

State Officers Duties & Responsibilities

This document is designed to identify the various duties, roles, and responsibilities of the South Carolina State Council Officers. Any third degree Knight of Columbus aspiring to apply for any State Officer position should familiarize himself with these duties to ensure he knows what is expected of him should he be elected to the position. State Officers consist of the following:

- State Deputy
- Immediate Past State Deputy
- State Secretary
- State Treasurer
- State Advocate
- State Warden

As a State Officer, you have the ability to portray all that a Knight can be, which includes the entire family being involved. This is why we ask that you discuss your intentions to seek a position with your wife and family prior to applying for a position on the state council. The wives of state officers are a team as well and work under the direction of the wife of the State Deputy to plan and schedule ladies' events. We ask that your wife consider accompanying you when you travel or perform duties. This will also help her feel part of the greater good you are working towards.

All State Officers are expected to attend all State-Sponsored events. These include:

- State Convention
- State Officer & District Deputy Installation and Organizational Meeting
- District Deputy Midyear meeting
- New Grand Knight training meeting
- Grand Knight Organizational meeting
- Grand Knight Midyear meeting
- South Carolina Catholic Men's Conference
- State Soccer Challenge
- State Free Throw Championship
- State Charity Ball
- Columbus Hope Foundation Annual Meeting
- Fourth Degree Exemplifications
- Annual Stand Up for Life dinner, march, & rally in Columbia
- Other meetings/events as directed by the State Deputy (i.e. budget preparation, charity drive funds distribution, etc.)
- All virtual meetings to include District Deputy/State Officer monthly meeting and the monthly Southeast Regional Monthly meetings

There are personal expenses associated with being a State Officer. These include Convention (State and Supreme) registration fees, installation and exemplification dinners,

State Council embroidered dress shirts or polo shirts, travel expenses, etc. State officers (State Secretary, State Treasurer, State Advocate and State Warden) are reimbursed for travel (mileage only) to the state convention, District Deputy Organizational and Midyear meetings, and the Grand Knight Organizational and Midyear meetings.

The following pages provide detailed information on the duties and responsibilities of each of the State Officers.

State Deputy – As specified in the Order’s Charter, Constitution, and Laws, the State Deputy shall be the Chief Executive Officer of the Order in the state and the representative of the Board of Directors and the Supreme Knight. His duties include but are not limited to:

- Serving on specific Supreme committees as assigned by Supreme Secretary
- At Supreme Convention, receives travel & per diem checks for SC delegates on last day of convention and distributes to delegates
- Presiding at all meetings of the State Council
- Being the approval authority for all State Council expenditures
- Serving as an ex-officio member of all State Council committees
- Appointing District Deputies
- Providing the “State of the Jurisdiction” report at the annual state convention
- Making reports from time to time to the Supreme Knight or Board of Directors
- Appoints the State Chaplain with the approval of the Bishop
- Filling vacancies on the State Council in accordance with the Supreme and state by-laws
- Ensuring open lines of communication exist between himself, State Officers, District Deputies, and Grand Knights
- Serving as a Member of the Board of Directors for the South Carolina Catholic Men’s Conference and Columbus Hope Foundation
- Annually completing the District Deputy Appointment Form (#189) and submitting it by June 1
- Annually completing the State Service Program Personnel Report (#S365) and submitting it by July 1
- Appointing Directors and Chairman for various areas to include:
 - Program Director
 - Faith Director
 - Life Director
 - Family Director
 - Community Director
 - Youth Director
 - Membership Director
 - SC Catholic Men’s Conference Director
 - State Convention Director
 - Spiritual Advisor
 - Ceremonials Director
 - Membership Retention Chairman
 - Council Retention Chairman
 - Council Reactivation Chairman
 - Online Membership Chairman
 - Insurance Promotion Chairman
 - Young Adult Outreach Chairman
 - Round Table Chairman
 - Vocations Chairman
 - Public Relations Chairman
 - Special Olympics Chairman

