

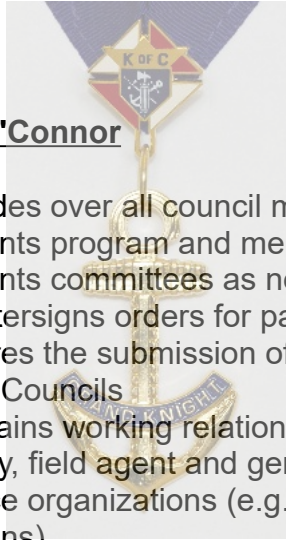
Council Officers 2021-2022 and their Duties

Grand Knight

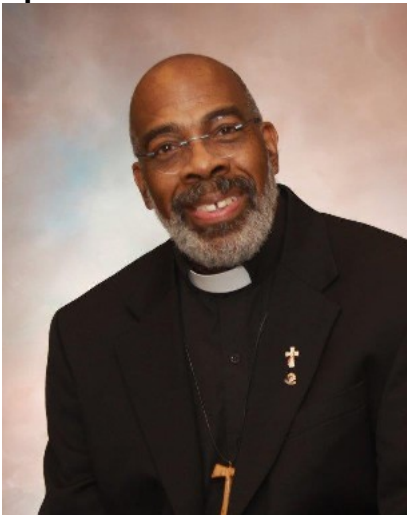
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Bill O'Connor

- Presides over all council meetings
 - Appoints program and membership directors
 - Appoints committees as needed
 - Countersigns orders for payment and checks
 - Ensures the submission of all paperwork required by the Supreme and State Councils
 - Maintains working relationships with the council's chaplain, district deputy, field agent and general agent, as well as with other local service organizations (e.g. Habitat for Humanity, food pantries/soup kitchens)
- Has a working knowledge of the kofc.org website, Officers Online and Member Management
 - Responsible for his council's First Degree Team and the scheduling of frequent First Degree Ceremonials.

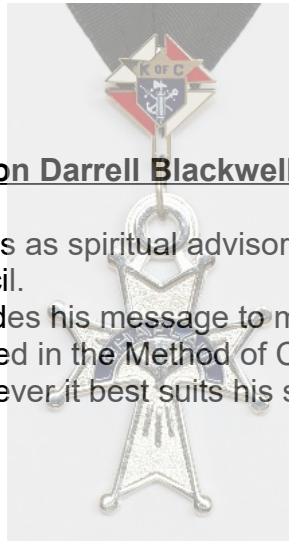


Spiritual Advisor



Deacon Darrell Blackwell

- Serves as spiritual advisor to the brother Knights and families of that council.
- Provides his message to members at the beginning of the meeting as outlined in the Method of Conducting Council Meetings (#10318) or whenever it best suits his schedule.



Deputy Grand Knight

Al Gombar

- Assists the grand knight with operation of the council and any other duties assigned to him by the grand knight.
- In the absence of the grand knight, presides at council meetings.
- Recommended to serve on the council's Retention Committee.

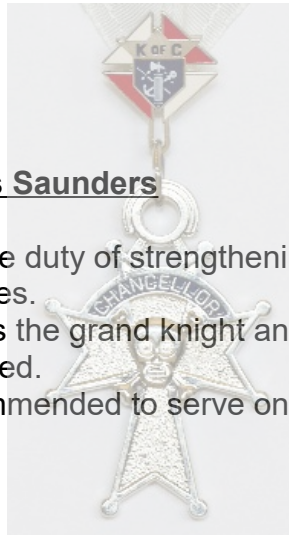


Chancellor



James Saunders

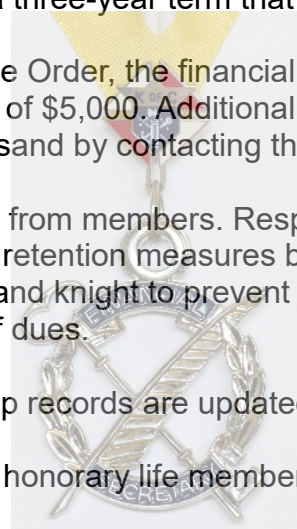
- Has the duty of strengthening the members' interest in council activities.
- Assists the grand knight and deputy grand knight with their duties as assigned.
- Recommended to serve on the council's Admission Committee.



