**Knights of Columbus Council • Organizational Chart**

**Directors and Chairmen**

**Activities Director** should report all activities to the Grand Knight and have a report for the Council chambers and is responsible for the quarterly reports.

**Chairman should appoint** Co-Chairmen for all activities and promptly write their reports once the event is completed.

Chairman should work closely with Chaplain, Pastors, Assoc. Chaplains, Deacons & Clergy of all Churches that your Council services.

*Activities should be directly involved with the Church.*

1. **Corporate Communion Breakfasts**
2. **Pro Catholic Monuments**
3. **Dedication Masses**

**Chairman should work closely with the Grand Knight to benefit families within the communities that your Council supports.**

**Chairman should work closely with community leaders to benefit the communities which your Council supports.**

**Chairman should work closely with youth groups in the communities which your Council supports.**

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1. **Family of the Month**
2. **Mother’s Day Appreciation**
3. **Family Parties**
4. **Adopt a Family**
5. **Family Movie Night**

**Family Activities Chairman**

**Community Activities Chairman**

**Youth Activities Chairman**

**Council Activities Chairman**

1. **Tootsie Roll Drive**
2. **Leukemia Pledge**
3. **Squires Circle**
4. **Columbus Day Parade**
5. **Community Awards Program (Police, Fire, etc.)**
6. **Assisting those in the community that need help**

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1. **Council Parties, Christmas, Etc.**
2. **Social Meetings**
3. **Tournaments**
   a. Golf
   b. Horseshoes
   c. Bowling, Etc.

**These guidelines should be a useful tool in organizing the council, keeping current on your reports and building programs that benefit your individual communities. Each council has its own identity and successful programs that it runs and in organizing these programs, they will be much easier to manage.**

**Admissions Committee**

Grand Knight and Director should appoint a three-member panel to oversee the Council roster and make early contact with those considered to be at risk of losing their “Member in Good Standing” status.

Quarterly Meetings should be held to discuss progress, and Grand Knight should be given a full report on findings.

Retention paperwork should be maintained according to the State rules.

Grand Knight should be utilized for difficult cases. It should be his ultimate decision and last resort to purge member from the roles.

**Retention Committee**

Grand Knight and Director should appoint Co-Chairmen for all activities and promptly write their reports once the event is completed.

**Grand Knight should work closely with youth groups in the communities which your Council supports.**

**Grand Knight should work closely with the Grand Knight to hold activities that benefit the Council.**

****Remember we are a volunteer organization and you will need fun activities to keep your members energized and involved**

1. **The local schools**
2. **The Boy Scouts**
3. **Squires Circle**
4. **Soccer Shoot Out**
5. **Free Throw Competition**
6. **Keep Christy in Christmas Poster Contest**

**Squires Circle can count for your Youth Activities for the entire Fraternal Year.**

**These guidelines will ensure a positive growth and health of your council and organizing them will make the council run smooth even through the rough times.**

**Membership Director** should report all activities to the Grand Knight and have a report for the Council chambers.

**Membership Team**

Grand Knight and Director should appoint the Membership Team and work directly with the Team during Membership Drive.

The Membership Director and the Membership Team should be abreast of all up coming 1st Degrees in the area and help in building a 1st Degree Team in your home council.

**Important Notes:**

The Membership Director and his team members should help the Brothers in the Council move through all of the Degrees of our Order.

Get new members involved immediately. You can assign them as co-chairmen and/or a duty. Those who get involved, stay involved. Those who don’t you’ll never see again.