

Council Officer Overview



**KNIGHTS
OF COLUMBUS**
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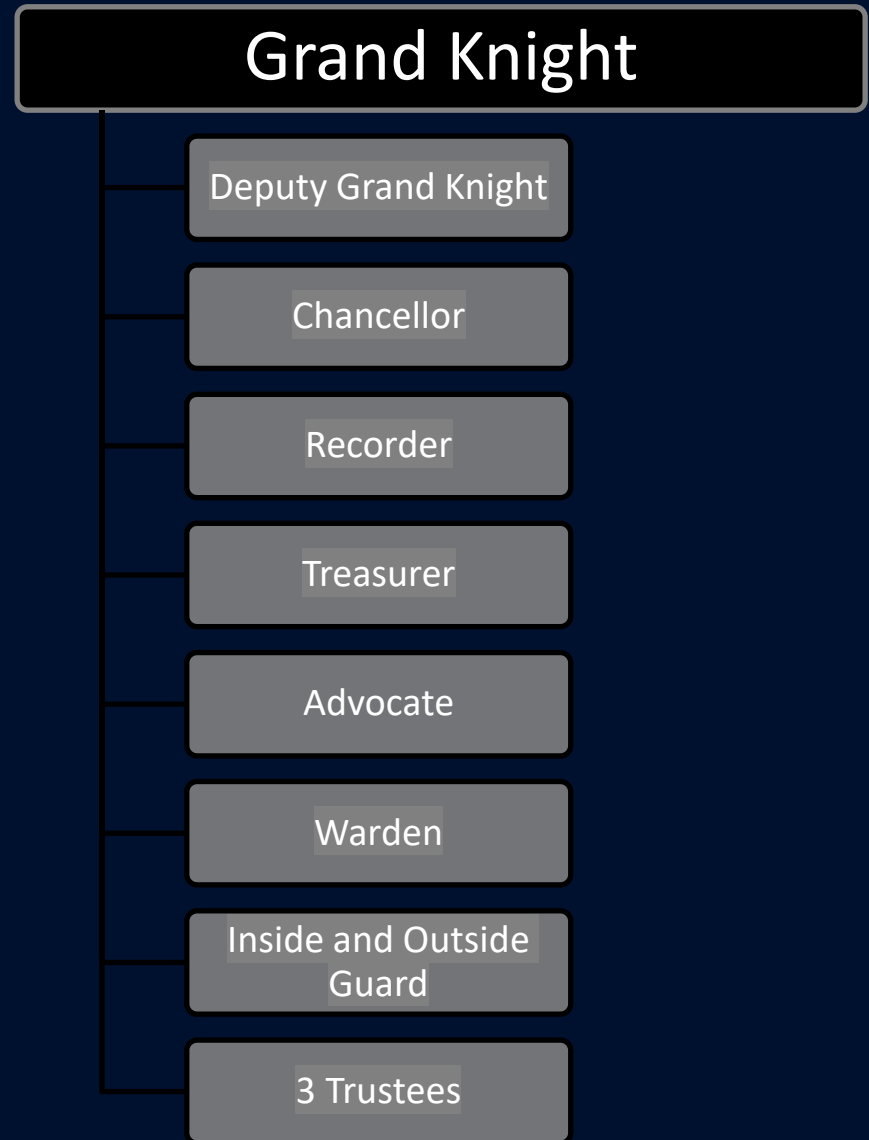
Basic Structure.

- Supreme Knight-Patrick Kelly
 - Supreme Officers
 - Board of Directors- Supreme Master
 - Supreme Office and Field Staff (**TGD, RGD, RTD**)
- State Deputy
 - State Officers and Directors
- District Deputy
 - District Warden
- Grand Knight
 - Council Officers and Directors



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Elected Council Officers



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Appointed Council Officers

Grand Knight

Chaplain

Financial
Secretary

Lecturer

Program
Director

Membership
Director



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Chaplain

- Must be a Priest.
- Serves as the spiritual leader for the Council and provides spiritual comfort in difficult times.



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Grand Knight

- Top officer in the Council and is responsible for the overall growth and welfare of the Council.
- Defines the Mission and Vision of the Council.
- Responsible for the Council ceremonials.
- Must take Safe Environment Training.