Financial Secretary **Bill Butterfield**



- Upon recommendation of the grand knight and the trustees, the financial secretary is appointed for a three-year term that is approved by the supreme knight.
- Under Section 130 of the Laws of the Order, the financial secretary is automatically bonded in the amount of \$5,000. Additional bonding may be provided at a cost of \$7 per thousand by contacting the supreme secretary's office.
- Collects money, in the form of dues, from members. Responsible for sending billing notices and initiating retention measures by providing a list of delinquent members to the grand knight to prevent members from being suspended for nonpayment of dues.
- Ensures that the council membership records are updated and that new members sign the constitutional roll.
- Receives from the Supreme Council Headquarters honorary and honorary life membership cards for distribution to qualified members.
- Files various reports and membership/insurance transactions with the Supreme Council Headquarters.
- Responsible for completing and submitting the proper 990 for the council (U.S. Only).
- Keeps the seal of the council and affixes the same to membership cards, resolutions and other official documents as necessary.

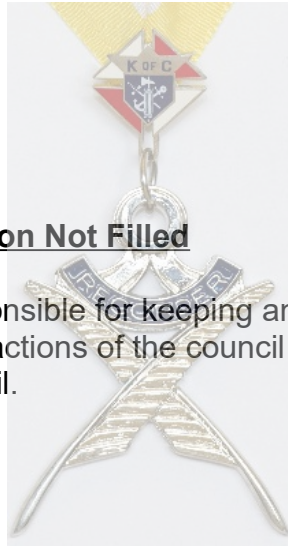


Recorder

TBD

Position Not Filled

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

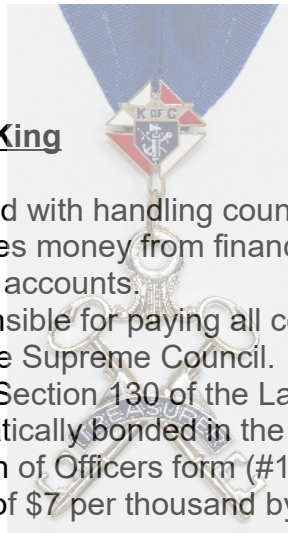


Treasurer



Kevin King

- Charged with handling council funds.
- Receives money from financial secretary and deposits it in the proper council accounts.
- Responsible for paying all council expenses, including assessments from the Supreme Council.
- Under Section 130 of the Laws of the Order, the treasurer is automatically bonded in the amount of \$5,000 when reported on the Election of Officers form (#185). Additional bonding may be provided at a cost of \$7 per thousand by contacting the supreme secretary's office.

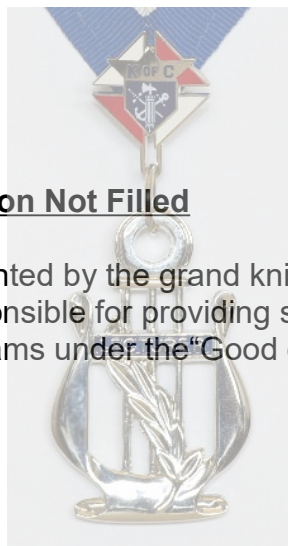


Lecturer

TBD

Position Not Filled

- Appointed by the grand knight.
- Responsible for providing suitable educational and entertaining programs under the "Good of the Order" section of council meetings.