- Campaign for People with Intellectual Disabilities Chairman
- McGivney Guild Chairman
- Pilgrim Icon Chairman
- Silver Rose Chairman
- Ultrasound Initiative Chairman
- Newsletter/Bulletin Editor
- Disaster Response Coordinator
- Hispanic Council Growth Coordinator
- College Councils Coordinator
- State Trainer
- State Deputy State Convention Responsibilities:
 - Responsible for submitting the following for publication in the Convention Program:
 - Supreme Knight Letter
 - Convention Honoree picture and letter
 - SD's Welcome letter
 - Selects Convention Honoree
 - Serves as Host for all special guests and Supreme guest
 - Serves as Host for Past State Deputies Dinner
 - Serves as Host for State Deputy's reception prior to convention banquet
 - Approves the business meeting agenda and chairs the meeting
 - Appoints a nominating committee as specified in the state by-laws
 - Appoints a budget committee
 - Appoints a resolution committee chaired by the State Advocate
 - Appoints Credentials Chairman
 - Selects Convention Parliamentarian
 - Selects individual to present "Good of the Order"
 - Appoints "Tellers" to count paper votes
 - Appoints individuals, normally District Deputies, to present pre-determined motions during business sessions

State Secretary – The State Secretary, in the absence or inability of the State Deputy, shall execute all of the duties of the State Deputy and in addition to the following duties and responsibilities, shall execute other duties as directed by the State Deputy. The State Secretary duties include:

- Preparing vouchers for disbursement of State Council funds
- Managing the “Bereaved Brothers” program to include sending condolence cards to surviving family members
- Arranging venues to include hotels and meeting spaces for the following:
 - State Convention
 - District Deputy Midyear Meeting
 - New Grand Knight Training Meeting
 - Grand Knight Organizational Meeting
 - Grand-Knight Midyear Meeting
- Negotiating contracts with hotels for room rates, meeting space, hospitality, etc.
- Signing contracts with hotels for various events
- Providing a “Master List” for hotel rooms for each event. Master list will include payment responsibility (State Council or individual or both)
- Sending invitation notifications to individuals expected to attend
- Preparing attendance log sheet and solicit DDs to record attendance at specific events
- Completing an annual report of his activities and submitting it for inclusion into state convention minutes
- Managing the Liability Insurance program. In this capacity he:
 - Coordinates with all councils to determine those who wish to be included in the state’s coverage
 - Calculates number of members, by categories, per council to be included in the coverage
 - Submits information to our Insurance Broker
 - Reviews and approves new policy proposal
 - Provides copy of new annual policy to all councils and has it posted on state website
 - Provides all membership information and annual cost of policy to State Treasurer so he can determine billing for those councils participating in the program

State Convention Responsibilities:

- Prior to the Convention
 - Together with State Deputy selects convention menus
 - Together with State Deputy determines convention registration fees
 - Chairs Convention Committee
 - Publishes a “Call to Convention” package and publishes it on the state web site and distributes to all State Officers, District Deputies, Grand Knights, Past State Deputies, Supreme Guest and any other invited guests

- Prepares “invitation letters” to:
 - State Chaplain
 - Past State Deputies
 - State Officers
 - State Spiritual Director
 - Invited clergy
 - Identifies deadlines for submission of convention registrations & fees
 - Responsible for submitting the following for publication in the Convention Program:
 - Collects, consolidates, and submits patron advertising list
 - Collects, consolidates, and submits deceased member listing
 - Pope Ad
 - Bishop Ad
 - Convention Agenda
 - Convention Committee listing
 - Prepares a listing of delegates to the convention by district
 - Prepares the Convention Dinner Program Booklet and coordinates printing with Booklet Chairman
 - Ensures Mass and Awards Program booklets are prepared by assigned individuals and submitted to Booklet Chairman by deadline
 - Ensures local councils (convention committee) have individuals identified to handle on-site registrations
 - Receives, records, and deposits all fees collected and provides State Treasurer with deposit information
 - Coordinates and invites vendors and ensures sufficient tables are available
 - Prepares Convention Script and forwards to State Deputy for approval
 - Prepares attendees packages to include delegate ribbons, tickets for lunch, Convention Dinner, and Awards Breakfast (if applicable)
 - Prepares seating chart and name tents for Past State Deputy’s Dinner and Convention Dinner
 - Submits listing of Deceased Brothers to Deacon to be read at convention Mass
- During the Convention:
 - Ensures registration committee has all materials necessary to assist attendees
 - Ensures seating charts and name tents are provided to hotel staff for placement
 - Prepares the “Preliminary Roll Call” based on submitted delegate information and presents during morning business session of the convention
 - Assembles “communications” received by the State Council throughout the year and presents to attendees
 - Provides “Credentials Committee” report
 - Conducts “Permanent Roll Call” of delegates during afternoon business session

