

Additional Council Responsibilities

Category	Who is Responsible?	Frequency	Function	Notes
Communications	Grand Knight, Deputy GK, Chancellor, Financial Secretary	Daily	Email	Monitor incoming information from Supreme, State, District as well as Parish and Membership
	Communication Coordinator (Recorder)	Weekly	Knights Korner	Create every Monday morning and send to Tracy at St. Andrews for inclusion in the next parish bulletin
	Communication Coordinator (Recorder)	Monthly	Council Newsletter	Prepare and send to parish office for printing immediately after the monthly officer meeting to include the Family of the Month selection
	Financial Secretary	Monthly	Council Newsletter	Generate address mailing labels
	Communication Coordinator (Recorder)	Monthly	Council Newsletter	Folding, tabbing, addressing and deliver to PO
	Financial Secretary	Annual	Council Newsletter	Order Supplies (Paper, Labels, Tabs etc.)
	Grand Knight	Monthly	State Newsletter	Monitor, download and share the Monthly State Newsletter
	Grand Knight, Communication Coordinator	As needed	Email	Send emails to all council membership as reminders of upcoming meetings and events
	Grand Knight	Monthly	Correspondence	Receive and process all incoming correspondence
	Grand Knight & Officers	Monthly	Family of the Month	Coordinate selection and prepare write-up for monthly newsletter and submission to Supreme
	Grand Knight	Annually	Family of the Year Knight of the Year	Coordinate selection and prepare write-up for Certificates, monthly newsletter and submission to Supreme

Category	Who is Responsible?	Frequency	Function	Notes
Ceremonials	Grand Knight and Warden	Monthly	Council Meeting	Prepare Agenda, Copy and Distribute. Lead Meeting
	Grand Knight	Monthly	Officer Meeting	Prepare Agenda, Copy and Distribute. Lead Meeting
	Grand Knight and Chancellor	Monthly	Admissions Degree	Ensure Monthly Degrees are scheduled and team is full strength
	Grand Knight and Chancellor	Annually	Major Degree	Coordinate with District Deputy to host a major degree

Category	Who is Responsible?	Frequency	Function	Notes
Programs and Events	Program Director (DGK)	Annual	Calendar	Develop annual calendar and provide to the parish office in June for review and alteration (based on site availability)
	Program Director (DGK)	Annual	Calendar	Publish approved calendar as an addition to the July Newsletter
	Program Director (DGK)	Bi-weekly	Calendar	Review any date changes at Officers Meeting and Communicate in newsletter and email
	Program Director (DGK)	Monthly	Activity Chairperson	Monitor progress of upcoming programs 90-120 days out to ensure proper planning
	Program Director (DGK)	Annual	Activity Chairperson	Secure chairpersons for every activity
	All Officers	on-going	Events	Attend and provide support for all Council events
	Grand Knight, Deputy Grand Knight, and Financial Secretary	Quarterly	District Meetings	Represent Council at all District Meetings and bring information back to Council membership
	Grand Knight and Deputy Grand Knight	Annual	State Meetings	Represent Council at State Convention and bring information back to Council membership
	Grand Knight, Deputy Grand Knight, and Financial Secretary	As Scheduled	Supreme and State Reports	Ensure reports are prepared and submitted by due dates for recording activities of the Council
	Grand Knight, Deputy Grand Knight, and Church Program Director	As Needed	Parish Coordination	Represent Council to Parish staff and coordinate support of KC supported parish activities ex: Fall Festival, Soup & Sacrifice, Parking for Christmas and Easter, Holiday Decorating etc.
	Warden	Monthly	Refreshments/Snacks	Coordinate refreshments for General Meeting

Category	Who is Responsible?	Frequency	Function	Notes
Membership	Membership Director	Semi-Annual	Blitz'	Schedule, Coordinate, Host semi-annual state membership blitz in March and October.
	Membership Director	Monthly	Membership	Review status of membership committee and progress towards goals.
	Retention Chairman	Monthly	Retention	Review status of retention committee and progress towards goals.

Membership Director	As Needed	Literature	Build membership packets for "General", "Admission" and "New" Members
Communication Coordinator and Financial Secretary	Quarterly	Anniversaries and Service Recognition	Prepare from membership download all members who have Birthday's and Service Awards and recognize in the quarterly newsletter (July, October, January and April)
Grand Knight and Financial Secretary	Annual	Banquet	Prepare program, recognitions etc. for the membership awards banquet