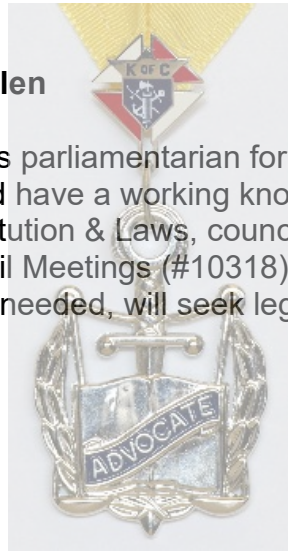


Advocate

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Jim Allen

- Acts as parliamentarian for the council.
- Should have a working knowledge of Robert's Rules of Order, Charter, Constitution & Laws, council by-laws, and Method of Conducting Council Meetings (#10318).
- When needed, will seek legal assistance from the state advocate.



Warden

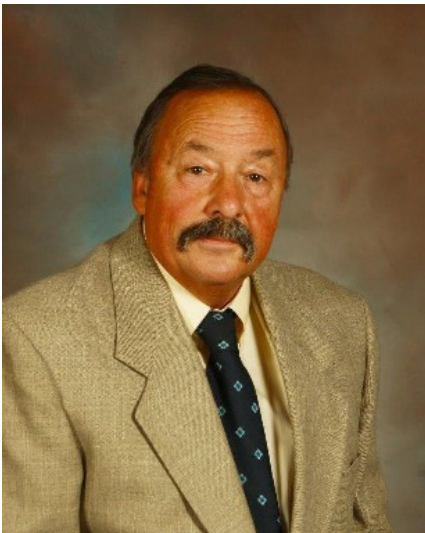


Ray Jean

- Responsible for supervising and maintaining all council property.
- Sets up council chambers for meetings and degree exemplifications.
- Oversees inside and outside guards.

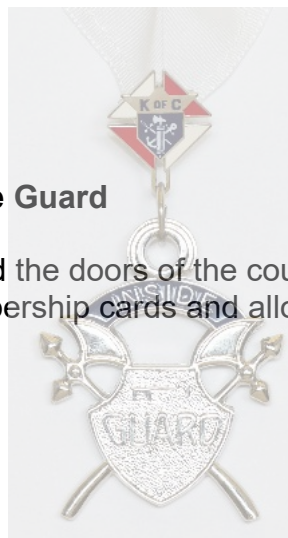


Inside Guard



Inside Guard

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



Outside Guard



Richard Shields

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

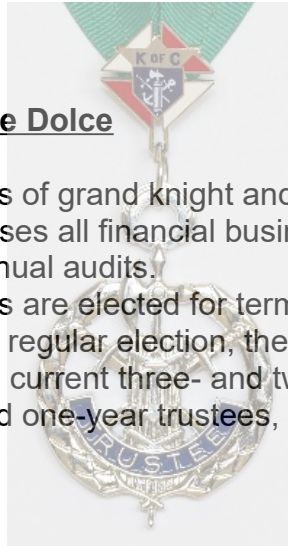


Trustee 3YR Term

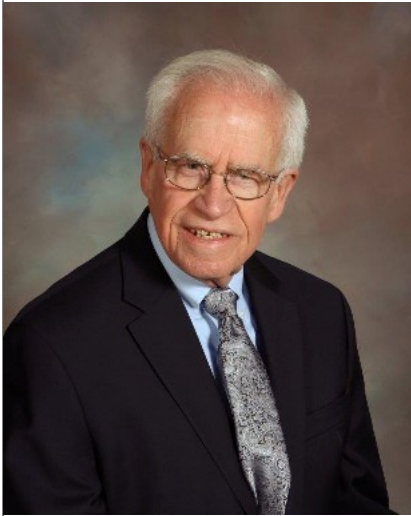


Carmine Dolce

- Consists of grand knight and three other elected members.
- Supervises all financial business of the council and conducts the semiannual audits.
- Trustees are elected for terms of three years, two years and one year. At each regular election, the position of each trustee will be voted upon, with the current three- and two-year trustees moving on to become the two- and one-year trustees, respectively.

