Council Officer
Duties and Responsibilities

Knights of Columbus
Supreme Council, New Haven CT
2015
Council Officers

• Each local council elects twelve officers and appoints others to oversee the business of the council, to promote growth of the Order, as well as insuring valuable and effective programming is being conducted within the church and the community.
Council Officer Responsibilities

• The council officers work together as a team to develop lasting friendships and ensure harmony exists among all members of the council.

• Communications and information is shared with all the members on a timely basis.
Council Officer Responsibilities

- The officers must project a positive attitude at all times, remembering that our goal is to serve the church, community and our families in the spirit of Christ.
Organizational Chart

Supreme Council

Board of Directors / Supreme Council Officers

State Council

District Deputy

Assigned Councils

Chapters
Chaplain

• Appointed by the Grand Knight, Deputy Grand Knight and Trustees under the guidelines of the local diocese

• Serves as the spiritual advisor to the brother knights and families of the council

• Provides his message to members at the beginning of the meeting as outlined in the Method of Conducting a Council Meeting (#1937) or whenever it best suits his schedule
Grand Knight

- Elected annually
- Presides over all meetings
- Responsible for the overall welfare of the council
- Convenes monthly officer meetings
- Appoints program and membership directors
- Appoints committees as needed
Grand Knight

- Ex-officio member of all committees
- Responsible for the council’s First Degree Team
- Countersigns checks and orders for payment
- Insures that all reports are submitted on time
- Appoints Lecturer
- He shall perform such other duties as the Order may impose
Deputy Grand Knight

- Elected annually
- In the absence of the Grand Knight, presides at council meetings
- Assists the Grand Knight with the operation of the council and any other duties assigned to him by the Grand Knight
- Serves on the Retention Committee
- He shall perform such other duties as the Order may impose
Chancellor

- Elected annually
- Third in line of progression

- Assists the Grand Knight and Deputy Grand Knight with their duties as assigned
- Has the duty of strengthening the members’ interest in council activities

- He shall perform such other duties as the Order may impose
Recorder

• Elected annually

• Responsible for keeping and maintaining a true and permanent record of all actions of the council and maintains all correspondence of the council

• He shall perform such other duties as the Order may impose
Financial Secretary

- Upon recommendation of the Grand Knight and the Trustees, he is appointed for a three year term by the Supreme Knight
- Reports to the Grand Knight
- **Collects all money**, on behalf of the council
- Responsible for sending billing notices
- Keep accounts, pays all monies collected to the Treasurer
- Draws orders
Financial Secretary

- Ensures that the council membership records are updated and that new members sign the constitutional roll
- Initiates retention measures by providing a list of delinquent members to the Grand Knight to prevent members from being suspended for non payment of dues
- Notify Comptroller of suspended council members
- Maintains council seal
Financial Secretary

- Receives from the Supreme Council Honorary and Honorary Life membership cards for distribution to qualified members

- Files various reports and membership/insurance transactions with the Supreme Council Headquarters

- Responsible for completing and submitting the proper 990 for the council (U.S. only)
Treasurer

- Elected annually
- Charged with handling council funds and maintains records of accounts
- Reports financial status of council at each meeting
- Receives money from the Financial Secretary and deposits it in the proper council account
- Co-signs all council checks
- Responsible for paying all council expenses, including assessments from the Supreme Council
Proper Flow of Money Received

Financial Secretary receives the money

Financial Secretary turns money over to the Treasurer

Treasurer completes a receipt

Treasurer deposits the money

Treasurer retains copy of receipt

Financial Secretary retains signed receipt
Proper Payment of Bills

1. Financial Secretary receives all bills
2. Trustees review the bills
3. Grand Knight reads bills at meeting
4. Financial Secretary prepares voucher
5. Voucher signed by both Financial Secretary and Grand Knight
6. Voucher given to Treasurer
7. Treasurer writes check
8. Check is paid
Board of Trustees

- Elected annually
- Consists of the Grand Knight and three other elected members

- Serves as “watch dog” of all council assets including both financial and membership
- Serves as the Retention Committee

- Conducts the semi-annual audit
- Reports audit findings to the council and Supreme
Advocate

• Elected annually
• Acts as legal representative and parliamentarian for the council


• When needed, will seek legal assistance from the State Advocate
Warden

- Elected annually
- Responsible for supervising and maintaining all council property
- Sets up council chambers for meetings and degree exemplifications
- Oversees Inside and Outside Guards
- He shall perform such other duties as the Order may impose
Inside & Outside Guards