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Deputy Grand Knight

- Assist the Grand Knight in his duties and is a Training position for Council Grand Knight.
- Typically the Program Director and Retention Chair.



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Chancellor

- Third in line. Encourages members to take an active role. Also a training position for Grand Knight.
- Council Liaison with the Parish Priest and Seminarian (RSVP Program).
- Chairman of the Welcoming Committee, Admissions Committee and Sick and Distressed.



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Recorder

- Responsible for an accurate record of the Council's activities.
- Handles Council communication as directed by the Grand Knight.



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Financial Secretary

- Appointed by the Supreme Knight for a 3-year term. Reports to the Grand Knight and Council.
- Keep record of all the members and reports all membership transactions to Supreme.
- Does not have duties on the Retention Committee.
- Prepares and send all bills, vouchers, notices of dues, etc. Should do all Council supply ordering.



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Treasurer

- Maintains record of Council bank account(s).
- Responsible for depositing all Council funds in the Council's approved bank.
- Pays all Council approved bills and expenses, as instructed by a voucher from the FS.
- Treasurer and the FS are bonded for \$5,000.



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Proper Flow of Money Received – NOT using Member Billing



1. FS
receives
monies

2. FS turns
monies over
to Treasurer

3. Treasurer
fills out
receipt

6. Treasurer
deposits cash

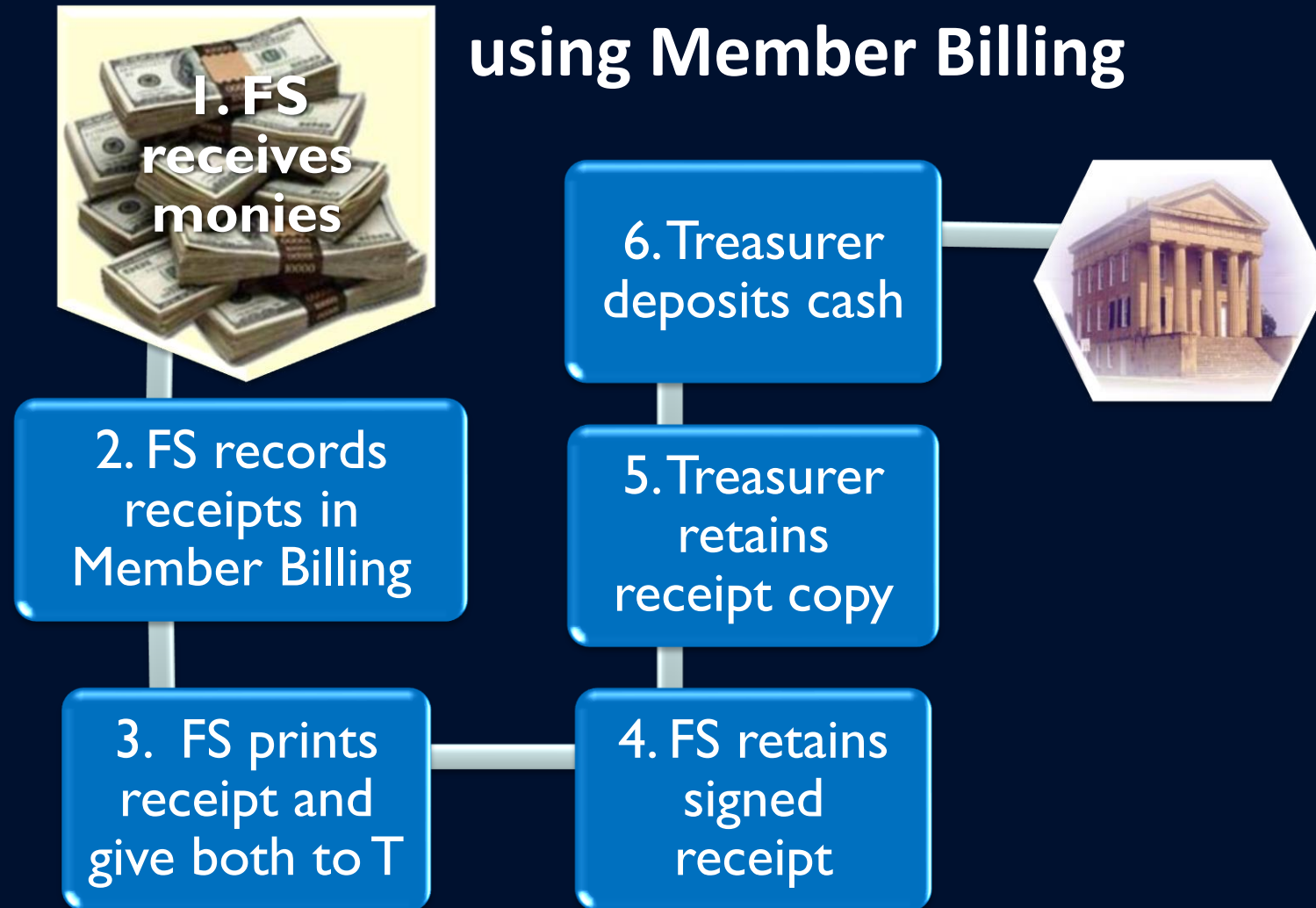
5. Treasurer
retains
receipt copy

4. FS retains
signed
receipt



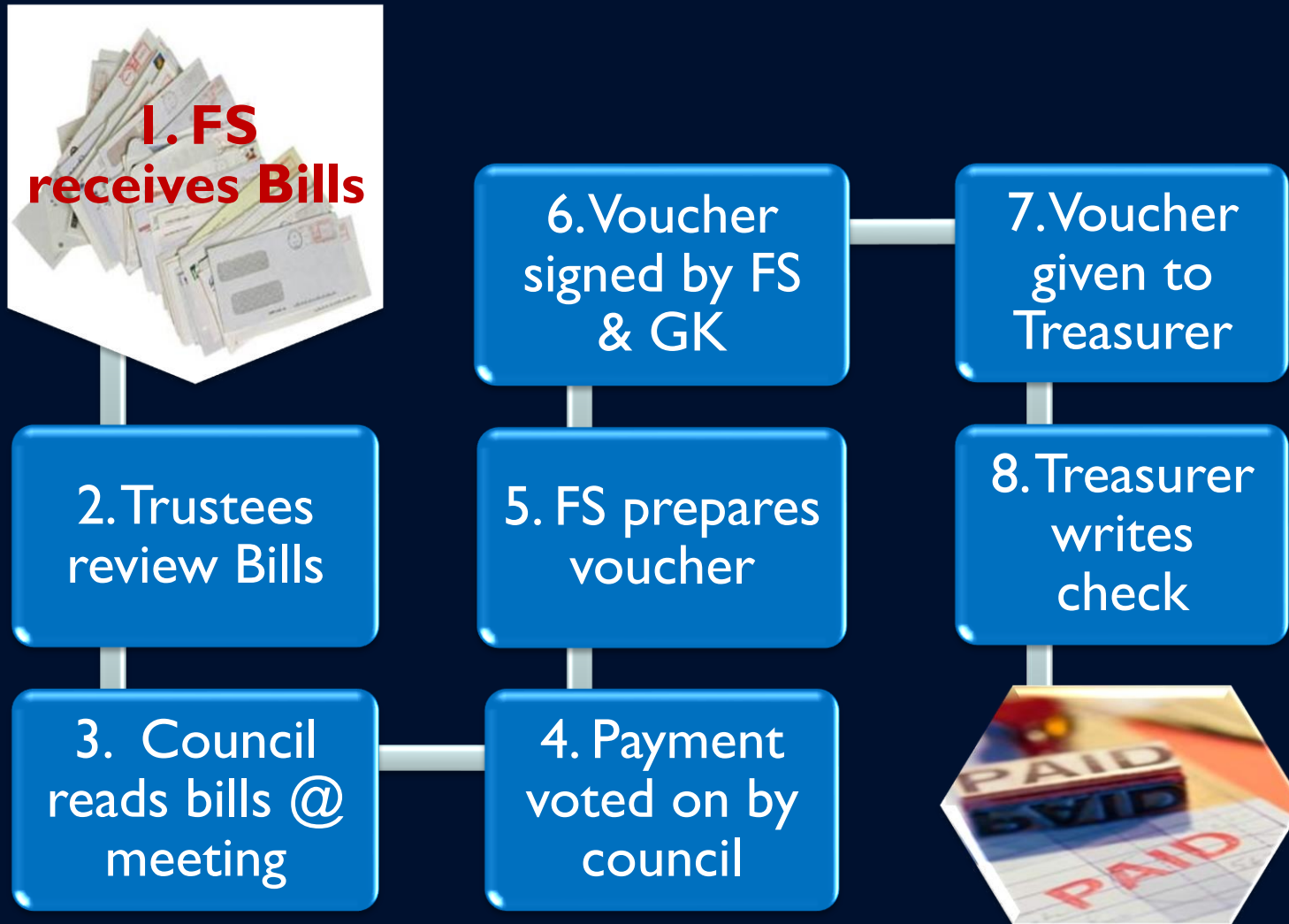
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Proper Flow of Money Received – using Member Billing



