Council Officer
Responsibilities and Duties

2018/2019
COUNCIL OFFICER RESPONSIBILITIES

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.

Along with the elected and appointed officers, the council appoints several directors and chairman to conduct activities of the council and recruit new members.
OFFICER & DIRECTOR RESPONSIBILITIES

In some councils, individuals may have to take on more than one area of responsibility, but the descriptions that follow are the essential officer and director areas that need to be covered in order to have a successful council.
Council Officer Responsibilities

Elected Council Officers

- Grand Knight
  - Deputy Grand Knight
  - Chancellor
  - Recorder
  - Treasurer
  - Advocate
  - Warden
  - Inside Guard
  - Outside Guard
  - Trustees (3)
Council Officer Responsibilities

Appointed Council Officers

- Grand Knight
  - Chaplain
  - Financial Secretary
  - Lecturer
Council Officer Responsibilities

- The council leadership works together as a team to develop lasting friendships and ensure harmony exists among all the members.

- Communications and information is shared with all the members on a timely basis.

- The officers must project a positive attitude at all times, remembering that our goal is to serve the Church, the community and our families in the Spirit of Christ.
Chaplain
- Appointed by Grand Knight under the guidelines of local diocese.
- Serves as the spiritual leader for the council

Chaplain
- Supervise the council’s religious activities
- Provides spiritual comfort in difficult times

Chaplain
- Work and supervise the development of spiritual programs for the members
**Council Officer Responsibilities**

- **Grand Knight** • Elected annually by the members  
  • Responsible for overall welfare of the council

- **Grand Knight** • Provides thoughtful and inspiring leadership  
  • Presides over all council meetings

- **Grand Knight** • Ex-officio member of all committees  
  • Appoints membership and program personnel
Council Officer Responsibilities

Grand Knight
- Appoints special committees as needed
- Convenes monthly officer meetings

Grand Knight
- Oversees exemplification of first degree
- Insures that all reports are submitted on time

Grand Knight
- Appoints and oversees admission committee
- Interacts with Financial Secretary and Treasurer to insure all financial obligations are met
Council Officer Responsibilities

**Grand Knight**
- Countersigns all orders and checks
- Reads all vouchers from the Treasurer

**Grand Knight**
- Member of the advisory board of Squires Circle
- Recommends a chaplain and appoints Lecturer

**Grand Knight**
- Perform all duties the Order imposes upon him
- Membership growth and activities are a priority
Deputy Grand Knight

- Elected annually by the members
- Assist the Grand Knight in his duties
- Presides over council meetings in the absence of the Grand Knight
Council Officer Responsibilities

- **Deputy Grand Knight**
  - Presides over Member Retention Committee

- **Deputy Grand Knight**
  - Training position for Council Grand Knight

- **Deputy Grand Knight**
  - May serve as Council Program Director
Chancellor
• Elected annually by council members

Chancellor
• Assist the Grand Knight and the Deputy Grand Knight in their duties. Third in line of progression

Chancellor
• Encourages members to take an active role in the activities of the council
• Chairman of the welcoming committee
Council Officer Responsibilities

Chancellor
• Presides over the Admissions committee
• Works with the council vocations director

Chancellor
• Reminds members of fraternal responsibilities, such as visit the sick and members in distress
Council Officer Responsibilities

- Recorder
  - Elected annually by council members.

- Recorder
  - Keeps accurate minutes of all meetings and reads minutes from previous meetings.

- Recorder
  - Responsible for an accurate account of the council’s activities; reports, discussions, motions as well as any decrees.
Financial Secretary
- Appointed by Supreme Knight for 3 year term

Financial Secretary
- Can be reappointed upon favorable performance

Financial Secretary
- Reports to the Grand Knight
Financial Secretary
• Reports all membership transactions to Supreme

Financial Secretary
• Keep record of all members in the council

Financial Secretary
• Collects fees, dues and all other funds of the council. Transfers all money to Treasurer.
Council Officer Responsibilities

Financial Secretary
- Prepares vouchers for all council obligations
- Maintains certain records of council finances

Financial Secretary
- Submits supply and material orders
- Monitors timely filing of all council reports and forms.

