

# **Knights of Columbus**

## **North Carolina State Council**



## **Operations Manual**

## **Introduction**

**This document is a compilation of the operation of the North Carolina State Council of the Knights of Columbus. It contains job descriptions of the various State Council positions, as well as the function of various committees and meetings. In some instances, it gives ideas of how a particular job or meeting could be implemented.**

**This document is intended to be an ongoing document, as conditions change, it will be updated to reflect them.**

**Latest Revision dated January 2, 2012**

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## **STATE DEPUTY**

### **Introduction**

The State Deputy is the Chief Executive Officer of the North Carolina State Council of the Knights of Columbus. He is responsible for all operations of the State Council, presiding officer at all meetings, and appoints members and chairmen to all standing and convention committees.

### **Immediately After Being Elected**

- Have a color photograph taken and send to Supreme.
- Fill out the biographical information on the forms provided and send to Supreme.
- Separate the state into districts and select District Deputies. Send this to Supreme on the forms provided. District Deputies can only be tentatively notified of their appointment and are subject to approval by Supreme.
- Appoint all Directors, Chairmen and Regional District Deputies and any other state staff he feels are required. Send their names to Supreme on the forms provided (except RDD's). Information should also be provided to Supreme with regard to which State Staff should have access to Online membership information.
- After consulting with the State Officers, select a State Chaplain. Send a letter to the appropriate Bishop for his approval.
- Make the necessary arrangements for the state delegates to the Supreme Convention.

### **Soon After Being Elected**

- Meet personally with each Bishop to ask his support and extend to him the support of the State Council. Extend to each, an invitation to attend the State and Supreme Conventions for the following year. (should be part of Strategic Planning Process)
- Schedule officers meetings, midyear meetings, and next year's organizational meeting. If you will not be running for reelection, meet with the State Secretary for his input. (should be part of Strategic Planning Process)

### **In November**

- Send a letter to the Supreme Knight requesting his presence at the next State Convention. The letter should also contain an alternate just in case he cannot attend (usually the case).
- Send a letter to all bishops officially inviting them to the State and Supreme Conventions, as guests of the State.

### **General Information**

- Copy the State Secretary on all correspondence, including e-mail.

## **STATE CHAPLAIN**

The State Officer's will meet with the State Chaplain to discuss his role in the State. It is hoped that the Chaplain has the time available to a participate to the maximum extent possible. At each state meeting, the Protocol Chairman should meet with the Chaplain and do whatever is necessary to get the facilities ready for the Mass. The Chaplain will periodically write a column for the Tar Heel Knight. He should also present a spiritual or inspirational message at each of the state functions.

## STATE SECRETARY

### Introduction:

The State Secretary is responsible for a wide range of activities. Some may be actually done by others, but the secretary is responsible. These include, but are not limited to:

- Billing councils for the State per capita in September and February.
- Receiving and recording all State funds and send them to the State Treasurer for deposit.
- Taking minutes of all State meetings and publishing them in the State Proceedings manual.
- Determining the stationery needs of the State officers and staff, ordering and distributing the stationery to all that have a need.
- Organizing, preparing, and distributing the State Proceedings manual. Distribution is to be done at the July Organizational meeting.
- Oversee the preparation and posting of the State Directory on the State Website.
- Preparing, printing, and distributing the approved agenda for all state meetings.
- Ensure name badges are made for all State officers, RDDs, DDs, and staff.
- Copy the State Deputy on all correspondence, including e-mail.

### Billing for State Per-Capita and Liability Insurance:

Comment [D1]: NEED TO INCLUDE amount and what it is for.

Immediately after you receive the August 1st and February 1st membership reports from Supreme, information should be forwarded to the State Treasurer for invoicing in the State Councils accounting system. Invoices are sent to each council for ***1/2 year per-capita, rate is set at the preceding convention***. This should be mailed to the council Financial Secretary of record and cc the council Grand Knight of record. Follow up is required for any delinquencies.

Liability Insurance invoices must be included in the per capita billing that goes out in August. The billing is on membership total (minus Disabled and Inactive members) based on the August 1st Supreme report. Again, the invoices are prepared by the State Treasurer and distributed to the councils.

The State Secretary also processes requests for per capita, insurance premium, and other refunds, completing the appropriate forms and forwards the same to the State Deputy for approval.

### Receipt of Income:

- All State funds are to come through the State Secretary.
- Transfer of funds to the State Treasurer, is conducted in accordance with Attachment B.

### Distribution requests for Charitable Contributions:

- The State Secretary has the responsibility for acting as “requestor” when processing a distribution requests for charitable contributions.
- Requests should be forwarded to the Sate Deputy for approval and processing.
- Review and authorization prior to payment of all payments where the State Deputy is requestor.

Meeting :

- State Officers Meetings
  - Provide a copy of the proposed State meeting agenda to each of the State officers for discussion and changes.
  - Keep a record of all decisions made at these meetings.
  - Keep a record of all to-do's and who has the responsibility.
  - Create the agenda for the associated State meeting and send to the State Deputy for approval.
  - At the pre-convention officers meeting, keep an accurate record of all awards to be given out and ensure that the appropriate plaques/awards are ordered and obtained.
  
- Organizational Meeting, Midyear Meeting(s), and Convention
  - Once the agenda is approved by the State Deputy, distribute to all State officers, Regional and District Deputies, State staff, and send an abbreviated version to each Grand Knight. Make sure all Past State Deputies, Insurance Agents, and the District Master are included on the distribution of the abbreviated version.
  - Document the proceedings of each of these meetings. It is recommended that this be done electronically.
  - Obtain the attendance records from the State Treasurer for purposes of reporting to Supreme.
  - Record items discussed. For motions - be sure to record councils making and seconding the motion, how the vote was taken (voice, hands, ballot), and the result.
  - Be formal, factual and specific. Be brief.
  - A Necrology is done at the Convention, be sure to get this information from the councils for both the Mass and the minutes.
  - Summarize speeches when no report is available.

Stationery:

- After the convention, order letterheads from Supreme with ONLY the color emblem of the Order on them.
- Determine, from the State Deputy or State Deputy elect, how the letterheads are to be handled. At the State Deputy's discretion, the secretary may be authorized to do whatever he thinks best. Ordering should be based on the prior year's usage.

State Directory:

- Ensure that the new directory is available by the end of August of each year. The Administrative Assistant is normally given this task.
- Ensure distribution of a blank form, to the District Deputies, at the May Convention and have them get this filled out by each council and returned to the secretary (or AA). The following information should be requested on this form (at a minimum):
  - Council # and hometown
  - Official name of the council
  - Council address (street, city, state, zip)
  - Meeting days and time
  - Council Fax # and e-mail address (if applicable)
  - Grand Knights name, nickname, wife's name, address, home phone #, work phone #, FAX #, and e-mail address (minimum of address, home phone and e-mail)

- Chaplains name, Name of Church, address, phone #, FAX #, and e-mail address (minimum of address, and phone #)
- Financial Secretary's name, nickname, wife's name, address, home phone #, work phone #, FAX #, and e-mail address (minimum of address, home phone and e-mail)
- Immediately after the convention, contact the Insurance Agency for their new roster.
- Obtain a list of the State Staff, Regional and District Deputies from the State Deputy and ensure you have the following information:
  - Name and birth date, nickname, wife's name and birth date, address, home phone #, work phone #, FAX #, e-mail address, wedding anniversary date.
- Obtain the same information for Past State Deputies and Past State Deputies Widows.
- Have the Ceremonials Chairman create a list of the Conferring Officers listing their name, address, home phone #, Fax # and email address.
- Have the State Squires Chairman create the following lists with the same information as requested above:
  - State Committee (include title)
  - State Squires Circle Officers (include title)
  - State Squires Circles Chief Counselors (include Circle name and #)
- Update the Notable Addresses section.
- Have the District Master of the 4th degree create a list of the DeSoto Province officers with all the same information as for the District Deputies. He should also furnish a list of the Assemblies with the following information:
  - Name, number, and city of the assembly
  - Navigator's name, nickname, wife's name, address, home phone #, work phone #, FAX #, e-mail address
  - Comptroller's name, nickname, wife's name, address, home phone #, work phone #, FAX #, e-mail address
- With the advice of the State Deputy, put together the emergency phone tree and post it on the state website.
- Maintain the Necrology list to provide to the web master for posting on the State website,

State Council Yearly Proceedings Book:

- Ensure that this CD is distributed at the July Organizational meeting.
- This CD contains:
  - Agenda's and minutes of the Organizational meeting, the Midyear meeting, and the Convention.
  - Convention Greetings letters from Supreme, the Bishops, the State Deputy, and any other dignitary identified by the State Deputy.
  - State Officers, Directors and Chairmen reports submitted at the convention.
  - Convention Chairmen reports.
  - CPA audit report
  - Recognition given the State Council during the year by outside groups.
  - Resume of speaker(s) at the Convention.
  - Awards given at the Convention.
  - Winners of the State fund raiser.
  - Update of Past State Deputy history.
  - Convention Mass details.

- Banquet agenda.
- Other items may be requested by the State Deputy. This should be discussed with him.
- Provide copies (hard or soft) to ensure one for each council, one for each State Officer, RDDs, DDs, Directors, Chairmen, and State staff, one for each Past State Deputy, one for each of the General Agent's and two for Supreme.

#### Trophies and Plaques:

- Immediately after the awards judging meeting in April, obtain the appropriate plaques.
- Contact the THK Editor for the newsletter winners and get these plaques.
- Contact the Youth Director and make sure he orders his awards for the Essay and Poetry contest winners. The Youth Director will also get the Free Throw trophies.
- The LAMB Director will get his own awards.
- Prepare a list of all winners for the Convention. Meet with the State Deputy to determine the order, when, and who will be announcing/handing out the various awards.