- Elected annually
- Both assist the Warden in his duties

- Attend the doors of the council chamber, checking for current membership cards and allows entrance

- He shall perform such other duties as the Order may impose
Lecturer

- Appointed by the Grand Knight

- Responsible for providing suitable educational and entertaining programs under the “good of the Order” section of council meetings

- He shall perform such other duties as the Order may impose
Council Directors

- Along with elected and appointed officers, the Grand Knight appoints several directors and chairmen to conduct the programs and activities of the council as well as to insure continuous membership growth.
Council Directors

- Interesting and effective programming will create a high level of pride in the council and will enhance the ability to attract more interest in our Order from men and their families.
Program Director

- Appointed by the Grand Knight
- Collaborates with the Grand Knight in setting the calendar of council programs for the year

- Manages each service program director and chairman as they implement the council’s programs and activities
- Keeps accurate records of council programs to assist with completing form #SP-7

- Keeps public relations chairman informed
Church Director

- Appointed by the Grand Knight
- Coordinates with the council Chaplain to conduct religious and spiritual activities
- Keeps parish informed of council activities

Featured Activity
Refund Support Vocations Program
Community Director

- Appointed by the Grand Knight
- Develops, plans and conducts activities related to community needs

- Responsible for public relations and council newsletter

Featured Activities

Habitat for Humanity

Global Wheelchair Mission
Council Director

- Appointed by the Grand Knight
- Plans, oversees and conducts council activities

- Plans activities for fraternal enjoyment of the membership

Featured Activity
Special Olympics
Culture of Life Director

- Appointed by the Grand Knight
- Develop and promote pro-life activities in your parish, council and community

- Supports the Church’s position on life from inception to natural death

Featured Activities

Ultrasound Initiative
March for Life
Family Director

- Appointed by the Grand Knight
- Supervises council family activities and insures that family activities effectively meet the needs of the families in the council and parish

- Using “Building the Domestic Church” (#10162) booklet as a guide.

Featured Activity

*Food for Families*
Youth Director

- Appointed by the Grand Knight
- Develops, plans and oversees enjoyable and educational activities for the youth in the parish and community
- Supports youth programs (i.e. SQUIRES, Boy Scouts)
- Arranges Soccer Challenge and Basketball Free Throw Contests

Featured Activity

*Coats for Kids*
**Membership Director**

- Appointed by the Grand Knight
- Collaborates with the Grand Knight and the council membership committee on council membership goals for the year
- Manages recruitment, retention and insurance promotion committees
- Plans and coordinates the council’s schedule of recruitment programs
- Strives for Star Council
- Keeps council informed of membership status
Recruitment Committee

- Responsible for council membership growth
- Guides membership on recruitment techniques and provides necessary tools
- Organizes council recruitment activities
  - Church Drives
  - Benefit Nights
  - Open House
Retention Committee

• Responsible to make sure all members are active and involved in council activities

• Work with the Trustees
  • May need to contact members who are in arrears on their dues

• Guides membership on retention techniques and provides necessary tools
  • Promote Shining Armor Award
Insurance Promotion Committee

- Works with council’s Financial Secretary and Field Agent to promote the Order’s Insurance program at council meetings
Father McGivney Award
Membership Quota
7% of current membership
Or Minimum of 4
Maximum of 35

Columbian Award
Report Form #SP7
Due – June 30th

Good Standing
Current with all Supreme Council assessments - as of June 30th of the fraternal year

Founders’ Award
Insurance Quota
2.5% of current membership
Or Minimum of 3
Maximum of 18

Multiple Stars
Earn the Double Star Council Award by attaining 200%
Earn the Triple Star Council Award by attaining 300%
Earn over 400%

Service Program Personnel Report
Form #365
Due – August 1st

Annual Survey of Fraternal Activity
Report Form #1728
Due – January 31st
Resources Available

- Charter, Constitution and Laws of the Order #30
- Fraternal Leader Success Planner #5033
- Grand Knight Guide #5085
- Leadership Resources #5093
- How to Conduct a Meeting #483
- Protocol Handbook #1612
Resources Available

- District Deputy Guide #5087
- Building the Domestic Church #5087
- Guide to Membership Recruitment #2769
- Financial Secretary Guide #5089
- Safe Environment Program Grand Knight Handbook #5095
- Officer’s Desk Reference www.kofc.org
MPC Contact Information

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