Financial Secretary
- Keeps all member and financial records secure
- Assists the audit committee with the council audit
Council Officer Responsibilities

Treasurer
- Elected annually by council members
- Pays all council approved bills and expenses

Treasurer
- Reports financial status of council at each meeting

Treasurer
- Deposits all money from the financial secretary in a council approved bank and returns receipts of deposit to the Grand Knight
Treasurer

• Maintains record of council bank account

• Assist financial secretary and trustees in conducting the semiannual council audit

• Causes all monies in his possession to be secure
Basic financial process

Handling Cash

- FS Receives Cash
- FS Turns Cash Over To Treasurer
- Treasurer Fills Out Signed Receipt
- FS Retains Receipt
- Treasurer Deposits Cash
- Treasurer Retains Receipt Copy
Basic financial process

Paying Non-Budgeted Bills

FS Receives Bill

FS Reads Bill At Meeting

Bill Reviewed By Trustees

Bill Approved By Council

Treasurer Writes Check

Voucher Given to Treasurer

Voucher Signed By GK & FS

FS Prepares Voucher
Basic financial process

Council Funds

SEC. 122. (a) All moneys obtained from any source, by or through any person or persons, acting for or in the name of any council or under its direction or authority, shall be considered council funds and shall be forthwith delivered to the Financial Secretary, who shall give his official receipt therefor and who shall report at the close of each meeting the amounts so received and from what source.

(b) No money in excess of $500.00 shall be paid or transferred from the treasury, of any council (except such moneys as the council is called upon to regularly pay for its current expenses and as provided by the laws of the Order, or for purposes approved by the Supreme Council, or Board of Directors) unless by a two-thirds vote of the members present and voting at a regular business meeting held subsequent to a regular business meeting at which notice in writing of a resolution of intention to pay or transfer such money and the purposes and amount to be paid or transferred shall have been given and regularly read. Provided, however, that any council may, by by-law, properly approved, provide and maintain a fund for rendering mutual aid and assistance to its sick, disabled and needy members and their families and families of deceased members. Said by-laws to state the manner in which, and by whom, the said fund is to be expended.
Basic financial process

• Bills that can be paid without council approval:
  • Supreme per capita which now includes Catholic Advertising
  • Supply invoices from Supreme
  • State per capita and assessments
  • Budgeted expense items pre-approved by majority of council membership at a regular business meeting
Council Officer Responsibilities

Advocate
• Elected annually by council members

Advocate
• Legal representative of the council

Advocate
• Interprets Knights of Columbus regulations
Council Officer Responsibilities

- Be familiar with the Order’s Charter Constitution and By-Laws.
- Keeps current and administers council by-laws
- Well versed on conducting a meeting and the use of Robert’s Rules of Order
Council Officer Responsibilities

Warden
- Elected annually by council members.

Warden
- Prepares room for all meetings.
- Prepares and sets up indispensable objects

Warden
- Instructs and oversees the Inside/Outside Guards
Council Officer Responsibilities

- Warden
  - Insure the security of all degree paraphernalia
- Warden
  - Responsible for and maintains all council property.
- Warden
  - Insures that at business meetings all members are in possession of a current membership card
Council Officer Responsibilities

Guards
• Elected annually by council members
• Both work with the Warden in their duties

Guards
• Guards stationed at entrance to the meeting room

Guards
• Verify the validity of membership cards upon entering a business meeting or a degree ceremony
Board of Trustees

- Consists of Grand Knight and three members elected annually by council members.

Board of Trustees

- Audit records maintained by financial secretary and treasurer to insure accountability and safety of all council funds. Report findings semiannually.

Board of Trustees

- Responsible for the financial health and condition of the council.
Board of Trustees

- Develops plans to insure adequate income for the council to operate and contribute to charity.

- Monitors and reviews all council expenditures

- Serve on retention committee under the direction of the Deputy Grand Knight
Council Officer Responsibilities

Lecturer
- Appointed by the Grand Knight.

Lecturer
- Provides inspirational programs and entertainment for the pleasure of the members at council meetings

Lecturer
- Utilizes appropriate films and has guest lecturers attend for the purpose of making presentations
Council Directors and Chairman Responsibilities

2018-19
Along with elected and appointed officers the Grand Knight appoints several directors and chairman to conduct the programs and activities of the council as well as to insure continuous membership growth.

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.
Council Directors Responsibilities

Program Director

- Has overall responsibility for the planning, supervision and successful completion of all council programming activities.

Program Director

- Insures a balanced and effective program of events that have the interest of all members.