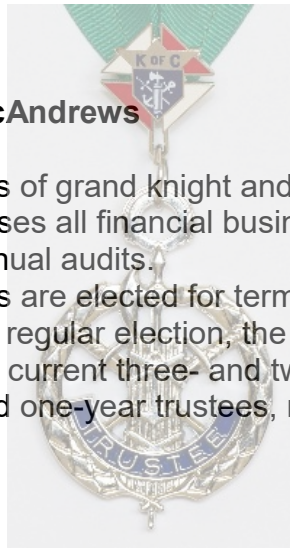


Trustee 2YR Term



Tom McAndrews

- Consists of grand knight and three other elected members.
- Supervises all financial business of the council and conducts the semiannual audits.
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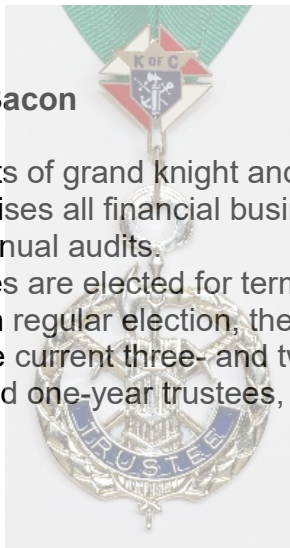


Trustee 1YR Term

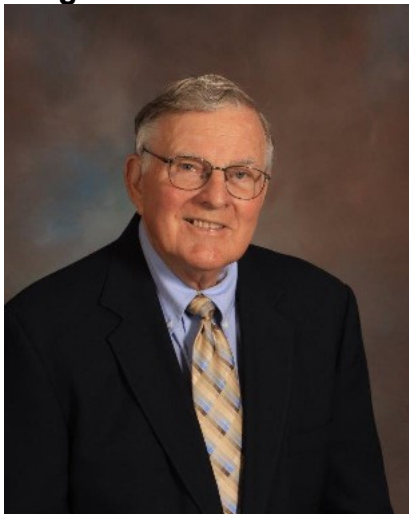


John Bacon

- Consists of grand knight and three other elected members.
- Supervises all financial business of the council and conducts the semiannual audits.
- Trustees are elected for terms of three years, two years and one year. At each regular election, the position of each trustee will be voted upon, with the current three- and two-year trustees moving on to become the two- and one-year trustees, respectively.



Program Director



John Bacon

- Appointed annually by the grand knight.
 - Collaborates with the grand knight in setting the calendar of council programs for the fraternal year
 - Manages each category's program directors (Faith, Family, Community, and Life) and chairmen as they implement the council's programs.
 - Keeps accurate records of council programs for reporting on the Annual Survey of Fraternal Activity (#1728) and the Columbian Award Application (#SP-7), along with reports on all other program related applications and reports – all can be found at kofc.org/forms .
 - Keeps the council's public relations chairman informed of all programs and activities for promotion to the parish community and to local media.
- Must complete all required safe environment training and adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available kofc.org/safe .

Membership Director



Al Gombar

- Appointed by the grand knight.
- Collaborates with the grand knight and Council Membership Committee on council membership goals for the year.
- Manages the Recruitment Committee, Retention Committee and Insurance Promotion Committee chairmen as they implement the council's membership activities.
- Ensures that Membership Applications(#100) are transmitted by the Financial Secretary to both the Membership Records Department at the Supreme Council and the general agent.

Family Director



Al Gombar

- Appointed by the grand knight, in consultation with the program director.
 - Responsible for all Family based council programs.
 - Plans, coordinates, and promotes the required Family program: *Consecration to the Holy Family*
 - Assigns committee chairmen and develops committees that support family programs such as the many Supreme-recommended Family programs in the Faith in Action program model.
 - Supports the areas of education and religious devotions of families, recreational activities and remembrance of fallen brother knights, and support of their widows and families members.
- Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Family programs.
 - Keeps accurate records of the council's Family programs for reporting to the program director, along with completing reports for the Food for Families and Family of the Month/Year program, if applicable, and all other family programs.
 - Provides the council's public relations chairman information about all Family programs and activities for promotion to the parish and local media.
 - Must complete all required safe environment training and must also pass a background check. Additionally, he must adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available at kofc.org/safe .

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