#### Name Badges:

- Order name badges for all State Officers and their wives, state staff members and Regional District Deputies and District Deputies as appropriate. Some of the above may be carryovers from the previous year and already have their badge(s).
- Colors currently being used:
  - State Officers and their wives – Red letters on White badge (the Immediate Past State Deputy will use the Red on White badge for his term as IPSD). Do not order a name badge for the State Deputy or his wife. Their badges will be given to them by Supreme at their June State Deputies meeting.
  - Past State Deputies – Black letters on Gold badge (the retiring IPSD should receive his permanent PSD name badge)
  - RDDs, DDs, Directors, Chairmen, and Staff – Black letters on Silver badge

#### Pre-Convention Notices:

- Discuss topic at Midyear meeting
- By mid February
  - Send each Grand Knight the Council Checklist document, which lists when everything is due and to whom. Include the blank Credentials form in this mailing.
  - Remind the State Athletics Chairman to send out a notice to all councils asking them to consider hosting an event for the upcoming year and to send their request to him.
- By Late April
  - Immediately after the State Officers meeting, send an abbreviated convention schedule to Grand Knights, State Staff, Past State Deputies, Regional District Deputies, District Deputies, Insurance Representatives, and Convention Chairman.
  - Send the detail convention schedule to State Officers.

#### Other Duties & Responsibilities:

- Prepare an annual report and give this at the Convention.
- Copy the State Deputy on all correspondence, including e-mail.
- Consult with State Board on an appropriate gift for the retiring PSD.
- Other duties as requested by the State Deputy.

### **STATE TREASURER**

#### Introduction:

The primary purpose of the Treasurer is to keep an accurate accounting of all funds received and disbursed by the State Council. To deposit funds received from the State Secretary, and to pay bills approved by the State Deputy, in a timely manner.

#### Reporting:

- The Treasurer is responsible to report the financial position of all accounts on a periodic basis to the following:
  - State Officers
  - The current Accounting Firm
  - Anyone else requested by the State Deputy
- The Treasurer must also publish a financial statement of all accounts to the delegation at the annual State Convention of the Knights of Columbus. This will be a year to date status report for the time period of July 1 through April 30 of the current fiscal year.

#### Budgets:

- Prepare a budget for the General Fund based on the suggested per capita needed and the previous year's performance. This should be done with the concurrence of the State Deputy prior to presenting to the State Officers. This budget should be completed and reviewed by the State Officers at the April pre-convention meeting and budget committee prior to the annual convention. It must be approved by the delegation at the annual convention and published in the convention booklet. Copies should be handed out to the delegation prior to voting (normally handed out during the Friday night session).
- Prepare a budget for the Fund Raiser based on the previous year's performance and the results of the current year's raffle. This should be done with the concurrence of the Fund Raiser Chairman. The budget should be completed and reviewed with the State Officers before the July Organizational meeting. It will be voted on and approved at the July Organizational meeting.

#### Bank Activity:

- Changing banks should not be done without the concurrence of the State Officers. **It is strongly recommended that this not be done unless there is some major occurrence forcing the change.**
- Knights of Columbus have two bank accounts. A checking account for the General Fund and another for the Fund Raiser.
- The Tax Identification number for the Knights of Columbus is 23-7411668.

- LAMB Foundation has two bank accounts. A checking account and a Business Savings Account. This is the main account for the Foundation and Councils make direct deposits to this account.
- The Foundation Savings Account is a business saving account that is used to hold the Operating Expense Reserve money for the Foundation.
- The Tax Identification number for the LAMB Foundation is 56-2139696
- If it becomes necessary to change banks for any reason, many things must be taken into consideration:
  - Some banks have “Civic” or “Non-Profit Organization” accounts that have no charges or minimum balance requirements, yet still earn a small interest each month. These are becoming very hard to find but should be the minimum requirement before setting up an account.
  - Have signature cards signed by at least one other State Officer or Board member (LAMB Foundation). This is security for the Knights of Columbus and the LAMB Foundation should anything happen to the Treasurer and he cannot complete his term of office. For audit purposes and separation of duties, the alternate signature cannot be that of the State Deputy or the LAMB Foundation President. He authorizes the expenditures and therefore, cannot also be the sole signature on checks.

#### Checks

- Each checking account has a different color for the checks and a different number series. This is done for ease of handling and reduces the chance of making mistakes.
  - General Account checks are light blue in color
  - Fund Raiser checks are yellow in color
  - LAMB Foundation checks are tan in color
- Currently all checks are ordered through Deluxe Business Forms and they have the numbering series and colors of each so there should be no mistakes in getting duplicates.
  - When ordering checks, stick with the current color system and continue with the same number series. The number series will only change when changing Treasurers. This is necessary because the address on the checks must be changed to the Treasurers address and all unused checks, from the previous Treasurer, must be destroyed.

#### Deposits

- Deposits must be made as soon as possible after receipt of the money and transmittal form from the State Secretary.
- Preparation for deposit of funds:
  - Ensure items listed on the transmittal form belong to the same account and that the State Secretary has signed and dated. If not, return the money and transmittal to the State Secretary for correction.
  - Assign a transmittal code number to the transmittal
    - General Fund - G\_\_\_
    - Fund Raiser - FR\_\_\_
    - LAMB - L\_\_\_
  - Verify amounts and checks/cash listed on the transmittal to the actual checks/cash attached to the transmittal. Also verify the total on the transmittal to the actual checks/cash.

- Make sure the back of all checks are marked “For Deposit Only”.
- Enter the deposit in the proper account in the check register for that account on the computer.
  - Date, code for deposit “DEP”, Account name(s) where the deposit will reside (i.e. Council Collections, Convention Ad, Per Capita, etc.), total amount of deposit, itemized list of items by account code (done through “Splits” in the Quickbooks program), and transmittal number.
- Fill out the proper account deposit slip listing each check and put the transmittal number on the deposit slip.
- Sign and date the transmittal
- Make the deposit
- Attach the yellow copy of the deposit slip to the yellow copy of the transmittal and send to the State Secretary. Note any changes to the transmittal on the transmittal before bursting the copies.
- Staple a copy of the bank deposit slip to the white copy of the transmittal and file in the proper account transmittal book.
  - General Fund
  - Fund Raiser
  - LAMB

#### Paying Bills

- Pay all bills from the appropriate account, promptly upon receipt of an approved expense voucher from the State Deputy.
- Procedure for paying bills:
  - Upon receipt of payment voucher from the State Deputy, verify the following:
    - Requester and State Deputy have signed and dated voucher
    - Payee and address
    - Dollar amounts are correct
    - Supporting data (where applicable) is attached
    - Proper account codes are used for each line item
  - Assign a voucher number to the voucher based on the account being used.
    - General Fund - G\_\_\_
    - Fund Raiser - R\_\_\_
    - LAMB - L\_\_\_
  - Go to the Quickbooks program and call up the proper account register. Click on “Check” and a screen will come up that looks like a blank check. Fill in the check with all the appropriate information except “Payee address”. Once finished, click on “Close” in the check toolbar. This places the information in the register for the appropriate account. It is now ready for printing.
  - Printing of checks
    - Put the checks for that account in the printer ready for printing.
    - Turn on the printer and align the top check.
    - Click on “File” and “Print”
    - Verify the check number the print menu states is the next check to print.
    - Click on “Print” and “Print” again.

- Once the check has printed properly, click on “OK” and this will take you back to the account register and you will note the check number now shows up for that transaction.
- If there are only one or two checks to write for any account, it is more work to use the printer than to hand write the checks. To hand write the checks, just enter the appropriate information in the register for that transaction, including the next check number. Then write the check.
  - Once the check has been generated (printed or hand written), sign it, record the check number on the expense voucher, sign and date the voucher, mail the check, and file the voucher in the proper account voucher book
    - General Fund
    - Fund Raiser
    - LAMB

Note: Attach a copy of any letters that went out with the payment or e-mail's that pertain to that payment, to the expense voucher. The State Treasurer should initial and date any changes he made to the expense voucher and he should call or e-mail the State Deputy noting the changes made.

#### Account Posting:

- **Accuracy** is the key word. Significant problems can exist at the end of each month, during the reconciliation process, if the data entered for each transaction is not accurate. Some months there are over 300 returned checks to reconcile, along with voided transactions, and deposits.
- Posting for the General and the Fund Raiser accounts:
  - Post each entry in the proper account ledger as the transaction occurs (deposits and checks written). Use the correct transaction code in the category section to ensure the dollars are credited or debited to the appropriate account. A list of the current category codes can be printed out from Quickbooks for quick reference.
- Posting for the LAMB Foundation accounts:
  - Direct Deposits of council collections:
    - Each council is issued pre-numbered deposit slips to use each time they deposit their council collections or corporate donations. This is done by the State Treasurer at the annual July Organizational meeting (***a cross reference must be maintained of what pre-numbered slips went to which council***). The council is supposed to send one copy of that deposit slip to the LAMB Director for tracking purposes. Note the council number in the memo section at this time (i.e... Council 6650).
    - Many councils do not send a copy of the pre-numbered deposit slip, so the transaction cannot be entered in the ledger account until the monthly bank statement comes in or by accessing the account on line, a record of the daily direct deposits can be entered at that time after cross referencing the deposit slip number to the council and writing the council number on the returned deposit slip..
    - All pre-numbered deposit slips should be batched together with a completed, signed, dated, and numbered deposit transmittal form(s) and sent to the State Secretary for review, verification of the data on the transmittal, signature and

date. *These must not be combined with any other deposit transmittal.* The State Secretary then returns the Treasurer's white copy of the transmittal for his file.

- All other normal deposits should be handled as explained in the section labeled "Deposits", above.
- Check transactions should be handled as explained in the section labeled "Paying Bills", above.
- There are additional steps required before the State Treasurer can issue checks requested by councils for issuance to the council's charities. These are requested, by the council on the OPLAMB-3 report.
  - The State Treasurer must keep a separate spreadsheet listing the council collections to date, cost of candy and aprons charged to each council, the net income, how much can be issued to each council's charities, and how much was issued to each council's charities. The State LAMB Director can help with this by furnishing the cost of candy and aprons assigned to each council.
  - The data from the above mentioned spreadsheet must be compared to the council requests for disbursement and checks can be written only when the council request equals the numbers on the spreadsheet. If these numbers do not agree, the LAMB Director and the Council Grand Knight must be contacted to work the discrepancy out. Once everyone is in agreement, checks can be generated. All changes made to the special expense voucher must be noted by the State Treasurer, on the voucher. List each of the check numbers on the OPLAMB-3 report attached to the expense voucher, next to each agency listed.
- A separate spreadsheet must be kept listing the council disbursements by campaign year. Since the fraternal year is in the middle of the calendar year, a record must be kept of how much was collected and disbursed by each council each year.
- The last report that must be maintained is the State allocations of LAMB money for each year's campaign.