Program Director

- Motivates others and reflects a positive attitude for all members especially those working on activities.
Each local council appoints four directors to work with the council program director. Each is assigned to one of the program categories promoted in “Faith in Action” programming material; Faith, Community, Family and Life.

Each director may have several committees and special projects chairmen working with him to conduct additional activities.
Council Directors Responsibilities

Faith Director
- Responsible for strengthening men and their families in the Catholic faith. Programs designed to draw us closer to God and the Church in a tangible and meaningful way.

Community Director
- Develops, plans and conducts activities related to community needs. Examples: coats for kids, habitat for humanity, disaster preparedness, free throw championship, helping hands, soccer challenge.
Council Directors Responsibilities

**Family Director**
- Plan programs that are designed to strengthen the familial bond of father to mother and children to parents.

**Life Director**
- Develops programs that defend the dignity of each human life. Works with parishes to build a culture of life and a civilization of love.

**All Directors**
- Must plan and coordinate all projects with the council program director to produce an effective and balanced program calendar for the council.
Membership Team Responsibilities

Grand Knight

Membership Director

- Recruitment Committee
- Retention Committee
- Insurance Promotion Committee
Membership growth, retention and insurance promotion is under the leadership of the council membership director. Assisting him is the recruitment committee, the retention committee and the insurance promotion segment of council operations.

The membership team works with the insurance representative to provide him assistance in offering insurance coverage to the members and their families.
Membership Team Responsibilities

- **Membership Director**
  - Plans and oversee all council membership recruitment activities. Coordinates church drives and conducts open house/information nights for prospective members.

- **Membership Director**
  - Guides the membership on recruitment and retention techniques and provides the necessary tools for successful recruitment.

- **Membership Director**
  - Informs council members of recruitment results and status. Also, may serve on the council admissions committee.
Recruitment Team

- The recruitment team is responsible for council membership growth and recruitment activities within the council.

Retention Committee

- Has responsibility for insuring all members are active and involved. May need to call on members in arrears on dues. Works with trustees.

Insurance Promotion

- Works with insurance representative to promote the Order’s insurance program. Informs members of fraternal benefits and promotes these products.
Form IN-RMS1 (Request for Suspension)

## Request for Membership Suspension RMS

<table>
<thead>
<tr>
<th>Member Info:</th>
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<tbody>
<tr>
<td>Last Name:</td>
<td>First Name:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Email:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>Member of Parish:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing:</th>
<th>Notice</th>
<th>Date</th>
<th>Dues Paid? (Y or N)</th>
<th>Letter Returned? (Y or N)</th>
<th>New Address? (Y or N)</th>
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<tr>
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<td>First Billing Notice</td>
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<td></td>
<td>Second Billing Notice</td>
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<tr>
<td></td>
<td>Knight Alert</td>
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</tbody>
</table>
## Retention Team Responsibility

**Retention Committee Member Assigned:**

Attempts to Contact Member – NOTE: Voicemail and Billing are NOT considered contact. In comments, indicate how contact was made, i.e., phone, home visit, email, parish, etc.

<table>
<thead>
<tr>
<th>Contact #1 Comments:</th>
<th>Date:</th>
<th>Contact #2 Comments:</th>
<th>Date:</th>
<th>Contact #3 Comments:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Signatures below certified complete retention activity by Grand Knight, Deputy Grand Knight and Trustees (all required):

<table>
<thead>
<tr>
<th>Grand Knight:</th>
<th>Trustee One-Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Grand Knight:</td>
<td>Trustee Two-Year:</td>
</tr>
<tr>
<td></td>
<td>Trustee Three-Year:</td>
</tr>
</tbody>
</table>

Send Results (this Form and any supporting documentation) to District Deputy. DD will complete his requirements and forward results & recommendations to the Membership Retention Chairman and State Membership Director with information copied to State Deputy.

### Office

- **District Deputy**
- **Membership Retention Chairman**

**State:**

State Retention Chairmen will return form(s) to District Deputy with Recommendations as noted:

- [ ] Concur (Submit 1845 – Intent to Retain)
- [ ] Do Not Concur (Contact State Retention Chairmen)
As SK Joe Gawrys used to say, “The human mind can absorb only as much as the human seat can endure.”

