

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

Church Activities Chairman

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

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

Activities should be directly involved with the Church.

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

Family Activities Chairman

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

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

- Ex.
1. Family of the Month
 2. Mother's Day Appreciation
 3. Family Parties
 4. Adopt a Family
 5. Family Movie Night

Community Activities Chairman

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

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

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

Youth Activities Chairman

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

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

- Ex.
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.

Council Activities Chairman

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

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

GRAND KNIGHT

ACTIVITIES Director

MEMBERSHIP Director

Membership Team

Retention Committee

Admissions Committee

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

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

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

Grand Knight and Director should appoint a three members 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 guidelines

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

Grand Knight and Director should appoint a three member panel to oversee admissions paperwork for those men looking to join our Order.

Once the Admissions process is complete the committee should turn in all paperwork to the F.S. of the Council.

The committee should work closely with the Membership Team and should be abreast of all up coming 1st Degrees in the area and should have Candidates scheduled immediately to take their 1st Degree.

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.

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.