#### Audits & Tax Preparation:

- Audits and tax preparation for the General and Fund Raiser accounts are currently handled by McClary, Stocks, Smith, Land, and Campbell, P.A. in Concord. This firm will do an annual review of the transactions made against these accounts and the accounting procedures used. This review will take place in the July/August time frame. Once the review is complete, they will also prepare the necessary tax forms to be signed by them and the State Treasurer, and submitted by the State Treasurer.
- The following are the documents required by the firm, in order to perform the annual review:
  - All expense vouchers
  - All transmittal vouchers
  - All canceled checks
  - Monthly bank statements for each account
  - Monthly financial reports published
  - Monthly bank reconciliation report
  - Monthly reconciliation summary report

- Monthly reconciliation detail report listing all un-cleared transactions
  - The previous year's tax forms
- Fund Raiser winners pay their own taxes on their winnings. The State Treasurer is to complete the 1096 form, W-2G's and any 1099's for each winner and mail out by January 31st. This is a statement of the recipients winnings and is required when money and/or prizes are paid to major winners. The calculation on the value of the trip is what the winner could reasonably expect to get for the prize if it was sold and equals the amount paid to the travel agent for the prize. The cash prize must also be added to this for a total prize value.
- Audits and tax preparation for the LAMB Foundation accounts are currently handled by McClary, Stocks, Smith, Land, and Campbell, P.A. in Concord. This firm will do an annual review of the transactions made against these accounts and the accounting procedures used. This review will take place in the April/May time frame. Once the review is complete, they will also prepare the necessary tax forms to be signed by them and the Treasurer, and submitted by the Treasurer.
- The following are the documents required by the firm, in order to perform the annual review:
    - All expense vouchers
    - All transmittal vouchers
    - All canceled checks
    - Monthly bank statements for each account
    - Monthly financial reports published
    - Monthly bank reconciliation report
    - Monthly reconciliation summary report
    - Monthly reconciliation detail report listing all un-cleared transactions
    - The previous year's tax forms

IRS & Tax Forms:

- The Tax Identification number for the Knights of Columbus is 23-7411668. The State Council comes under Supreme's Group Tax Exemption Number (0188) and are exempt under section 501 (c)(8) of the tax code as a nonprofit organization. We are not considered a "charitable" organization and thus are not 501(c)(3). Donations to the Knights of Columbus cannot be written off as charitable contributions.
- The Fund Raiser Account handles all income and disbursements from the annual state raffle. Form 1096 is required along with Form W-2G, reporting each winner of the raffle who received money and prizes totaling more than \$200. A 1099 must be completed also.
- The Tax Identification number for the LAMB Foundation is 56-2139696. This is a separate corporation established as a "charitable" organization and is a 501(c)(3) and contributions to the Foundation can be written off as charitable contributions.

#### State Meetings Pay Plan:

- Develop a pay plan for all state meetings, based on the payment requirements defined further on in this operations manual.
- Create sign in sheets for each of the meetings. At a minimum the following are required:
  - Organizational Meetings
    - Council representatives - leaving room for 2 per council (one driver and one non driver)
    - LAMB Foundation representatives - leaving room for 2 per council (one driver and one non driver) – ONLY DONE IF THERE IS A LAMB TRAINING SESSION AT THIS MEETING.
    - Regional District Deputies
    - District Deputies
    - Directors, Chairmen, State Staff and Past State Deputies
  - Mid Year Meetings
    - Council representatives - leaving room for 2 per council (one driver and one non driver)
    - Regional District Deputies
    - District Deputies
    - Directors, Chairmen, State Staff and Past State Deputies
  - Conventions
    - Use the State Secretary's official credentials records for payment to delegates.
    - Regional District Deputies
    - District Deputies
    - Directors, Chairmen, State Staff and Past State Deputies

**Note:** The Chorale will give the State Treasurer a complete list of all who are in attendance for singing at the Mass. This will be the basis for payment, if authorized by the State Deputy.

**Also Note:** The payments to attendees must be completed and mailed within three weeks following each state meeting. *Payments to State Officers, RDD's, DD's, Directors, Chairmen, and Staff must be completed and mailed within one week following each state meeting.*

#### Other Duties & Responsibilities:

- Prepare an annual report and give this at the Convention.
- Discuss council audits and finances at State meetings.
- Discuss IRS form 990 and other IRS reporting at State meetings.
- Write checks to pay attendees to State meetings.
- Fill out and send in, Fraternal Survey for State activities.
- Determine mileage from each council to the appropriate meeting location. This will be used to pay mileage expenses to those eligible. The program to use is called "City to City" and is on the Treasurer's laptop.
- Copy the State Deputy and State Secretary on all correspondence, including e-mail.
- Other duties as requested by the State Deputy.

## **STATE ADVOCATE**

### **Responsibilities:**

- Handle all resolutions submitted for action at the Convention. These must be submitted under the Grand Knights signature and after approval by the council membership. Members of the State Staff may also submit resolutions as long as it is pertinent to his function. State Officers may also submit resolutions.
- Investigate and recommend action on all resolutions and chair the resolutions committee. Because of the time required by the committee, the meeting should take place prior to the Convention. This can be done by mail, e-mail, skype and telephone.
- On Friday night of the Convention, hand out a consolidated copy of all resolutions to the delegates and staff. Do not include the recommended action.
- Report to the delegation at the convention, the committee recommendations for action on all resolutions and solicit their approval.
- Ensure all approved resolutions that change the State By-laws, are sent to the Supreme Advocate for review and Board approval, immediately following the State Convention. This must be completed on an annual basis.
- Advise the State Deputy on the Supreme, State and Local Council By-laws and resolve all procedural problems (this includes all state meetings).
- Research and properly address all By-law questions that are raised by the membership throughout the year.
- As Advocate, prepare an annual report and give this at the Convention.
- Advise councils on election guidelines.
- At the discretion of the State Deputy, the Advocate may also be the General Program Director. See the description of duties and responsibilities listed later in this manual.
- Copy the State Deputy and State Secretary on all correspondence, including e-mail.
- Other activities as requested by the State Deputy.

## **STATE WARDEN**

### **Responsibilities**

- Assist the State Deputy, as requested, at all state meetings.
  - Ensure the meeting place is properly set up and that none but duly qualified members are in attendance.
  - At least 2 weeks prior to a State Meeting, send proper notification to RDD,s, and DD's regarding their assignments during the State weekend meetings (Door Duty, Handouts, etc.).
- Set up the meeting chambers with the proper paraphernalia, including podiums, flags, cross, banners, name tags, etc.
- Maintain an inventory listing of all equipment and property belonging to the NC State Council.
- Work with the meeting committee and A/V Chairman, to ensure we have the needed equipment at the meetings and ready for use. This should include the P.A. system with the proper podiums and whatever media equipment is required.
- Have a box of misc. office supplies available for use by the State Officers and staff.
- Have a tool box and extension cords available for use as required.
- Coordinate the distribution of all materials at the meetings.

- At the discretion of the State Deputy, the Warden may also be responsible for the preparation of the Council handbook CD. The preparation of this handbook should be as follows:
  - At a State Officers meeting, early in the new calendar year, discuss changes to the content or format with the State Officers.
  - Update all the contents of the handbook CD with the latest information available. This will require input from some of the State Officers and State Staff. Set a deadline so that it can be done for handout at the July Organizational meeting.
  - Distribution of the handbook CD:
    - One per council (have about 10 extra made for new councils)
    - One per Regional and District Deputy
    - One per member of the State Staff
    - One for each State Officer
    - One for each Past State Deputy

**Note:** The handbook for RDD's, DD's, State Staff, and State Officers should include blank copies of the State Expense Voucher and any other material pertinent to their responsibilities.

- Also, at the discretion of the State Deputy, the Warden may be responsible for all award and report forms. This will require staying on top of the due dates for the various forms and working very close with the District Deputies and Grand Knights to ensure all required forms are submitted.
- Ensure that all equipment needed for Mass is clean and properly stored and to assist the Protocol Officer in the set up for Mass as needed.
- Copy and distribute, the State Inter Council Recognition Program CD after receiving the approved Master copy from the GPD.
- Prepare an annual report and present it at the State Convention.
- Copy the State Deputy and State Secretary on all correspondence, including e-mail.
- Other activities as requested by the State Deputy.

## **IMMEDIATE PAST STATE DEPUTY**

### Responsibilities

- Assist and advise the State Deputy as requested.
- Review and update the Operations Manual and the Guide to the North Carolina State Council as required.
- Copy the State Deputy and State Secretary on all correspondence, including e-mail.
- Prepare and present an annual report at the State Convention.
- Other activities as requested by the State Deputy.

## **EXECUTIVE SECRETARY AND/OR ADMINISTRATIVE ASSISTANT**

### Introduction

These positions are intended to assist both the State Deputy and State Secretary. The primary intent is to relieve the State Secretary of some of his work. It is not a decision making position and he is not to attend the State Officers meetings, but is expected to attend all State Meetings. He will be paid for expenses incurred in the performance of his duties and as a member of the State Staff at State Meetings.

### Responsibilities

- Prepare and maintain a mailing list and furnish mail labels to State Officers, State Staff, Regional, and District Deputies as required.
- Making and distributing mail labels to those approved by the State Deputy.
- If directed by the State Deputy or State Secretary, distribute various mailings to the Grand Knights, Regional and District Deputies, and State Staff.
- Copy the State Deputy and State Secretary on all correspondence, including e-mail.
- Other responsibilities as defined by the State Deputy.