- BREAK?
Prepare for the Meeting

COUNCIL MEETING CHAMBER SETUP

- National Flag
- Vatican Flag
- State/Province Flag
- K of C Flag

- Treasurer
- Financial Secretary
- Grand Knight
- Chaplain
- Recorder

- Advocate
- Lecturer

- Warden
- Chancellor

- Deputys

- Members

- Inside Guard
- Outside Guard

Entrance
Meeting Protocol

- Membership Cards
- Gavel Raps
- Salute
- Dignitaries
- Council Jewels
Motions

- Here is where you shine as a leader
- Importance of keeping discussion on track
- The Grand Knight should be taking most discussions
- Have the Recorder read back any motions for clarity
- Be ready for amendments
- Vote on Motion or Table for later.
- Motions are only done only during new and old Business
Motions

- Motion is stated
- The motion must then be seconded.
  
  *A motion cannot be discussed unless it is seconded*
- The GK or Recorder repeats the motion in full.
- GK asks "Is there any discussion?"
  
  The Motion is then open for discussion.
  Discussion is directed at the GK
- Vote is taken by one of four methods.
  1. Voting by Acclamation: "Aye" or "Nay."
  2. Voting by Standing or Raising the Hand.
  3. Voting by Roll Call.
  4. Voting by Ballot.
Conducting your meeting

- Call to Order. (Grand knight stands at all times while presiding.)
  - Grand Knight (One rap of gavel): Brothers, we are about to open this council in the first section. All persons not having received the honors of membership in the first section shall please retire from the chamber. The doors shall now be closed and the guards assume their positions. (In their absence, the grand knight shall appoint guards for the time being.)
- Warden’s Report on Membership Card.
  - Grand Knight: Worthy warden, do you vouch that all present are in possession of the current membership card? (Warden salutes and proceeds to inspect membership cards.)
  - Warden: Worthy grand knight (salutes). I vouch that all present are in possession of the current membership card. (Salutes grand knight and deputy grand knight.)
- Prayer.
  - Grand Knight: Brothers, let us invoke the Divine blessing by repeating aloud the Lord's Prayer. (Four raps. Chaplain or grand knight so prays.)
- Pledge of Allegiance to the Flag, or some other suitable patriotic display of loyalty. (Three raps. One rap at conclusion.)
- Roll Call of Officers.
  - Grand Knight: The recorder will call the roll of officers. (Two raps. The recorder calls the roll of all officers. The warden answers in his place for all officers called. As each officer is declared present, he is seated. In the absence of chair officers, the grand knight shall appoint officers for the time being.)
Conducting your meeting

- Opening Ode.
  - Grand Knight: Brothers, we shall now sing the opening ode. (Three raps. At conclusion, one rap.)
- Chaplain’s Message (This is an opportunity for the chaplain to educate council members about an element of the faith, to offer spiritual reflection, or to give another appropriate intervention.)
- Approval of Minutes of Previous Meeting.
  - Grand Knight: Are there any corrections to the minutes? They are approved as read.
- Report of Admission Committee and Reading of Applications.
- Balloting for membership. (New members, readmissions, reapplications, transfers.)
- Initiations.
- Grand Knight’s Report.
- Treasurer’s Report.
- Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer’s Voucher of Deposit.
- Reading of Bills and Communications.
- Financial Secretary’s Report of Receipts of Meeting.
- Report of Auditors and Trustees.
- Chancellor’s Report on Vocations.
- Report of Service Program Committees. (Grand knight calls on membership and program directors, who introduce their committee directors for their reports.)
Conducting your meeting

- Membership Director
- Program Director
  - Faith Director
  - Family Director
  - Community Director
  - Life Director

- Report of Round Table Chairman.
- Unfinished Business.
- New Business. (When elections are in order, this is the first item under New Business.)
- Report of the Fourth Degree.
- Field Agent's Report.
- District Deputy's Report.
- Good of the Order.

Grand Knight: Before proceeding to the Good of the Order, let me ask: Does any brother present know of a member of this council, or an unassisted brother of the Order, sick or in distress? (Any such are reported. Four raps. Chaplain or grand knight leads prayer for sick or distressed. One rap.)
Conducting your meeting

- Grand Knight: The Good of the Order will now be conducted by the worthy lecturer, I trust to the enjoyment, instruction and edification of all present. (The lecturer then presides, but the grand knight may terminate this order of business at his pleasure.)
- Closing Prayer.
  - Grand Knight: Brothers, we shall now close this meeting. Let us kneel and pray that we may ever be united in charity, that God may bless our work, aid us to keep our pledges for His greater glory, and that He may grant eternal peace to the souls of our departed brothers. (Four raps. Chaplain or grand knight so prays. One rap at conclusion.)
- Closing Ode.
  - Grand Knight: We shall now sing the Closing Ode. (Three raps. At conclusion, one rap.) I now declare this meeting adjourned.

