



**Knights of  
Columbus®**

**Hello Brother Knights of California!**

**“Mentoring and Succession Planning Seminar”**

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# Why do we need a succession plan?

- **Tempus Fugit Memento Mori**
- **Identifies and prepares future leaders**
- **Creates a leadership culture**



# What are the benefits?

- **Establish a lasting KofC legacy**
- **Create a sustainable environment**
- **Helps to develop skills and capabilities**
- **Allows growth and change**
- **Allows new Brothers to engage with the council**



# Building the Plan

- **Understanding the Job**
- **Assess the skills**
- **Identify Mentors**
- **Supply the tools and resources**
- **Provide the training**



# **Mentoring and Succession Planning...**

**Is it really possible?**

**Let's explore this a bit more...**



# Is it possible?

## The BIG Questions...



- Who will take over for me when my term is up?
- How will they know all the things I do?
- How can you talk about succession planning when nobody is willing to step up?
- Do I really want to do all that work?
- Why do we keep recycling older brothers?

These are legitimate questions.

Most of our councils have these same questions and concerns.

How can we talk about mentoring and succession when nobody wants to do these jobs?



It's a simple answer...

**They don't want to do all the work they see you doing...it seems overwhelming to them.**



So, the next BIG question is...

Why are you doing all that work?

Because nobody is willing to step up.

That's because they see you doing all that work.

And it goes on and on and on and on and on and on and on and on





## Yes, it is possible, but...

- To break this cycle, they need to get their Officers trained.
- They need to understand the role they each have in running a council.
- Each Officer has responsibilities.
- They need to share the workload so one or two aren't doing everything.

And this bring us to the next segment of this seminar





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# Council Officer Basic Training

(sharing the workload)





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# Council Officer Basic Training



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## **Fraternal Excellence Guide**

Practical Information for Council and District Officers

Effective July 1, 2024

This information can be found in the new “Fraternal Excellence Guide” that you will receive early next year from Supreme and available online.

# Elected Council Officers

Grand Knight

Deputy Grand Knight

Chancellor

Advocate

Recorder

Treasurer

Warden

Inside Guard

Outside Guard

Trustee 1

Trustee 2

Trustee 3



# The Grand Knight

- Top officer in the Council and is responsible for the overall growth and welfare of the Council.
- Defines the Mission and Vision of the Council.
- Responsible for the Council ceremonies.
- Must take Safe Environment Training.
- De facto Chairman of all Committees



To develop a culture within the Council and Parish of sustainable growth and servant leadership development.



# The Deputy Grand Knight

- Assist the Grand Knight in his duties and is a Training position for Council Grand Knight.
- DGK will typically be the Program Director and Retention Chair.



# The Chancellor

- Encourages members to take an active role.
- Council Liaison with the Parish Priest and Seminarian (RSVP Program).
- Chairman of the Welcoming Committee, Admissions Committee and Sick and Distressed.



# The Advocate

- Legal representative of the Council.
- Familiar with Supreme, State and Council by-laws, and “Roberts Rules of Order”.
- Instruct and monitor S.E. Compliance.
- Maintains decorum at all meetings.
- Timekeeper during all meetings.





# The Recorder

- Responsible for an accurate record of the Council's activities.
- Handles Council communication as directed by the Grand Knight.



# The Treasurer

- Maintains record of Council bank account(s).
- Responsible for depositing all Council funds in the Council's approved bank.
- Pays all Council approved bills and expenses, **as instructed by a voucher from the FS.**



# The Warden

- Ensures all attendees at a business meeting **who has rights to vote** are in possession of a current membership card or are vouched for.
- Keeps secure all Council property, especially degree items.
- Prepares room for all meetings and supervises the guards.



# The Inside and Outside Guards

- Guards stationed at entrance to the meeting room and act as the Welcoming Committee.
- Verify the validity of membership cards for business meetings.



# The Board of Trustees

- Responsible for the financial health and condition of the Council.
- Audit the records of the Financial Secretary, Treasurer, and all Council funds.
- Monitors and reviews all Council expenditures.
- Serve on Retention Committee.
- Could select and Award Council Family of the Month, the Year, and report to Supreme.