## **REGIONAL DISTRICT DEPUTY**

### Introduction

The Regional District Deputy (RDD) is an appointed position by the State Deputy and is not recognized by Supreme. This position was created to assist the State Deputy in training and supervising the District Deputies.

### Responsibilities

- Serve as the eyes and ears of the State Deputy
- Appraise the State Deputy on District/Council Issues
- Mentor and guide to District Deputies
- Understand the roles and responsibilities of
  - Council officers
  - District deputies
- Understand
  - Proper protocol
  - Organizational structure of the Knights of Columbus
  - Installation of council officers
  - Knights of Columbus Charter Constitution Laws
  - Robert's Rules of Order
- Train District Deputies at a Regional training session **within** 30 days of the July Organizational Mtg.
  - Purpose of this session is to educate DD's on RDD role and to drive home the agenda established by the State Deputy for the fraternal year.
  - **Have both the District Deputy and his Warden attend.** If the DD cannot attend, it is the RDD's responsibility to sit down with him, one-on-one, to go over the topics covered in his meeting. The RDD must stress the importance of the DD's attendance, but must not badger him, he just may have responsibilities other than the Knights.
  - How to communicate

**Comment [D2]:** This is key to understanding RDD role.

- How to train council officers
- How to be a mentor and guide to their councils and council officers
- How to put on a successful 2<sup>nd</sup> and 3<sup>rd</sup> degree
- How to fill out reports and forms and the need to do so at a council and district level
- Host Quarterly District Deputy meetings.
- Assist, if required, District Deputies and New Council Development Chairmen in the development of new councils.
- Ensure all District Deputy forms and reports are turned in.
- Communicate with the District Deputies
  - Via phone and email (always positive and upbeat. Be very tactful in how you communicate.)
- Promote
  - Supreme and State goals
  - Supreme and State programs
  - Star District and council awards
  - Fraternal benefits
  - Membership / Retention (Blitz and Mentor Programs)
  - First and Second Degrees
  - A first degree team in every council
  - A second degree team in every district
  - An active Warden(s) in every district (a future DD)
  - Inter council and district activities
  - New councils
  - Reactivation of councils
  - Fraternalism

**DO NOT MICRO MANAGE, let the District Deputy run his district. He is in charge, NOT the Regional District Deputy.**

**Problems that may come up within your districts – If you are not sure what to do, contact the State Deputy first, to discuss a plan of action. Then carry out that plan.**

## **DISTRICT DEPUTY**

### **Introduction**

The District Deputy (DD) is the key to the success of the State Council and is the guide and advisor to the local councils he represents. He should be sensitive to the needs of his councils and go out of his way to assist them as needed. He must thoroughly read and understand the DD handbook, and be familiar with the Supreme and State By-laws.

All District Deputies should appoint at least one District warden who will assist the District Deputy in his duties. This is an appointed position and does not require his attendance at state meetings unless the District Deputy is unavailable to attend.

### **Responsibilities**

- Perform as specified in the District Deputies handbook.
- Assist the State Warden at all state meetings with set up, tear down, and guard duty as required.
- Work with your councils in completing and submitting, on time, all forms required by Supreme and State.
- Work with the State Fund Raiser Chairman in the distribution of tickets and material and collection of tickets and money.
- Work with the LAMB Foundation Director to ensure councils are following procedures and submitting reports on time.
- Monitor your councils. The council officers must run the council so stay in the background, but guide and advise as necessary.
- Never criticize a council or the officers at a membership meeting. Keep things positive. If criticism is needed, meet with the officers separately.
- Review the council accounts and records if necessary.
- Host a district meeting immediately after the State Organizational & Regional Training meetings. Refer to the district meeting agenda, listed later in this document, for a reference of what must be covered.
- Install council officers.
- Attend and **report** all degrees in your district. This includes first, second, and third degrees.
- Schedule second degrees as necessary in your district.
- Encourage councils to have district or area competition or activities.
- Evaluate new council development prospects in your area and, if directed, establish new councils.
- Copy the State Deputy, State Secretary, and Regional District Deputy on all correspondence, including e-mail.
- Other activities as requested by the State Deputy.

## **MEMBERSHIP DIRECTOR:**

### Responsibilities

- The Membership Director reports directly to the State Deputy.
- The membership director is responsible for the following program chairs.
  - Retention
  - Round Table
  - College Council
  - Recruitment
  - New Council Development
- Develop a program to meet the State membership, retention, and new council development goals.
- Submit monthly column for the Tar Heel Knight.
- Other duties as requested by the State Deputy.
- Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
- Copy the State Deputy and State Secretary on all correspondence, including e-mail.

### Action

- Meet with the State Officers at their pre-training meeting to develop goals for the year and an outline of how these goals can be met.
- Meet with the Retention and New Council Development Chairmen to develop the programs to be used by each in meeting the goals established with the State Officers.
- Work with the Retention and NCD Chairmen to put together a presentation for the July Training Meeting and then present the programs, as a team, at the July meeting.
- Monitor the results of the programs throughout the fraternal year, advising the State Deputy of the results and any changes needed to meet the established goals.
- Report the current status of the programs, at the Midyear meeting(s) and what is needed to meet the goals by the end of the fraternal year.
- Correspond with the councils throughout the year, giving them reminders and encouragement, and offer your assistance as required.

## **COMMUNICATIONS DIRECTOR:**

### Responsibilities

- The Communications director reports directly to the State Secretary.
- The Communications director is responsible for the following program chairs.
  - A/V Media
  - Tar Heel Knight
  - State Website
  - Social Media
  - Public Relations
  - Annual Publication
  - Photography
- Develop a program to meet the State Communication needs as it pertains to internal and external communication issues. Both from an information and working basis to meet the goals of the State Council.
- Submit monthly column for the Tar Heel Knight.
- Other duties as requested by the State Deputy.
- Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
- Copy the State Deputy and State Secretary on all correspondence, including e-mail

## **LAMB FOUNDATION DIRECTOR**

### Responsibilities

- Conduct LAMB training based on the approved schedule by the Foundation Board of Directors.
- Prepare the training manual and guidebook, including all the necessary forms to be completed by the councils.
- Receive, review, and verify all council requests for distribution of their portion of the funds collected, prior to the approval of the Foundation President.
- Annually prepare a list of proposed recipients for the State portion of the funds collected. Present to the Foundation Board of Directors for approval.
- Determine what councils will receive awards and assist in the distribution of these awards at the annual convention.

### Specific Responsibilities

- Council training
  - Ensure that a program to train local council LAMB directors is developed and properly presented based on a Foundation Board of Directors approved schedule.
- Income & Expenses
  - The following must be tracked and verified for each participating council
    - Street, corporate, and other funds collected
    - Candy, aprons, and other expenses required
    - Gross and net income from collections
    - Membership participation percentage
  - Give an updated copy of the tracking spreadsheet to the Treasurer monthly or as often as requested.

- Allocation of the State portion of the funds collected
  - After the Mid-Year Meeting(s), get with the Foundation Treasurer and determine the amount of funds available for distribution.
  - Based on the requests received, prepare a distribution list for the Foundation Board of Directors to review and approve at their annual meeting.
- Distribution of the State portion of the funds collected
  - Work with the LAMB Foundation President to develop a schedule of when and who will be distributing these funds.
  - The State portion of the funds collected must not be used to supplement the council distribution of funds.
- Awards
  - There are several awards that are given out to qualified councils, based on a pre-determined criteria. Once the criteria has been establish, meet with the Foundation President to discuss and receive his approval.
  - The following are examples of awards previously given out, but not limited to:
    - Largest net income
    - Largest net income per member
    - Best % member participation (members participating divided by total members)
    - Councils over \$15,000
    - Councils over \$150 net per member

## **GENERAL PROGRAM DIRECTOR**

**- This position has historically been held by the State Advocate in North Carolina.**

### Responsibilities

- Design, distribute, and implement the State Council Recognition Program.
- At least 6 months before the June State Officers meeting, meet with the activity directors. A recommended agenda is listed later in this manual. Any changes to the program must be discussed with the other State Officers as early after the beginning of the calendar year as possible, prior to incorporating them in the program.
- Once the program has met the approval of the State Officers, prepare a master copy to be given to the State Warden for copying and distribution at the State Organizational meeting.
- At the State Organizational meeting, present the program to the attendees. This may be done with or without the help of the Directors and Chairmen, at the discretion of the State Deputy.
- Follow up on all aspects of the program and motivate councils to follow the program and inform Directors and Chairmen to be active in their portion of the program.
- Receive, coordinate, and summarize the semiannual council reports in a judicious and expeditious manner. Post the resulting matrix or matrices on the website as soon as they are complete. Post the submitted programs to the state website.
- It is important to read through each of the council submissions to ensure they have used the proper coding for each activity. If there is an error, make the necessary adjustment and notify the Grand Knight.
- With the assistance of the Directors, pick the top five activities in each area and have plaques made for the top winner and prepare a certificate for the 2<sup>nd</sup> through 5<sup>th</sup> place winners, to be handed out at the next state meeting.

- At the Midyear meeting(s), summarize the program so far this year. Encourage councils to continue their good work for the rest of the year and remind them to report the results.
- At the Convention, give your annual General Program Director report. Make sure each of the Directors and Chairmen have prepared an annual, *typed and signed*, report also. These reports should be addressed to the State Deputy and be given to the State Secretary for incorporation into the State Proceedings CD.
- Copy the State Deputy, State Secretary and the State Officer responsible for the activity program on all correspondence, including e-mail.
- Order all the awards to be handed out at the May Convention (Except LAMB). The LAMB director will order these.

### **ACTIVITY PROGRAM DIRECTORS**

*All Directors are appointed by the State Deputy. Some men may hold more than one position, depending on the specific duties and responsibilities. There is no term limit for each of the positions and a brother may be in one or more position for several years. The State Deputy will make this determination based on the brother's willingness and ability to continue.*

#### **Introduction**

There are six activity program directors working in the areas of Church, Community, Youth, Family, Council and Pro-Life.

Each of the activity program areas are headed by a Director who reports to a State Officer. They are as follows. This does not preclude the General Program Director from interacting with the Directors and/or Chairman in his duties as the GPD.