- Provides Mass, State Deputy Reception, Convention Dinner, and Awards Program information to attendees prior to adjourning afternoon business session
- Collects various reports from presenters for inclusion in convention minutes
- Serves as Master of Ceremonies for the Convention Dinner
- After the Convention:
 - Completes the *Notice of Election of State Council Officers* (#111) and submits it to the Supreme Secretary
 - Assembles all reports for publication in convention minutes
 - Submits copy of the convention minutes to the Supreme Secretary
 - Posts copy of the convention minutes on state website

Supreme Convention – The State Secretary is normally chosen as a delegate to the Supreme Convention. As such, he has specific responsibilities to include but not limited to the following:

- Prior to the convention:
 - Selecting and making reservations at a local restaurant for the SC state dinner – normally on Wednesday evening of the convention
 - Identifying possible sources of entertainment or activity for Monday evening and presenting options to delegates
 - Ensuring the State Warden understands it is his role to reserve seating at all Masses and convention sessions for the state delegation
 - Briefing all delegates, that they must make their own room reservations and travel arrangements
 - Letting all delegates know what to expect at the convention
- Ensuring protocol is observed in seating assignments
- Arranging for pictures of the State Council and state delegates at the convention banquet
- Possibly locating local restaurants for group lunches

State Treasurer – According to the state by-laws, the State Treasurer’s duties include:

- Serving as the custodian of all of the funds and securities of the State Council
- Receiving all money and keeping a true and accurate account and depositing it to the credit of the South Carolina State Council, Knights of Columbus, in a bank to be selected by the State Officers.
- Paying bills and invoices only on vouchers issued by the State Secretary and signed by the State Deputy.
- Preparing, certifying and furnishing the State Deputy each calendar month a statement of the State Council’s bank balances.
- Completing an annual report of his activities and submitting it to the State Secretary for inclusion into state convention minutes

- Serves as Chairman for the State Charity Raffle
 - Registers as a Non-profit organization with Secretary of State
 - Registers the Charity Raffle with the Secretary of State
 - Submits Annual raffle report to the Secretary of State
 - Orders and distributes the Raffle Tickets
 - Distributes letter with instructions for conducting raffle, along with the contribution breakdown from the previous year
 - Collects all monies associated with Raffle, providing a receipt to each Council
 - Obtains SSN from winners for proper IRS documentation
 - Calculates Council rebate amounts.
- Calculates and prepares Per Capita invoices as required.
- Calculate and prepare Council Liability invoices.
- Accept all monies for all reasons at every event, and provide receipts
- Ensure Form 990 is completed for the previous year.
- Submit all financial documents, including a backup of Quickbooks for Audit:
 - Monthly bank Statement
 - Copy of Voucher
 - Copy of Receipt (or direction)/Deposit Slip
 - Copy of payment confirmation
 - Maintain a copy of each check received as backup
- Quickbooks
 - Record every bill, invoice, payment received, money received.
 - Record bills paid, invoices cleared, deposits made
 - Update Voucher system accordingly
 - Reconcile all works monthly with account statements
 - Update all contacts as received annually or as notified throughout the year
 - Pull reports as requested by State Deputy
 - Prepare Annual Budget
 - Maintain System Backup
- SCCMC
 - Serve as financial chair
 - Responsible for the recording of all registrations
 - Provide updates on registrations as requested by Directors

- Collect monies from Vendors as directed
 - Submit final registration report and financial report
 - Have checks on hand for payments for food, speakers, priests, etc.
 - Serve during Mass
- Annual Fraternal Survey
 - Provide all financial information for survey to the Secretary for inclusion in the State Council's annual Fraternal Survey
 - Provide individual hours and charitable contributions to the Secretary for inclusion in the State Council's annual Fraternal Survey
- During Convention
 - Propose Annual Budget
 - Include as attachment in Annual Report provided to State Secretary

State Advocate – The State Advocate is the legal adviser of the State Council and State Officers in all matters pertaining to the Order. He shall also, upon request, give advice on matters pertaining to the Order to District Deputies and subordinate Councils. A report of all opinions shall be sent to the State Deputy. In addition to the specific responsibilities listed below, he shall perform other duties as assigned by the State Deputy.

