



Knights of Columbus
South Carolina State Council



District Deputy

Duties & Responsibilities

Paul Burchell
State Secretary



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Communicate!



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Communicate!



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- *The role of the District Deputy is one of service. You are a:*
 - *Guide*
 - *Friend*
 - *Mentor*

- *You are a representative of the Supreme Knight and the State Deputy*

- *Be a leader of great success*



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District Deputy Key Responsibilities:

- *Provide fraternal leadership to the councils in your assigned district*
- *Be an example of faith, charity, and good judgement for Council Officers to follow*
- *Set a tone that is open and engaging*



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Training and Resources

- *District Deputy online training at www.kofc.org*
- *Fellow DDs and State Officers*
- *Fraternal Training Webinars*
- *Fraternal Training Portal*
- *Officers Desk Reference*
- *District Deputy Reminder*
- *Knightline*
- *Columbia Magazine*
- *DD Handbook*



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District Deputy Key Duties:

- *Represent*
- *Install*
- *Supervise*
- *Encourage*
- *Promote*
- *Exemplify*
- *Inspect*
- *Assign*
- *Report*
- *Follow*
- *Manage*
- *Perform*



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District Deputy Duties:

- *Assure councils submit required forms*
- *Assure councils have an active Faith in Action Program*
- *Assure councils have an active membership campaign*
 - *Church drives, etc.*
- *Strongly encourage all GKs and delegates to participate in State Convention*
- *Strongly encourage councils' participation in State Charity Drive and Columbus Hope Foundation activities*



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District Deputy Duties:

- *Assure councils are compliant with Safe Environment Program*
- *Assure council officers understand their specific roles and responsibilities*
- *Ensure council officers know how to access and take advantage of resources on Supreme and state websites*
- *Assure GK and FS, as a minimum, complete the on-line training available on Supreme website*
- *Hold Grand Knight responsible for planning for the success of his council*
- *Pass along “best practices” between councils in your district*
- *Promote membership advancement and “Shining Armor” award*



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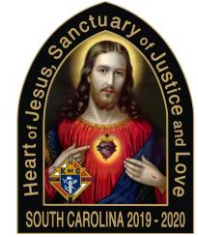


State Meetings & Functions

- *Convention*
- *State Officers & DD Installation/Organizational Meeting*
- *District Deputy Mid-Winter Meeting*
- *Grand Knights Organizational Meeting*
- *Grand Knights Mid-Winter Meeting*
- *Columbus Hope Foundation Meeting*
- *Catholic Men's Conference*
- *Charity Ball*
- *Soccer Challenge*
- *Free Throw Championship*



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District Meetings & Functions

- *Conduct a district organizational meeting as soon as possible after the election of council officers*
 - *GK, DGK, FS, Program Director, Field Agent*
- *Conduct mid-year review meeting as soon as possible after DD mid-winter meeting*
- *Organize District Soccer Challenge – October*
- *Organize District Free Throw Championship - February*



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District Organizational & Review Meetings Agenda

- *Opening prayer*
- *Council Officers' roles and responsibilities*
- *Council committees and organizations*
- *Council awards and planning session*
- *Membership*
 - *Goals and quotas (state, district, & council)*
 - *Schedule degrees*
 - *Recruitment plans*
 - *Retention program*
 - *Insurance program*
 - *Incentive program*



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District Organizational & Review Meetings Agenda

- *Programs*
 - *Star. Fr. McGivney, Founders, and Columbiana Awards*
 - *Safe Environment Program*
 - *State Individual and Achievement Awards*
 - *State's Inter-Council Competition (ICC) program*
 - *Columbus Hope Foundation Program*
 - *State Charity Raffle Program*
 - *Deceased Brothers Program*
- *Correspondence/Comments*
- *Calendar of Events*
- *Other items of interest*
- *Closing prayer*



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Council Visits

- *As a minimum, at least every other month attend a meeting for each council in your district*
- *Whenever possible, attend any Admission Degrees in your district*
- *Participate in Council Social activities within your district*



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Congratulations

Wishing you all the success in the new fraternal year