# Grand Knight Appointed Council Officers

## Grand Knight

Chaplain

Membership Director

Financial Secretary

Program Director

Lecturer

EFF Director

Committee Chairmen



# The Chaplain

- Must be a Priest.
- Serves as the spiritual leader for the Council and provides spiritual comfort in difficult times.
- Asked to guide the Council in Membership and Program matters.



# The Financial Secretary

- Appointed for a 3-year term. Reports to the Grand Knight and Council.
- Keeps record of all the members and reports all membership transactions to Supreme.
- Does not have duties on the Retention Committee.
- Prepares and send all bills, vouchers, notices of dues, etc.
- Should do all Council supply ordering.
- Access to “Supplies Online” ...as does the GK.





# The Lecturer

- Provides inspirational messaging and/or entertainment for the members at the Council meetings.
- Has a bigger roll now with the new meeting structure.
- Reports on the Good of the Order.



# Membership & Programs



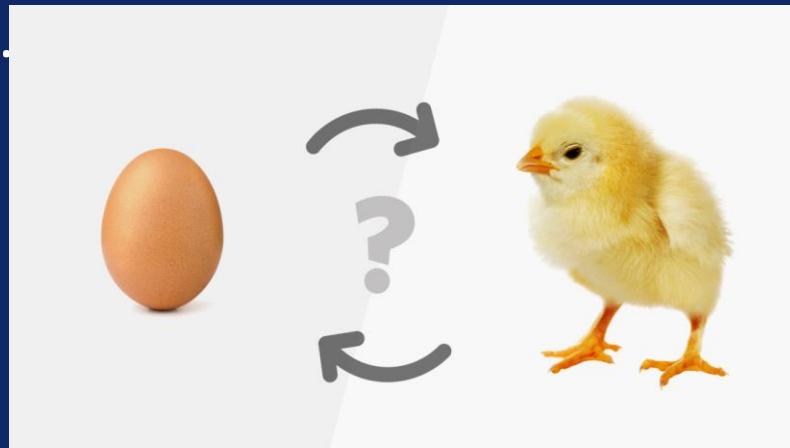
# The Membership Team

- Responsible for membership growth, retention and benefits promotion.
- Plans and oversees all Council membership recruitment and retention activities.
  - Coordinates Church Drive Weekends.
  - Hosts Open Houses and Information Nights.
  - **Provides Membership presence at events.**



# The Program Team

- Ensure a **sustainable** balance of programs and events that are of interest to all members.
- Interesting and effective programming will create pride in the Council, attract more men and their families, and will help retain members.
- Chicken or the Egg....



# Succession Planning

**Let's take a better look at this now that you have some building blocks of shared responsibilities.**



# Succession Planning

**1. Who is the successor for a District Deputy?**

**The District Warden**

**2. Who is the successor for a District Warden?**

**A successful Grand Knight or Financial Secretary**



# Mentoring

**1. Who is the Mentor for a District Deputy?**

**A State Officer or PSD or successful former DD as appointed by the state**

**2. Who is the Mentor for a District Warden?**

**His District Deputy**



# Succession Planning

**1. Who is the successor for a Grand Knight?**

**The Deputy Grand Knight**

**2. Who is the successor for a Deputy Grand Knight?**

**The Chancellor**





# Mentoring

**1. Who is the Mentor for a Grand Knight?**

**The DD, FS, Trustees**

**2. Who is the Mentor for a Deputy Grand Knight?**

**The GK, DD, FS, Trustees**



# Succession Planning

## 1. What about all the other Officer positions?

**In a perfect world, each Officer moves up the ranks and mentors those behind him.**

**But we know this isn't always the reality.**

**So, each Officer must do their job, look ahead and be aware of what is happening ahead of him.**

**This helps to prevent any surprises as he move up the ranks and flattens the learning curve.**



# Succession Planning

**1. Who can (or should) fill some of the Jr. Officer positions...like the Guards, Warden, Lecturer, Recorder?**

**These are all perfect positions for your new Brothers. It keeps them involved and mentored. Plus, you now have that perpetual line of Officers coming up the ranks.**



# **Mentoring and Succession Planning**

**So, it is possible, but its not going to  
happen over night.**

**It will take a few years to develop your  
plan and to create that culture of  
sustainable leadership.**







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# **Thank You Brother Knights**

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