- Church reports to the State Warden
- Community reports to the State Advocate
- Youth and Family report to the State Treasurer
- Council reports to the State Secretary
- Pro Life reports to the IPSD

In addition to the six listed above, the following also have Director positions.

- LAMB which reports to the State Advocate and Communications who reports to the State Secretary.
- Communications
- Membership

#### **Responsibilities**

- Oversee the activity area and any/all chairmen within this area. This includes the programs within this area.
- Each director must familiarize himself with the Council Recognition Manual and his particular area within the manual.
- Assist in the design of the programs within the program manual.
- Follow up all aspects of his program.
- Familiarize yourself with Supreme programs, suggestions, and previous state programs and related problems.
- Perform other activities as requested by the State Deputy and General Program Director.

**Comment [D3]:** Do we want to add Membership?

- Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
- Copy the State Deputy and State Secretary on all correspondence, including e-mail.

#### Action

- Prior to and at the July Organizational Meeting:
  - In the beginning of each calendar year review the Council Recognition Manual with the General Program Director and recommend changes, as appropriate.
- During the fraternal year:
  - Submit an article to the Tar Heel Knight Editor for each of the 9 publications.
  - At the end of each semi-annual period:
    - You should review all council reports sent to you by the GPD (or Awards Chairman) and select the top five programs you feel should be given a Program Award.
    - Submit a semiannual report of your activities to the GPD.
  - As appropriate, send notices, reminders, and words of encouragement to the councils.
- At the July Organizational Meeting:
  - Assist the General Program Director with the following:
    - Handing out the last semiannual program awards.
    - Training and familiarizing of all present as it relates to your particular area.
- At the Midyear Meeting:
  - Assist the General Program Director with the following:
    - Handing out the last semiannual program awards.
    - Summarizing the council activities through the first half of the year.
    - Encouraging councils to continue their good work.
    - Be positive and make recommendations as needed.
- At the Annual Convention:
  - Assist the State Deputy and General Program Director as required
- Give your annual report and turn in a ***typed and signed*** copy of the report to the State Secretary.

### **CHURCH DIRECTOR**

#### Responsibilities

- Provide for the oversight and direction of all Church activities.
- Develop and implement the State Church program and present it at the July Organizational meeting.
- Encourage all councils to be active in Church activities in their church, council and communities.
- Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
- Copy the State Deputy, State Secretary, State Warden and GPD on all correspondence, including e-mail.
- The Church Director is responsible for the following Chairman.
  - RSVP
  - Religious Education
  - Adoration
  - McGivney Guild

- OLG Marian Hour of Prayer
- Project Moses
- Religious Recognition
- Retreats

## **COMMUNITY DIRECTOR**

### **Responsibilities**

- Provide for the oversight and direction of all Community activities.
- Develop and implement the State Community program and present it at the July Organizational meeting.
- Encourage all councils to be active in Community activities in their church, council and communities.
- Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
- Copy the State Deputy, State Secretary, State Advocate and/or GPD on all correspondence, including e-mail.
- The Community Director is responsible for the following Chairman.
  - Global Wheelchair Mission
  - Special Olympics
  - Coats for Kids
  - Veterans' Affairs
  - Food for Families
  - Social Justice
  - Habitat for Humanity
  - Disaster Relief

## **YOUTH DIRECTOR**

### **Responsibilities**

- Provide for the oversight and direction of all Youth activities.
- Develop and implement the State Youth program and present it at the July Training meeting.
- Encourage all councils to be active in Youth activities in their church, council and communities.
- Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
- Copy the State Deputy, State Secretary, State Treasurer and GPD on all correspondence, including e-mail.
- The Youth Director is responsible for the following Chairman.
  - Squires
  - Squires Christmas Card sales
  - Annual Free Throw
  - Annual Soccer Competition
  - Boy Scouts
  - Poster and Essay contest

## **FAMILY DIRECTOR**

### **Responsibilities**

- Provide for the oversight and direction of all Family activities.
- Develop and implement the State Family program and present it at the July Organizational meeting.
- Encourage all councils to be active in Family activities in their church, council and communities.
- Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
- Copy the State Deputy, State Secretary, State Treasurer and GPD on all correspondence, including e-mail.
- The Family Director is responsible for the following Chairman.
  - Fathers for Good
  - Family of the Month
  - Regional Family Program Activities

## **COUNCIL DIRECTOR**

### **Responsibilities**

- The Council Director reports to the State Secretary.
- Provide for the oversight and direction of all Council activities.
- Develop and implement the State Council program and present it at the Organizational meeting.
- Encourage all councils to be active in Council activities in their council.
- Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
- Copy the State Deputy, State Secretary, and GPD on all correspondence, including e-mail.
- The Council Director is responsible for the following Chairman.
  - Council Oversight
  - 100 Year Celebration
  - Traveling Gavel
  - Athletic Events
  - Ceremonials

## **PRO-LIFE DIRECTOR**

Comment [D4]: Does this belong here?

### **Responsibilities**

- The Pro-Life Director reports to the Immediate Past State Deputy
- Develop and implement the State pro-life program and present at the July Organizational meeting.
- Encourage all councils to be active in pro-life activities in their church and communities.
- Propose, to the State Deputy, allocation of State pro-life funds.
- Meet with the State pro-life leaders to determine what the Knights can do to help them.
- Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
- Copy the State Deputy, State Secretary, and GPD on all correspondence, including e-mail.

- The Pro-Life Director is responsible for the following Chairman.
  - Pro-Life March – per the State website
  - Room at the Inn – per the State website
  - Ultrasound – per State website
  - 40 Days of Life – per State website

## **ACTIVITY PROGRAM CHAIRMEN**

*All Chairmen are appointed by the State Deputy. Some men may hold more than one position, depending on the specific duties and responsibilities. There is no term limit for each of the positions and a brother may be in one or more position for several years. The State Deputy will make this determination based on the brother's wiliness and ability to continue. Not every position must be filled. This will depend on the State Deputy's organizational set up for the State and where he feels there is a need for additional focus.*

### General Responsibilities

- Work with the General Program Director and/or the specific Program Director you are assigned to.
  - Review the program manual as it relates to your area of expertise and recommend changes as required.
  - Monitor your specific activities as they unfold during the fraternal year, giving councils advise, direction, and encouragement as needed. Be positive at all times.
  - Submit an article for each publication of the Tar Heel Knight and put state activities on the State website.
  - Ensure you get feedback, from the councils, on the state activities they have hosted, plus a written report outlining the activity.
  - Survey the councils for their feedback on the state activities they participated in.
  - Also survey some of the councils, who did not participate, as to why and what can be done to encourage more councils to participate.
  - Perform other activities as requested by the State Deputy, General Program Director or Activity Program Director you are assigned to.
  - Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
  - Copy the State Deputy and State Secretary on all correspondence, including e-mail.
- Specific Responsibilities
    - **Adoration Chairman**
      - The Adoration Chairman reports to the Church Director.
      - Develop a better understanding of Catholic adoration.
      - Promote adoration throughout the councils in the State.
      - Prepare a program for holding perpetual adoration at the 2012 convention.

- **Annual Publication Chairman**
  - The Annual Publication Chairman reports to the Communication Director.
  - Prepare an annual publication related to K of C events, programs including photo's, etc., to promote Knights of Columbus in North Carolina.
  - Work with GPD to insure all programs are promoted in the publication.
  
- **Athletic Events Chairman**
  - The Athletic Events Chairman reports to the Council Director.
  - Coordinate all adult State sponsored athletic events.
  - Review all council requests to host an event for the following:
    - Are their facilities adequate.
    - Is the council capable of running the event.
    - Is the council's geographic location such to allow most councils to participate.
    - Is the date for the activity in conflict with any other major State event or activity.
  - Make a recommended site selection based on the council's ability to meet all of these basic requirements.
  - Work closely with the hosting councils to ensure proper publicity, set up, and running of the event. This is basically the responsibility of the host council, but things have a habit of going awry. Assist with the resolution of problems.
  - Notify the State Deputy of any problems early enough so remedial action can be taken.
  - Upon completion of each Athletic Event submit an After Action Report to Council Director and SD.
  
- **A/V Chairman**
  - The A/V Chairman reports to the Communications Director.
  - Assist the State Warden, Directors, etc. in preparation for meetings by setting up audio/visual reports to be presented during state meetings.
  - Assist Protocol Officer with set up of audio equipment for Mass.
  
- **Boy Scout Chairman**
  - The Boy Scout Chairman reports to the Youth Director.
  - Promote the sponsorship of a local Scout Troop or Cub Pack.
  - Work closely with the councils to assist and maintain sponsorship.
  
- **Ceremonials Chairman**
  - The Ceremonials Chairman reports to the State Secretary.
  - Review all council requests to host a 3rd degree for the following:
    - Are their facilities adequate
    - Is the council capable of running the degree
    - Is the date for the degree in conflict with any other State event or activity
  - Based on the above, set up a schedule for the fraternal year of all 3rd degrees to be held in the State. Get commitments from the appropriate councils.
  - Work closely with the hosting councils to ensure proper publicity, set up, and running of the degree. This is basically the responsibility of the host council, but things have a habit of going awry. Assist with the resolution of problems.