Use of the Gavel

One rap — instructs your council to come to order or be seated; a ruling on an action has been concluded.

Two raps — instructs council officers to stand.

Three raps — instructs all to stand.

Four raps — instructs all to kneel in prayer.

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2 Parts of the Order of Business marked with an asterisk may be omitted at meetings other than regular business meetings. At regular business meetings, minutes of all meetings to and including the last regular business meeting shall be read. Officers’ jewels should be worn at all meetings.

3 Or at any time he so desires. § 125 (13).
GK Report for Meeting

- Grand Knight Report
  - 5 minutes maximum - for ideas can use:
    - Review past month’s and future month’s activities
    - Use Resources discussed earlier
      - From packets received at 2 annual District meetings, Indiana Program Guide, From Knightline, Columbia magazine, IN KofC e-Newsletter, and/or Resolutions passed at State Convention
The lecturer is appointed by the Grand Knight to provide both educational and entertaining programs to the council. He is responsible for the ‘Good of the Order’ portion of council meetings. In order to provide members with informative and educational programs, he must be knowledgeable and aware of all council programming.

(Duties of Council Officers 4241 (5/15))
Meeting Summary

- Try to stay no longer than an hour
- Protocol helps not hinders
- Motions help limit discussion
- Use Gavel if losing control of Meeting (Kneel or stand and pray)
**A Knight of Columbus is a Practical Catholic Man**

Membership in the Knights of Columbus is open to men 18 years of age or older who are practical (i.e., practicing) Catholics in union with the Holy See. This means that an applicant or member accepts the teachings of the Catholic Church on matters of faith and morals, applies to live in accord with the precepts of the Catholic Church, and is in good standing in the Catholic Church.

### Reasons to Join the Knights of Columbus
- **Join a band of brothers**, a network of men in communities around the world dedicated to corporate works of mercy in the service of God and our neighbor.
- **Serve in the name of Jesus Christ** to those in need, whether in body or soul, while seeking to help them in their need and promote their spiritual growth.
- **Support** your Parish by putting your Catholic faith into action.
- **Be a part of the Hare Propagation** through various projects and initiatives that promote faith and community.
- **Help** your community by putting your principles and ideals into action.
- **Work** with people who share similar beliefs, values, and interests.
- **Celebrate** Catholic teachings by defending marriage, families, and building a culture of life.
- **Build and strengthen** Catholic fellowship among men and their families through our Fraternal Benefits program.

**Important Details Regarding Proper Completion of a Membership Document**

Upon signing the signature block of the Membership Document, the Supreme Council accepts electronic submission of the paper Form #100-1A. Instructions are found on the form itself. Note, that due to variations in fax machines, fax copies are not acceptable, since there are variations. When sending Form #100 to the Supreme Council, keep in mind the following:

- **Forward only after the member has received his copy.**
- **Include** the Form #100 is complete and apply for the member (including member’s name, address, birth date, age, and signature).
- **Both** handwritten and typed signatures with legible handwriting are acceptable.
- **If it is Form #100 has been filled out by the local Council, you (KOC) must sign and notarize in the space provided by the recipient.

Failure to complete the Membership Document properly can cause delays in processing and possible rejection of the form to the diocese for additional information.

Documents submitted electronically should not be sent to individual employees or sisters. All staff in or outside of the membership office will follow the procedures. All forms should be forwarded to one of our email addresses:

- membershipofficeinfo.org
- membershipofficeinfo.org
Proper Completion of Form #100

<table>
<thead>
<tr>
<th>Council Number</th>
<th>Date Application Read</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Location (City and State)</td>
<td>Date Member Elected</td>
</tr>
<tr>
<td>Membership Number, if known</td>
<td>First degree date</td>
</tr>
</tbody>
</table>
Juvenile to Adult- When a man joins the Order who has an insurance policy issued on him prior to 18 years of age.
Proper Completion of Form #100

- Address and Contact information
Proper Completion of Form #100

- Church, Practical Catholic, Former Member information
Proper Completion of Form #100