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Proper payment of bills



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Advocate

- Legal representative of the Council.
- Familiar with Supreme, State and Council by-laws, and “Roberts Rules of Order”.
- Maintains decorum at all meetings.



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Warden

- Ensures all attendees at a business meeting are in possession of a current membership card or are vouched for.
- Keeps secure all Council property, especially degree items.
- Prepares room for all meetings and supervises the guards.



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Inside/Outside Guards

- Guards stationed at entrance to the meeting room and act as the Welcoming Committee.
- Verify the validity of membership cards for business meetings or a degree ceremony.



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Board of Trustees

- Responsible for the financial health and condition of the Council.
- Audit the records of the Financial Secretary, Treasurer, and all Council funds.
- Monitors and reviews all Council expenditures.
- Serve on Retention Committee.



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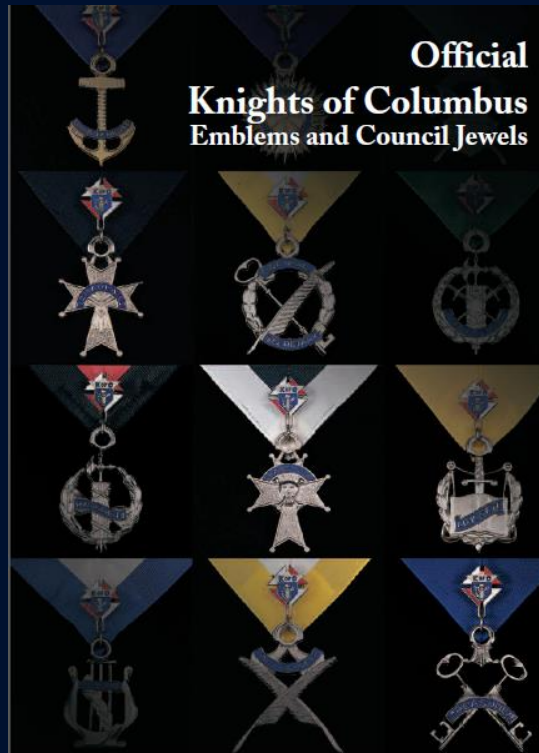
Lecturer

- Provides inspirational and/or entertainment for the members at the end of the Council meetings.
- Reports on the Good of the Order.