- Notify the State Deputy of any problems early enough so remedial action can be taken.
  - A schedule of 3rd degrees is to be handed out at the July Training Meeting and subsequent updates published in the Tar Heel Knight as required.
  - Develop and implement a method of monitoring the performance of the teams.
  - Assist, train, and critique each 3rd degree team as appropriate.
  - Train the councils in the procedures and proper handling of 1st, 2nd, and 3rd degrees, at the July Training meeting.
  - Work with the Grand Knights to ensure all councils have a certified 1st degree team.
  - Work with the District Deputies to ensure all districts are covered by a certified 2nd degree team.
  - Maintain inventory of KofC equipment assigned to CO teams.
  - Work with the State Secretary to maintain adequate supply of KofC Medallions on hand.
- **Chorale Chairman**
    - The Chorale Chairman reports to the State Warden.
    - Maintain an adequate number of qualified members within the Chorale, to ensure all music programs are presented in a professional manner.
    - The primary function of the Choral is to perform at the Masses for each of the three (3) state meetings, the Fourth Degree Exemplification, and the Mass at the Fourth Degree Exemplification.
    - As with all other State Chairmanships, all other activities must be approved by the State Deputy prior to engaging in these activities.
- **Coats for Kids Chairman**
    - The Coats for Kids Chairman reports to the Community Director.
    - Encourage councils in the State to participate in this Supreme sponsored program.
    - Provide direction and serve as program guide.
    - Work with Public Relations Chairman to publicize program.
- **Conservation Development Chairman**
    - The Conservation Development Chairman reports to the Membership Director.
    - 
    -
- **Convention Site Selection Chairman**
    - Convention Site Selection Chairman reports to the State Secretary.
    - Determine the best site for the State Conventions, working with the current State Deputy and the State Officer that may be State Deputy for that particular year.
    - Work with the hotels in the area to book the best hotel at the best rate per night for lodging.
    - Each year, at the State Convention, announce the sites selected for the upcoming 3 years.

- **Columbian Squires Chairman**
  - The Squire Chairman reports to the Youth Director
  - Serve as the Chief Councilor of the State Squires Circle.
  - Invite the State Officers and State Youth Director to all State Squires sponsored events.
  - Promote the establishment of Circles throughout the state and work closely with councils in the formation of these Circles.
  - Work closely with the existing Circles to ensure they remain active and vibrant.
  - Establish a team of Councilors from the Knights around the State to assist with both active and struggling Circles.
  - Ensure all adults, working with the Squires, have completed the required personnel information form. These must be approved by the State Deputy and Supreme.
  - Promote intra-Circle competitive activities.
  
- **Columbian Squires Christmas Card Chairman**
  - The Squires Christmas Card Chairman reports to the Youth Director.
  - Work closely with the Chief Squire to promote sales and with councils at State Meetings.
  - Oversee the ordering, sale and delivery of the cards.
  
- **Credentials Chairman**
  - The Credentials Chairman reports to the State Secretary
  - Work with the State Secretary to insure all submitted credentials are in order and documented to insure accuracy.
  - Review credentials as submitted and report to State Secretary inaccuracies prior to Convention so Councils may resubmit as necessary
  
- **Disaster Relief Chairman**
  - The Disaster Relief Chairman reports to the Community Director.
  - Design a Disaster Relief plan for response to the various natural disasters that occur in our state.
  - Work closely with EMS to identify areas in the State that have a high probability of impact.
  - Educate councils in those areas and create a hotline notification system to notify the State Deputy and State Officers of a crisis.
  - Provide assessments of members needing help to the State Deputy for relief.
  
- **Fathers for Good Chairman**
  - The Fathers For Good Chairman reports to the Family Director.
  - Educate and provide information councils in North Carolina about the Supreme sponsored program.
  - Promote membership in the program.
  - Provide updates to the Family Director on the progress of the program.
  - Post and maintain information on the State website about the program.

- **Food for Families Chairman**
  - The Food for families Chairman reports to the Community Director.
  - Encourage councils in the State to participate in this Supreme sponsored program.
  - Promote the need to raise food donations to support needy families and soup kitchens.
  - Oversee and direct the program throughout the State.
  - Work with Public Relations Chairman to publicize program.
  
- **Forty Days for Life Chairman**
  - The Forty Days for Life Chairman reports to the Pro-Life Director.
  - Plan ways that the Knights can take a larger role in local vigils.
  - Lead the men of the Church in the Pro-Life efforts in the State.
  - Promote involvement in the councils and church's of the State.
  
- **Free Throw Chairman**
  - The Free Throw Chairman reports to the Youth Director.
  - Provide information via the State website and THK on the status of the event.
  - Educate councils on the process and dates of District, Regional and State competition.
  - Schedule a location and date for the State finals.
  - Oversee the State Free Throw event.
  - Report results of the event via the State website and THK.
  
- **Fundraiser Chairman**
  - The Fundraiser Chairman reports to the State Treasurer
  - Plan, organize, and run the State Raffle.
  - Have the tickets printed and distribute them at the Midyear meeting along with the process and rules to be followed. ***Do not use the Knights of Columbus logo or name on the tickets.***
  - Keep detailed records so the program can be audited.
  - Be very careful of the ***Appearance*** of impropriety. Be squeaky clean in how the tickets and money are handled.
  - The audit of the handling of tickets is to take place prior to the annual convention by a committee appointed by the State Deputy. The results of the audit must be ***typed and signed*** by the committee chairman and turned in to the State Secretary at the Convention.
  - The audit of the ticket money is to take place at the annual convention by a committee appointed by the State Deputy. The results of the audit must be ***typed and signed*** by the committee chairman and turned in to the State Secretary at the Convention.
  - The drawing is to take place at the Convention and the winners publicized in the very next Tar Heel Knight.
  - Notify the winners and the travel agency and educate them in the procedure to collect their prize.
  - Submit the following information to the State Treasurer:
    - Each winner's name, address, phone number, and social security number.
  - Fill out the necessary expense vouchers for payment to the winners and submit to the State Deputy for approval and submission to the State Treasurer.

- Review the results of the State fund raiser and make recommendations to allocate the funds. This needs to be submitted to the State Treasurer prior to the June State Officers meeting. The State Officers will review these at their June meeting.
- Present, for a vote, the recommendations for allocation of the funds at the July Training meeting.
- **Global Wheelchair Chairman**
  - The Global Wheelchair Chairman reports to the Community Director.
  - Educate councils about the wheelchair program.
  - Oversee the implementation, ordering and delivery of the wheelchairs.
  - Work with Public Relations Chairman to publicize program.
- **Habitat for Humanity Chairman**
  - The Habitat for Humanity Chairman reports to the Community Director.
  - Promote the need for councils to work in the community to assist others.
  - Work closely with Habitat to know where help is needed.
  - Schedule and oversee the progress of the council's involvement.
  - Report results to Supreme.
  - Work with Public Relations Chairman to publicize program.
- **Health Services Chairman**
  - The Health Services Chairman reports to the State Warden.
  - Present a physical health oriented message at the meetings.
  - Implement, as requested, State Council supported health programs.
- **Historian**
  - The Historian reports to the Council Director.
  - Document and maintain a complete history of the Knights of Columbus in North Carolina and of each council within the State.
- **Hundred Year Celebration Chairman**
  - The 100 Year Celebration Chairman reports to the Council Director.
  - Design and oversee the implementation of a celebration commemorating the 100th anniversary of the North Carolina State Charter.
- **Insurance Chairman**
  - Responsibility assigned to State Secretary.
- **Marches Chairman**
  - The Right to Life Chairman reports to the Pro-Life Director.
  - Coordinate with the Pro-Life Chairman and State Deputy the process of scheduling participation in RTL marches in the State.
  - To inform the membership via the THK and the State website of State and National RTL marches.

- **McGivney Guild Chairman**
  - The McGivney Guild Chairman reports to the Church Director.
  - Promote membership in the Guild by brother knights.
  - Educate the membership in the cause for canonization.
  
- **New Council / College Council Development Chairman**
  - The NCD Chairman reports to the Membership Director.
  - Investigate the possibility of starting new councils in Churches within your diocese that currently don't have a council. Work with the RDD for that area. He may have information that will help.
  - Pastor or Pastoral Administrators name and phone number.
  - Is the Pastor a Knight or was at one time.
  - What is the current population of registered parishioners.
  - What is the primary ethnic background of the parishioners.
  - Get the opinion of the DD and RDD for that area on the possibilities for new councils.
  - Advise the State Deputy of the possibilities for new councils in your diocese, based on your investigations.
  - The State Deputy will send a letter to the Pastor. Once the Pastor agrees, the State Deputy will file the Notice of Intent to Start a New Council, and send to Supreme.
  - Work with the District Deputy and Regional District Deputy to establish new councils.
  - Be the DD's guide and mentor, if he needs it.
  - Help prepare a plan for starting the council.
  - Help with the necessary forms.
  - Help with the preparatory work required to start the council.
  - Assist at the various functions and meetings required to start the council.
  - If this is other than an English speaking council, help line up men who speak the language to assist.
  - Order whatever materials and/or forms are necessary through the State Secretary and make sure he has these materials delivered to you. Do this in plenty of time so there are no delays in starting the council. Order extra to keep on hand for the next new council. You may want to have the materials sent directly to the DD. By working closely with the DD, you will know which is better, but keep some on hand for yourself. Ask the RDD if he would like to keep some of this material on hand and adjust your order accordingly.
  - It is very important that you not step on any toes or take over the starting of the council. You must be a guide and mentor only for the District Deputy. Starting the council is his responsibility. On the other hand, if you see problems associated with the way the DD is handling it, contact the State Deputy and advise him of what you feel is happening and what should be done.
  - Paperwork can sometimes be overwhelming to some DD's. If you see that happening, offer your assistance.
  - We are to remain in the background and only assist the DD as required. All credit, points, and awards will go to the DD. It is our job to make him look good. You should not be the proposer on any of the form 100's. However, there may be an instance where this is not true and any exception to this is the call of the State Deputy.

- You will be reimbursed by the State for any *pre-approved* expenses associated with your responsibility as New Council Development Chairman. Notice the key word is “pre-approved”. Therefore, contact the State Deputy before you begin any travel and get his approval. Phone calls and postage expenses do not have to be pre-approved because they are considered a part of the normal course of business.
- Expense vouchers should be submitted on a timely basis and not wait several months before sending them in. Receipts must be submitted with the voucher except for mileage. Mileage is calculated on the miles you traveled round trip times the rate per mile established by the State Deputy.
  
- **OLG Marion Hour of Prayer Chairman**
  - The Marion Hour of Prayer Chairman reports to the Church Director.
  - Prepare a schedule for the Marion Hour tour for the icons of OLG
  - Promote worship in the various Churches in the State.
  
