational Ground Rules

A chairman should possess specific qualities and traits.

An engaged chairman:

- **Focuses** on the mission of the Order and the Committee
- **Shares** his organizational (Council & Order) knowledge
- **Values** committee members' opinions
- **Respects** his committee by starting and concluding meetings on time
- **Strives** for consensus
- **Plans** for changes and challenges

Ensures relevant decisions are made and recorded

Reports outcomes to the Grand Knight



Grand Knight

Publicity
Chairman

Web
Promotion

Special
Outreach