- Proposer information and Signatures

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**Proper Completion of Form #100**

- **Proposer information and Signatures**

  - Printed Name of Proposer
  - Proposer's Member Number (required)
  - Date
  - Financial Secretary
  - Signatures
  - Grand Knight

  **I hereby declare that the above is true and correct and that I will uphold the charter, constitution and laws of the Knights of Columbus and any of its councils in which I hold membership and agree that the decision of the board of directors shall control in all matters. I agree that the Knights of Columbus may verify the information provided.**

  **A copy of this form should be sent to the council agent for his records.**

  **X**

  **Signature of Applicant**

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**Supreme Office Copy**
What is next after completion?

- Send to Supreme
  - Membershiprecords@kofc.org
- Mail? (not needed if emailed)
- Copy to General Agent
- Copy to District Deputy
- Council records
Star Council Award

- Why so important?
- What are the requirements?
  - Forms
    - Annual Survey of Fraternal Activity (#1728)
    - Service Program Personnel Report (#365)
  - Father McGivney Award (members)
  - Founders Award (insurance)
Columbian Award

- Changes from past years
  - Required programs
    - Faith – Spiritual Reflection
    - Family – Consecration to the Holy Family
    - Community – Helping Hands
    - Life – Novena for Life
    - Safe Environment
Safe Environment

- Grand Knight and 365 Report
  - Names and email submitted to Supreme
    - Grand Knight
    - Program Director
      - Training and has access to see if others have completed
    - Family Director
    - Community Director
      - Training and Background Check
Resources

- Print
  - Indiana Program Guide
  - Fraternal Leader Success Planner
  - Faith in Action Guide
- Websites
  - Supreme (www.kofc.org)
  - State (www.indianakofc.org) and Calendar
- Facebook
  - Supreme
  - State
Resources

Knights of Columbus

INDIANA STATE COUNCIL

FAITH IN ACTION

2018-2019 Program Guide
What do you think?
Planning is the Key

FRATERNAL LEADER SUCCESS PLANNER
2018 - 2019
Planning is the Key

- **July**
  - Officer yearly planning meeting
    - Know
      - Goals
      - Duties
      - Activities
    - Calendar
  - District meeting
    - New items from Supreme and State
  - Officer Installation
  - Submit Service program personnel report
Planning is the Key

- August
  - Membership progress
  - General/Field Agent on board
  - Know where and when the Regional meeting is
  - Programs held
  - Prepare for future programs
Planning is the Key

- September
  - Membership progress
  - General/ Field Agent on board
  - Attend the Regional meeting
  - Programs held
  - Prepare for future programs
Planning is the Key

- October
  - Membership progress
  - General/Field Agent on board
  - Programs held
    - Pro-Life month
    - Order-Wide Church Drive
  - Prepare for future programs
Planning is the Key

- November
  - Membership progress
  - General/Field Agent on board
  - Programs held
    - Memorial Mass
  - Prepare for future programs
Planning is the Key

- December
  - Membership progress
  - General/Field Agent on board
  - Know where and when the District meeting is
    - Attend
  - Programs held
    - Free Throw contest
  - Prepare for future programs
Planning is the Key

- **January**
  - Membership progress
  - General/Field Agent on board
  - Know where and when the Convention is
    - Elect delegates
    - Family of the year Submission
    - History Book Submission
  - Programs held
    - March for Life activities
  - Submit Annual Survey of Fraternal Activity
  - Prepare for future programs
Planning is the Key

- February
  - Membership progress
  - Submit Outstanding Service Programs to State
  - General/ Field Agent on board
  - Programs held
  - Prepare for future programs
Planning is the Key

- March
  - Membership progress
  - General/Field Agent on board
  - Programs held
    - Founders day
  - Prepare for future programs
Planning is the Key

- April
  - Membership progress
  - General/Field Agent on board
  - Attend Convention
  - Programs held
  - Prepare for future programs
Planning is the Key

- May
  - Membership progress
  - General/ Field Agent on board
  - Select Slate of Officers (Trustees)
    - Mention slate at meeting
  - Programs held
  - Submit Columbian Award Application (early)
  - Prepare for future programs
Planning is the Key

- June
  - Membership progress
  - General/Field Agent on board
  - Elect new officers
  - Programs held
  - Prepare for future programs
Questions and Thank You