- **Oversight Committee Chairman**
  - The Oversight Chairman reports to the Council Director.
  - Assigned by SD to review situations requiring an experienced Knight, most preferably a Former District Deputy.
  - Investigate and report his findings to the SD.
  - Work with Councils as assigned by SD.
  
- **Parish Roundtable Chairman**
  - The Parish Round Table Chairman reports to the Membership Director.
  - Encourage all councils to have a round table with each parish in their area and with the various ethnic communities within each parish.
  - Keep track of and report all round tables to Supreme and State.
  
- **Photography Chairman**
  - The Photography Chairman reports to the Communications Director.
  - Attend all State Meetings and events as assigned by SD to document with photographs.
  - Forward photographs to Webmaster and THK Editor for publication.
  - Maintain file of photographs from assigned events.
  - Work with Public Relations and Annual Publications Chairman and to promote activities in various media publications.
  
- **Poster / Essay Chairman**
  - The Poster/ Essay Chairman reports to the Youth Director.
  - Educate the membership on the planning and execution of the Supreme program.
  - Publicize the events and post results on the State website and THK.
  - Work closely with the State Photographer to archive events.

- **Project Moses Chairman**
  - The Project Moses Chairman reports to the Church Director.
  - Promote the importance of the Ten Commandments in our Society via a sponsored program to place a marble monument that has the ten commandments and the Beatitudes at a sponsoring Parish.
  - Develop sponsored projects throughout the State via councils.
  - Promote the program by use of the State website and other media.
  
- **Protocol Officer**
  - The Protocol Officer reports to the State Warden.
  - Handle protocol situations at all State meetings.
  - At all State ceremonies, luncheons, dinners, Mass, etc. Ensure that proper protocol is followed. This also includes seating and people movement.
  - At any State Mass, work with the celebrant and State Warden to ensure everything needed is available and working. This includes vestments, tables, podium, candles, chalice, cloths, and anything else needed for the Mass.
  - At the installation of State Officers and District Deputies, work with the incoming State Deputy and direct the proceedings.
  - Make sure the visiting dignitaries are properly met (at the airport if necessary), greeted, and taken care of during their stay.
  - Train the councils in the proper protocol to be used at council meetings and special events, at the July Training meeting.
  - Encourage the councils to invite the State Deputy and State Officers to their special events.
  
- **Public Relations Chairman**
  - The Public Relations Chairman reports to the Communications Director.
  - Keep up with all State activities and ensure the major ones are given to the secular, THK, Catholic, and Supreme press for publication.
  - Teach councils how to publicize their activities and then encourage them to do so.
  - Take pictures during all State meetings, installations, awards recipients, dignitaries, etc.
  
- **Room at the Inn Chairman**
  - The Room at the Inn Chairman reports to the Pro-Life Director.
  - Monitor the progress of the program and inform the State Deputy..
  - Encourage council involvement.
  - Provide information to the web master and THK editor to keep membership informed.
  
- **Recruitment Chairman**
  - The Recruitment Chairman reports to the Membership Director.
  - Work closely with the membership director to create recruitment programs.
  - Provide direction for council membership campaigns.
  - Oversee the execution of blitz events.
  - Assist NCD with recruitment drives.
  - Complete and submit an after action report on major membership drives.

- **Regional Activity Coordinator**
  - The Regional Activity Coordinator reports to the Family Director.
  - Educate councils about Family programs via the State website and THK.
  - Provide support to councils on a regional level in conducting Family oriented projects and programs.
  - Monitor programs conducted and submit an after action report to the State Deputy for follow up.
  - Post results on the State website and THK.
  
- **Religious Education Chairman**
  - The Religious Education Chairman reports to the Church Director.
  - Promote religious devotion throughout the State.
  - Develop messaging via the State Website and various media.
  
- **Religious Recognition and Retreat Chairman**
  - The Religious Recognition and Retreat Chairman reports to the Church Director.
  - Develop a program for religious recognition as well as organizing a retreat.
  - Execute the program for both dioceses involving the knights throughout the State.
  
- **Retention Chairman:**
  - The Retention Chairman reports to the Membership Director.
  - Develop and implement a membership retention plan.
  - Personally contact all members that councils have filed an “Intent to Suspend” form on and try to bring the man back into the Knights. This is on behalf of the State Deputy.
  - Submit monthly column for the Tar Heel Knight.
  - Other duties as requested by the State Deputy.
  - Give your annual report at the convention. Turn in a ***typed and signed*** copy of the report to the State Secretary.
  - Copy the State Deputy and State Secretary on all correspondence, including e-mail.

Action

- Present and explain the plan at the July training meeting.
- Monitor the results of the programs throughout the fraternal year, advising the State Deputy of the results and any changes needed to meet the established goals.
- Report the current status of the programs, at the Midyear meeting(s) and what is needed to meet the goals by the end of the fraternal year.
- Correspond with the councils throughout the year, giving them reminders and encouragement, and offer your assistance as required.
- Follow up on all those who have received the “Change of Status” form or “Intent to Suspend” form. Encourage them to remain in their council or transfer to another council.

Ideas to be passed on to Councils

- The main reason for a member to be in arrears in dues is the lack of interest. The man was initially interested in the Knights but, for some reason (unfriendly, nothing going on, not given a job, cliques, poor meetings, etc.) he no longer is. More often than not,

the council leadership is the problem. Some of the ways this affects retention are listed and should be stressed at the July training meeting.

- Get new members, and their families, active and involved from the very beginning.
- Make new members feel welcome. Don't let them stand around by themselves. Assign a member or officer to be their mentor.
- Do not let a new member attend his degrees alone. Someone must accompany him to each of his degrees. This is the job of the proposer or mentor (hopefully one in the same person).
- In handling potential dropped members:
  - Personal contact is a must (should be done by the proposer).
  - Offer assistance if necessary (waive dues or some other means of assistance).
  - Offer to eliminate the delinquent dues if he will just pay the last quarter's dues. This is all that is required by Supreme.
- Never let a man get more than 9 months behind in his dues without doing something about it.

• **RSVP Chairman**

- The RSVP Chairman reports to the Church Director.
- Encourage all councils to participate in the program so that 100% of all seminarians in each Diocese is supported.
- Monitor their participation and help as needed.
- Work with the Diocesan Vocations Directors to maintain a current list of all seminarians within each Diocese.

• **Soccer Challenge Chairman**

- The Soccer Chairman reports to the Youth Director.
- Educate the membership about the soccer challenge.
- Work closely with DD's and RDD's to hold a district and regional challenge.
- Post information on the Web site and THK.
- Select a venue that is convenient to East and West and schedule a State Final Challenge and post information on website and THK.
- Coordinate with State photographer to archive event.
- Complete an after action report and forward to the State Deputy.

• **Social Justice Chairman**

- The Social Justice Chairman reports to the Community Director.
- Identify the responsibility of each person in the renewal of modern culture and society, and the role in this effort that his Holiness has assigned to lay Catholic organizations like ours.
- Present those responsibilities to the members of the NC Knights of Columbus through the State website.

• **Social Media Chairman**

- The Social Media Chairman reports to the Communications Director.
- Create a media for social interaction between brother knights and their families.
- Encourage participation in using the media to interact and share ideas.

- **Special Olympics Chairman**
  - The Special Olympics Chairman reports to the Community Director.
  - Stay in contact with the State of North Carolina Special Olympics organization and determine what the State and local Councils can do to support their efforts.
  - Educate and work with the local councils as they develop their various programs.
  - Keep the LAMB Foundation Director advised of any monetary needs that might be met using Foundation donations.
  
- **State Meetings Chairman**
  - The State Meetings Chairman reports to State Secretary.
  - Responsible for member registrations for all State Meetings (Organizational, Convention and Mid Year).
  - Work with State Secretary and State Webmaster to insure accuracy of registrants
  - Other duties as assigned by SD to prepare for State Meetings.
  
- **Tar Heel Knight Chairman**
  - The Tar Heel Knight Editor reports to the Communications Director.
  - Ensure that at least 9 issues of the THK are published during the fraternal year.
  - In April of each year, determine the best council bulletin in each division and notify the State Secretary of the winners so he can order the plaques for the Duane Russell award.
  - Work with the State Staff to ensure they submit articles for the THK on time.
  
- **Traveling Gavel Chairman**
  - The Traveling Gavel Chairman reports to the Council Director.
  - Maintain inventory of gavels working with DD's to insure participation by all Councils.
  - Insure DD's report monthly progress within their District.
  - Shall be collected at Annual Convention and reissued to DD's at Organizational Meeting.
  
- **Training Chairman**
  - The Training Chairman reports to the State Secretary.
  - Develop Training Programs as needed and as directed by SD.
  - Communicate and work with SO's, RDD's, and DD's on training programs beneficial to the State Council.
  
- **Ultrasound Chairman**
  - The Ultrasound Chairman reports to the Pro-Life Director.
  - Promote involvement and educate councils about this initiative.
  - Coordinate paperwork with councils to install equipment according to dioceses requirements.
  - Complete after action report after completing initiative.

- **Veterans' Affairs**
  - The Veterans' Affairs Chairman reports to the Community Director.
  - Work closely with the VA and VAVS to keep apprised of the needs of veterans' in the State.
  - Create events and/or programs to meet those needs.
  - Promote participation among the councils in the state.
  - Assess results for future endeavors.
  
- **Vocations Chairman** (This position is normally held by the State Chaplain)
  - Promote religious vocations at the meetings and throughout the year.
  - Work with the RSVP Chairman to ensure all seminarians from North Carolina are supported.
  
- **Website Chairman**
  - The Website Chairman reports to the Communications Director.
  - Maintain the State website so that it is accessible to the members of the Knights of Columbus.
  - Provide assistance to the State Deputy and all State Officers in updating and posting information advantageous to the needs of the State.
  - Provide the State Deputy with a monthly usage report outlining the number of hits and areas of concentration.
  - Maintain the State Directory.
  - Provide assistance as directed by the State Deputy.