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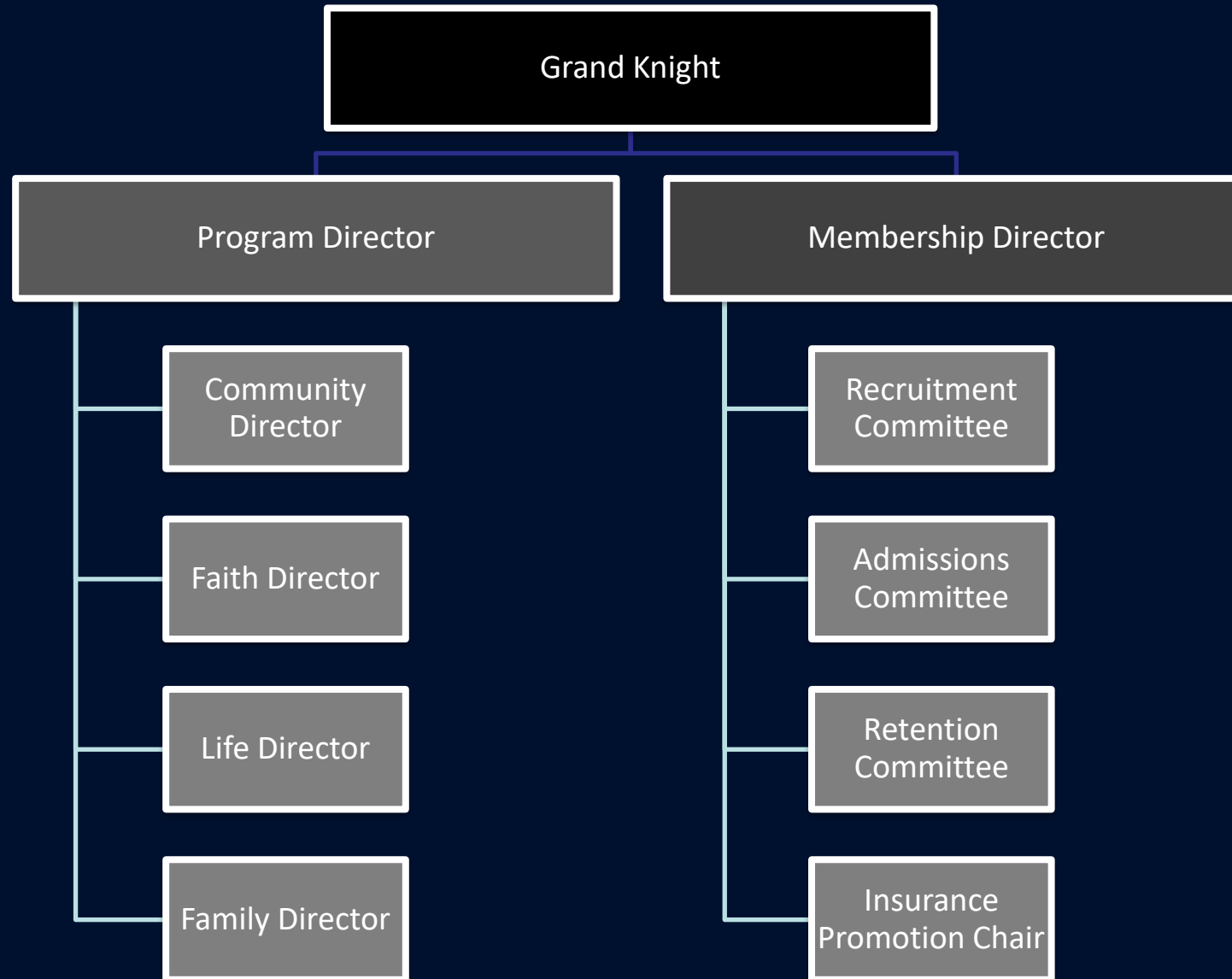
Explanation of Council officer Jewels. #1910



THE GRAND KNIGHT — *The Anchor, indicative of Columbus, the Mariner. The anchor has also been a variant form of the Cross for centuries.*



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Service Program Directors

- Ensure a **sustainable** balance of programs and events that are of interest to all members.

Interesting and effective programming will create pride in the Council, attract more men and their families and will help retain members.



