

Knights of Columbus Utah State Council

Want to overwhelm a council's new Financial Secretary?

Let him know about all the resources available at once!

Fratern Training Video Library

<https://www.kofc.org/en/videos/fraternal-training-library.html>

Short & sweet videos about individual tasks, e.g., how to export council roster information from Member Management in Officers Online.

Summary of Financial Secretary's Responsibilities (10238 3/19)

<https://www.kofc.org/en/forms/leadership/financial-secretary-flyer10238.pdf>

Shows the tasks done each month.

Financial Secretary's Guide (5089 8/18)

<https://www.kofc.org/en/forms/leadership/financial-secretary5089.pdf>

Leadership Resources (Practical Information for Grand Knights, District Deputies and Financial Secretaries) (5093 6/20)

<https://www.kofc.org/un/en/resources/officers/officers.pdf>

40 pages. Covers District Deputy, Grand Knight and Financial Secretary roles

A bunch of other Financial Secretary resources are online at

<https://www.kofc.org/en/for-members/resources/council-leaders/financial-secretary.html?1tab=1tab3>

Forms are available at www.KofC.org/Forms

It includes the [Form 1938](#) (your report card). Speaking of report cards, your DD should be filling one out on your council every six months; it can be insightful to review [Form 944](#) that he uses.

"Duties and Responsibilities of Council Officers and Directors" (*Understanding the meaning of the Order's emblems, your medal of office and your role as a council fraternal leader.*)

<https://www.kofc.org/un/en/resources/service/council/duties-responsibilities-council-officers-directors.pdf> (4241 9-18)

Great resource when officer nominations are coming up.

Resources every officer should know about:

- ✓ **Guidelines for Council Meetings** (#10318 11/20)

<https://www.kofc.org/en/resources/service/council/method-conducting-council-meetings10318.pdf>

- ✓ **Fraternal Planner** [2021-22 Fraternal Leader Success Planner](#) (#5033, 07/21)
- ✓ www.UtahKnights.org/secretcy has lots of useful (but not quite completely public) information. The password to get to that page is available to members.

Training Webinars

<https://utahknights.org/training/#State> has recordings of previous training webinars, mainly with State Training Director Jerry Angus. Links to the YouTube videos with the GoToMeeting webinar recordings and any additional materials for the webinar are listed/grouped by topic/date on the website's training page.

Looking at the titles, these stand out as most relevant to your position.

For 2021-2022

- [Monday, 10/25](#) – Officers Online and Supreme Updates
- [Monday, 8/23](#) – Tips for New Grand Knights (and Faithful Navigators)
- [Monday, 7/26](#) – How To Conduct an Audit

From 2020-2021

- [Monday, 11/23](#) – Financial Secretary Member Management (also good for Faithful Comptrollers!)
- [Monday, 9/28](#) – Officers Online and Member Management (how to use, update and input data and forms)
- [Monday, 8/24](#) – Council Budget and Fraternal Benefit Night Overview

www.KofC.org/webinar has more general webinars from Supreme.
Not specific to the Financial Secretary role.