#### **MEETINGS:**

**Note: According to the Supreme Advocate, only the current State Deputy can sign contracts on behalf of the North Carolina Knights of Columbus. This includes, but is not limited to, all hotel contracts for current or future state meetings.**

#### **STATE CONVENTION** (Annual State Meeting)

##### Introduction

The purpose of this meeting is to conduct such business as necessary for the operation of the State Council and its subordinate councils. This meeting should be held in the month of May of each year.

##### Members with a vote

- Each State Officer is entitled to one vote
- Each delegate from local councils is entitled to one vote. Each council is allowed up to two (2) delegates. One is automatically the council Grand Knight and the other is a past Grand Knight.
- **Note:** *Council delegates can vote only if the following conditions exist:*
  - *The council's Supreme and State per capita must be paid in full*
  - *The council has turned in their credentials and these have been validated by the Credentials Committee.*

#### Members with a voice but no vote

- Past State Deputies may speak on any issue
- State Directors and Chairmen may speak on his area of responsibility only

#### Members without a voice or vote

- Regional and District Deputies

#### Agenda

- The State Officers shall determine the agenda for the annual convention and must publish a abbreviated version to each council prior to the convention.
  - A detail agenda should be handed out at the first session of the annual convention.

#### Committees

- The State Deputy shall appoint council Grand Knights to work on the following committees plus any other person he deems in the best interest of the State Council. The responsibilities of each committee are found elsewhere in this manual.
  - Budget
  - Audit - General Fund and Fund Raiser
  - Audit - LAMB Foundation of North Carolina, Inc.
  - Resolutions
  - Good Of The Order
  - Credentials
  - Convention Site
  - Greetings To Dignitaries
  - Appreciation's
  - Mileage
- The State Deputy may appoint other committees as he feels necessary. Some committees' responsibilities, like Mileage, Appreciation's, and Greetings To Dignitaries, may be handled prior to the convention without the need to appoint a committee. The LAMB Foundation Officers and Board of Directors may meet prior to the convention to review and approve the disbursement of state LAMB funds. They must meet on an annual basis and will be determined when and where by the Foundation President.

#### Payment to Attendees

- State Officers shall be paid three days per diem, the cost of a couple's registration, and the current rate per mile round trip, as determined by the State Deputy. Per diem is made up of one nights lodging, and \$25. If the Foundation governing body meets during the convention, the third day per diem is paid out of the LAMB Foundation bank account for those who are members of the Foundation Board of Directors. This covers the required annual meeting that is held the Thursday night of the Convention.
- State Directors, Chairmen and Staff shall be paid two days per diem and the current rate per mile, one way.
- Past State Deputies shall be paid one day per diem and the current rate per mile, one way.
- Regional and District Deputies shall be paid two days per diem and the current rate per mile, one way.

- Approved Council Delegates (no more than two per council) shall be paid a stipend of \$25 with one delegate getting the current rate per mile, one way. Anyone traveling more than 100 miles will be paid the current rate per mile, round trip.
- The State Deputy can make exceptions to the above as he deems necessary.

## **ORGANIZATIONAL MEETING**

### Introduction

The purpose of this meeting is to present the state program for the year, train District Deputies, State Staff, and Grand Knights in the responsibilities of their respective roles and how the state organization functions, and motivate District Deputies and councils in meeting the goals established by the Supreme and State Councils. Other training sessions may be established as required (i.e... Council LAMB Directors, Financial Secretaries, etc.). This meeting should be held in the month of July of each year at a convenient location.

### Agenda

- The State Officers shall determine the agenda for this meeting and must publish an abbreviated version to each council prior to the meeting.
- A detail agenda may be handed out at the first session if the State Council deems it necessary.

### Official Business

- The State Fund Raiser Allocation Committee, as directed at the previous State Convention, shall present, for the approval of the State Officers and council representatives, the disbursement of the income from the state raffle.
- Voting members are State Officers and two (2) council representatives.
- No other voting can take place unless already approved at the previous State Convention.

### Payment to Attendees

- State Officers shall be paid two days per diem, and the current rate per mile round trip, as determined by the State Deputy. Per diem is made up of one nights lodging and \$25.
- Regional District Deputies, State Directors and Chairmen shall be paid two days per diem and the current rate per mile, one way.
- Past State Deputies shall be paid one day per diem and current rate per mile, one way.
- Council Representatives (no more than two per council) shall be paid a stipend of \$25 with one representative getting the current rate per mile, one way. Anyone traveling more than 100 miles will be paid the current rate per mile, round trip.
- If there is a separate LAMB Foundation training session at this state meeting, council representatives (no more than one per council) shall be paid a stipend of \$25 and the current rate per mile, one way.
- Financial Secretaries attending the FS training session (one per council) shall be paid a stipend of \$25.
  - The State Deputy can make exceptions to the above as he deems necessary.

## **MID YEAR MEETING(S)**

### Introduction

The purpose of this meeting(s) is to review progress since the Organizational Meeting and to motivate the local councils to complete theirs and the State goals. Regional meetings may be held to allow more council participation, at the discretion of the State Deputy and State Officers. This can be done during the months of January and February of each year at the expense of the State. Per Supreme - If there will be only one meeting, it must be held during December or no later than the first weekend after January 1<sup>st</sup>, and include State Officers, Regional and District Deputies, State Staff, and no more than two (2) council representatives.

### Agenda

- The State Officers shall determine the agenda for this meeting and must publish an abbreviated version to each council prior to the meeting.
- A detail agenda may be handed out at the first session if the State Council deems it necessary.

### Official Business

- No voting can take place unless already approved at the previous State Convention.
- If a vote is authorized, voting members are State Officers and no more than two delegates from each council.

### Payment to Attendees

- State Officers shall be paid two days per diem, and the current rate per mile round trip, as determined by the State Deputy. Per diem is made up of one night's lodging, and \$25.
- Regional District Deputies, State Directors and Chairmen shall be paid two day's per diem and the current rate per mile, one way.
- Past State Deputies shall be paid one day per diem and the current rate per mile, one way.
- Council Representatives (no more than two per council) shall be paid a stipend of \$25 with one representative getting the current rate per mile, one way. Anyone traveling more than 100 miles will be paid the current rate per mile, round trip.
- The State Deputy can make exceptions to the above as he deems necessary.

## **REGIONAL MEETINGS**

### Introduction

The purpose of these meetings is to review your assigned districts' progress against yours, theirs, and the State goals, provide training for the District Deputies, and motivate them.

### Agenda

This will be determined by the State Deputy and following the outline in the section above called "REGIONAL DISTRICT DEPUTIES".

### Location and Date

The State Deputy will define these requirements, but normally they should be held semi-annually - the first meeting directly following the State Organizational Meeting and the second, during or directly after the State Mid-Year meeting.

### Attendance

All District Deputies and their Wardens assigned to each Region.

## **DISTRICT MEETINGS**

### Introduction

The purpose of these meetings is to review council progress against theirs and the State's goals, provide training where necessary, and motivate council leaders.

### Agenda

The following topics should be covered, at a minimum:

- Open the meeting with a prayer and the pledge of allegiance
- Reports
  - Importance of reports. Dates are critical for recognition and awards.
  - 185 - Report of Officers
  - 1295 - Semiannual Council Audit
  - 365 - Service Program Personnel
  - State Inter Council Recognition - trimester
  - Review report forms book from Supreme
  - 1728 - Annual Survey of Fraternal Activity
- Degrees
  - Establish dates for all 1st and 2nd degrees in District and publish the dates to all councils in the district. Try to tie these in with the published 3rd degree schedule.
  - Ensure all councils have a 1st degree team. If not work with Grand Knight to make it happen.
  - Enforce the need to have someone go along with the candidates to degrees.
    - Go over the proper procedures to follow when hosting a degree and what the dress code is for candidates and members.
- Recruitment
  - How to
    - One on one
    - Just ask
    - Open house
    - Pitch at Mass
    - Other ideas
  - Set goals for each council and go over State and District goals
- Retention
  - How to
    - What's the purpose
    - Personal contact
    - Timing

- Forgiveness of past debt (Supreme states that a member owing back dues is only responsible for the last quarters dues).
- Keeping members and their families busy
- Make all feel welcome
- Communications
  - How to and the importance of
  - Council Newsletters and the minimum distribution
- State Programs and Awards
  - Program manual and what the various programs are
  - How to report on a trimester basis and to who
  - What are the State and Supreme Awards, how to submit for them, what forms to us, and when to submit
- District Level and State Events
  - What are they and when
  - Develop a schedule and publish to councils
- General Discussion
- Summarize
- Close the meeting with a prayer

#### Location and Date

- The District Deputy, after consulting with his Grand Knights, shall schedule the meeting at a suitable date and place. This should be done with the first meeting to be held as soon after the Organizational meeting as possible. The DD will notify the State Deputy at least 7 days before the meeting of its time and place. The State Deputy may attend or send a representative.

#### Attendance

- The District Deputy and his Warden
- All Grand Knights in the District
- The Deputy Grand Knight, Program Director, Membership Director, and Retention Chairman.
  - Any other interested council members are encouraged to attend.

### **STATE GENERAL PROGRAM DIRECTORS MEETING**

#### Introduction

The purpose of this meeting is to establish a consistent method of developing the outline of what is to be presented at the State Organizational meeting.

#### Agenda

- Present the State goals
- Establish goals for each Director and discuss how to meet these goals
- Outline the duties and responsibilities of the Directors and Chairmen
- Present the reporting structure and how it works
- In writing, outline what is to be presented at the Organizational meeting
- Review the requirements of each of the activities and make changes for next year's program manual
- Discuss the current council participation and how to increase
- Have a brain storming session and discuss all ideas

Attendance

- State General Program Director
- State Church, Community, Council, Family, and Youth Directors
  - State Deputy, if available

Location and Date

- The General Program Director, after consulting with the State Deputy and his Directors, shall schedule the meeting at a suitable place for all to attend and during the month of June.

Payment

- The General Program Director should take the State Directors out to lunch and be reimbursed by the State via the state expense voucher. Round trip mileage, at the rate determined by the State Deputy, should be paid to each attendee.

**STATE ORGANIZATIONAL CHART EXAMPLE:**

*Subject to change based on the current State Deputy's organizational requirements*