The State Advocate's responsibilities include, but are not limited to the following:

- Being familiar with Supreme and State Council By-Laws
- Being familiar with Roberts' Rules of Order
- Being familiar with Protocol rules
- As necessary, coordinating with Council Advocates and the Supreme Advocate
- Completing an annual report of his activities and submitting it to the State Secretary for inclusion into state convention minutes
- Serving as Chairman of the Resolutions Committee – in this capacity he shall:
 - Receive all proposed resolutions from subordinate councils and present them to the Resolutions Committee
 - Advise subordinate councils of all resolutions that will be presented for approval at the state convention at least 30 days in advance of the convention
 - Compose all honorary resolutions
 - Publish a booklet of all resolutions to be presented at the state convention and distribute to all delegates prior to the afternoon business session
 - Submitting all approved resolutions to Supreme Advocate following the state convention
- Managing the Safe Environment Program for the state. In this capacity he:
 - Must be thoroughly familiar with the Safe Environment Program to include the requirements for training and background checks
 - Provides periodic reports to the District Deputies as to their council's compliance with the Safe Environment Program
 - Administers Safe Environment Training to District Deputies and Grand Knights as required and/or directed
 - Promotes the Safe Environment Program at all DD and GK meetings/workshops
- Assisting the State Warden in room setup at various state functions/meetings
- Assisting the State Treasurer in the collection of charity tickets and money

State Warden – The State Warden is responsible for storing and maintaining all equipment belonging to the State Council. He is responsible for transporting the equipment to the various venues for meetings, workshops, conferences. He is responsible for setting up the various chambers for the respective activities, whether they be a meeting or Mass in conjunction with a convention or workshop. The State Warden works hand-in-hand with the District Deputies and Host Grand Knights to ensure the success of each activity. One of the key factors is selecting individuals to serve as “Inside Guards” to check for current membership cards prior to allowing attendees to enter the venue.

The Warden is also responsible to ensure protocol procedures are followed concerning seating and the display of flags and banners. Additionally, the State Warden assists in recruiting volunteers to serve in the various ministries during the Holy Sacrifice of the Mass held in conjunction with State Meetings. In addition to these obligations and the following responsibilities, he will perform other duties as assigned by the State Deputy or State Council.

- Managing the “Keep Christ in Christmas” Christmas Card program. In this capacity he:
 - Receives display materials and posters from KCIC company
 - Distributes flyers and order forms to all councils and posts on state website
 - Ensures display materials, order forms, and flyers are available at the Grand Knight Organizational meeting
 - Receives money and order forms from councils
 - Forwards order forms to KCIC company
 - Forwards checks to State Treasurer
 - Keeps detailed records for all orders and money received
 - Receives invoices from KCIC company and forwards to State Treasurer for payment
- Completing an annual report of his activities and submitting it to the State Secretary for inclusion into state convention minutes
- Being familiar with Roberts’ Rules of Order
- Being familiar with Protocol rules
- Responsible for completing the Mass Booklet for the State Convention. This includes:
 - Identifying proper readings
 - Identifying hymns
 - Ensuring ushers, servers, lectors, and Extraordinary Ministers of the Eucharist (if required) are identified
 - Identifying the Universal Prayer to be used
 - Submitting the above items to the State Chaplain and/or State Spiritual Director for approval
 - Following approval, submit the booklet to the Convention Booklet Chairman for publication

- At the State Convention he:
 - Selects individuals to serve as inside guards during the permanent roll call of delegates
 - Serves as Chairman of the Scrapbook Awards Committee and selects two or three individuals to serve on the committee
 - Determines the “Convention Attendance Award” winner
 - Arranges the “parade of banners” and serves as MC
 - Ensures the venue for the Convention Mass is properly set up to include the Altar, and reserves seats for Supreme Guest(s), Dignitaries, and State Officers
- Provided he is elected as a delegate to the Supreme Convention, he is responsible for reserving seats for SC delegation for all Masses and sessions