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Membership Team

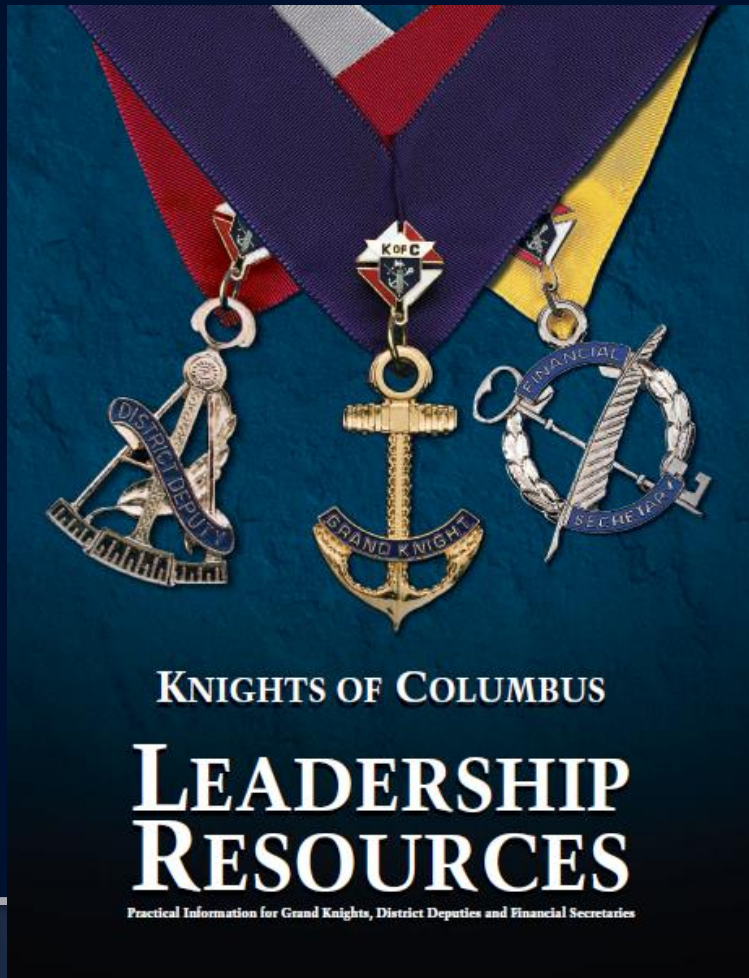
We are responsible for membership growth, retention and insurance promotion

- Plans and oversees all Council membership recruitment and retention activities.
 - Coordinates the Council “Delta” church drives, open houses and information nights.
 - Informs Council members of recruitment results.



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Leadership Resources #5093



General Section

SUPREME COUNCIL HEADQUARTERS CONTACT DIRECTORY

Main Number.....203-752-4000
Customer Service.....1-800-380-9995
KnightsGear.....1-855-432-7562.....knightsgear@kofc.org

| | |
|---|------------------------------|
| Catholic Information Service.....203-752-4574 | cis@kofc.org |
| Ceremonials.....203-752-4346 | ceremonials@kofc.org |
| Chaplain Programs and Development.....203-752-4267 | chaplains@kofc.org |
| Columbia Magazine.....203-752-4398 | columbia@kofc.org |
| Council Accounts.....203-752-4392 | council.accounts@kofc.org |
| Financial Secretary Appointments.....203-752-4285 | financial.secretary@kofc.org |
| Fraternal Services.....203-752-4270 | fraternal.services@kofc.org |
| Membership Growth.....203-752-4473 | council.growth@kofc.org |
| Membership Records.....203-752-4210 | membership@kofc.org |
| Membership Management/Member Billing.....203-752-4955 | |
| Scholarships.....203-752-4332 | scholarships@kofc.org |
| For general inquiries, email..... | info@kofc.org |

Forms and Reports

| <u>Due Date</u> | <u>Form/Report</u> |
|-----------------|---|
| July 1 | Report of Chosen Officers for the Term (#185) |
| August 1 | Service Program Personnel Report (#365)* |
| August 15 | Semiannual Council Audit (#1295) |
| December 31 | District Deputy Semiannual Report (#944A) |
| January 31 | Annual Survey of Fraternal Activity (#1728)* |
| February 15 | Semiannual Council Audit (#1295) |
| June 30 | Columbian Award Application (#SP-7)* |
| June 30 | District Deputy Semiannual Report (#944B) |
| Immediately | Membership Document (#100) |
| If Required | Notice of Intent to Suspend (#1845) |
| As Required | Entries for the State Council Service Program Awards Contest (#STSP) and Family of the Year Contest to your state council |
| Monthly | Council First Degree Exemplification Report (#450C) |
| Monthly | District Deputy's Degree Exemplification Report (#450) |
| Monthly | Family of the Month (#1993) |

* Indicates Star Council Award Requirement
Electronic versions of most forms can be found at kofc.org/forms.



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VIVAT JESUS!

Chuck Davlin PSD, FVSM, FDM
Supreme Assistant Regional Growth Director
Chuck.Davlin@kofc.org
(203) 500-1302



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