

# Council Director Positions

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### **Advocate**

Attend K of C Chapter Meetings

Attend all meetings outside of the council where council representation is requested. This is typically Chapter Meetings and Diocesan Meetings.

Coordinate with the State District Deputy (Bill Harris for 2007 – 2008)

Notify the Grand Knight and Deputy Grand Knight of the meetings.

Prepare meeting notes of interest for the Officers and Council Members

Write a short article in the Newsletter on meetings attended focusing on items of interest to the general membership.

Provide Support for and serve as backup to the Chancellor and Church Director

### **Church**

Primary Liaison to the Church Office. Monitor activities announced in the bulletin and church newsletter as well as the Catholic Spirit. Identify items of interest to the council and advise the officers of activities and needs that are of interest to the council. Coordinate with the program director to insure applicable items are included on the council calendar.

### **Community**

Look for service opportunities for the council that can benefit the local community outside of the parish. Present the opportunities to the Council Officers and Program Director for consideration.

Serve as Liaison between the community project coordinators and the council and coordinate efforts to insure success for all.

Assist the Program Director in developing new programs, scheduling events and assigning program Chairman.

### **Council**

Manage Council Assets; Organize the Shed and Stock Hospitality Items for Council use.

Follow up to insure the meeting room is prepared for the monthly business meeting.

Assist Grand Knight in the organization of office materials, files and Knights Business Office.

### **Lecturer**

Read the Columbia magazine and pick 2-3 key articles. Prepare a short 1-2 minute summary and generate 2-3 questions to ask council members. Give Prizes to the winners.

Coordinate with the Financial Secretary to purchase prizes. You can purchase items on your own but check on the budget and funding first. Funds for this have come from the council half of the 50/50 in the past.

Work with the Grand Knight to setup a Library of reading material based on Supreme Publications and recommended books. Develop a process to make materials available for loan to council members.

Write a short book or article review for the Newsletter.

Conduct the 50/50 drawing.

## **Family**

### Improving the Family Foundation

The responsibility of the Family Director is to look for opportunities for Knights and the Parish to learn more about parenting as well as relationships between Husbands and Wives. This can be done by meeting with the Parish Family Director, Terri Moser. Terri has a number of good ideas and reference material. The Family Director can help coordinate activities to bring a speaker to the Parish that might be good for the MOMs Groups or Youth Groups as well as the Knights Members themselves. The Knights have the ability to help with financial costs for guest speakers so we should be looking for opportunities. For example you might consider some of the Relevant Radio resources; you can talk with Greg Nelson for more information in that area.

### Family Activities

In addition the Family Director should recommend new Family Oriented programs for the Council to lead or participate in; for example a family outing to Krause Springs. Recommend programs that help the children of our families to build relationships, children of Knights should know each other. This does not mean the Family Director is expected to chair or even schedule such a program. Present the proposed program at a planning meeting, once approved it becomes the responsibility of the Program Director to schedule and obtain then necessary folks to make it happen.

## **Membership**

The overall responsibility is for member growth and retention. It is recommended that the Membership Director appoint a committee to assist in these areas. The Membership Director should appoint a special committee to focus on any members delinquent in dues for more than 18 months with the object to restore paid membership or have the member removed from the council.

Set a council membership goal 50% greater than established by supreme and drive programs and activities to accomplish this goal.

## **Pro Life Couple**

Be in contact with Pro Life organization of Central Texas to include Heroic Media, Texas Alliance for Life and the Diocesan Pro Life Organization and keep the council advised of scheduled activities. Coordinate with the Program Director to get Activities on the Council Calendar. Provide materials from Pro Life organizations for council members and schedule speakers to visit at council meetings for a quick update to the membership.

Identify Pro Life organizations that need financial or other types of support that the council can assist with. Present this to the officers for consideration of the council. This might include organizations such as Annunciation Maternity Home.

## **Program Director & Deputy Grand Knight**

*Select the Knight and Family of the Month. Appoint two other council members to assist with the identification and recommendation. Document the reasons and submit to the Grand Knight for Approval. This must be done around the 15<sup>th</sup> of the month to make the deadline for the monthly newsletter.*

Build and Maintain the Yearly Program Calendar for all Council meetings, events and activities.

Work with the Grand Knight and other officers to schedule events. Coordinate with the Church Office to insure all Church facilities needed are scheduled and work out differences. The Grand Knight can assist in this area where needed.

Schedule the Program/Activity Chairman who will be responsible for coordinating each scheduled activity. For the monthly BBQ it is best not to pick chairman in advance, do it at the monthly business meeting. For all others it is best to select chairman as soon as possible, 60 days out is about right.

Prepare Program Sign Up Sheets, distribute during the business meeting, collect the sheets and get them to the program chairman.

Develop New Program opportunities. These will typically be in addition to the “standard” activities. In some cases it new programs may replace “standard” ones.

Appoint Program Committee as needed to assist with Program Director responsibilities.

In conjunction with the Grand Knight and Financial Secretary managed the Council Voicemail system.

## **Vocations Director& Chancellor**

### Vocations

Request and Mail Seminarian Support Checks

Keep in contact with the Seminarrians.

Send the Birthday Cards and Check

Find out if they have any special needs and present to Officers

Invite them to visit the Council

Get a digital Picture so the council can make a personal connection

Work with the Treasurer to get copies of canceled Seminarian support checks. Give these to the Financial Secretary for the RSVP Refund from Supreme.

Get the seminarian names and contact information from the previous director (Chancellor)

## **Chancellor**

### Sick Members & Family

All members that are sick or have health problems are to be referred to the Chancellor. The Chancellor should also monitor the Yahoo Groups for any notices of members in need.

Send Cards . Mass Intention Cards are nice and available from the Church Office or Diocese at a nominal fee. Use these liberally.

If the situation warrants, you are empowered to make this decision, send a modest arrangement of flowers. Contact the past Chancellor for recommended florist.

If members are seriously ill (especially if they are in the hospital) ask them if they would like visitors and/or phone calls. Pass this information to the Grand Knight and the council if appropriate.

### Death of Member or Member's Family

Take the initiative to find out the details for services and if the family prefers flowers or donations from the council. This often needs to be timely so you are empowered to take the necessary action. Check with the Grand Knight and Trustees regarding the amount of any donation.

If an active member of Council 8156 passes away coordinate activities for having the name engraved on the monument. Contact the Financial secretary for details.

### **Keep the Council Updated using the Yahoo Groups**

## **Youth**

The Youth Director will be responsible for coordination of all Youth oriented programs that are scheduled by Supreme or State. The Youth Director will also be the liaison between the council and youth activities and organizations at the Parish. Insure all applicable youth activities are made know to the council and coordinate with the Program Director to get them on the council calendar.

Provide as short newsletter article regarding activities conducted to earn matching funds from the council.