

# **Knights of Columbus Arkansas State Council**

## **Newsletter Editor**

Our State Council newsletter gains membership support of activities and simulates interest in the Knights of Columbus. One of the objectives for the State Program Chairmen and Directors each fraternal year is to promote their programs. They are to publish articles 90 days, 60 days, and 30 days before the event is scheduled. Thirty (30) days after the event they are to publish the results. Our State Council Program Director is required to publish a comprehensive program plan for the state; in addition, he is to follow-up with the responsible program chairmen and directors. This is a tall order but it is important to communicate with our members.

Our General Agent will promote the benefits available to our Brother Knights by publishing a monthly article in the Insurance Corner our State Newsletter. District Deputies will be encouraged to publish any council activity in his district that he deems appropriate for other councils to implement.

Our State Council Website Director will post the Newsletter on our web site. This gives every Brother Knight in the state an opportunity to read it. With the Newsletter and our State Council Web Site as our primary communication tools it is imperative that they both be published an available to our members on the first day of the month.

The State Council Newsletter Editor is expected to attend the State Council Organizational Meeting, Mid-Year Meeting, State Convention and his Districts Deputy Meetings and all 2<sup>nd</sup> & 3<sup>rd</sup> and 4<sup>th</sup> Degree Exemplifications in your geographical region. At the Organizational Meeting the State Council Program Chairman through the State Deputy will furnish copies of promotional material including the *“Surge with Service”* booklet and goals and objectives for the fraternal year. .

## **Newsletter Editor**

### **Mission**

To include all articles submitted by the State Council Officers, Program Chairmen/Directors, District Deputies and Past State Deputies relating to our State Council and Order. The State Deputy or his designee will approve and edit the newsletter prior to its publication.

### **Objective**

- At the State Council Organization meeting take photographs off the State Officers, Program Chairmen/Directors, District Deputy, General Agent and Past State Deputies in attendance for use when publishing their articles.

- Establish monthly due dates for submittal of articles.
- Provide guideline for appropriate material to be included in their articles.
- Maintain file for all article submitted to guarantee all are included in the correct issue of the newsletter.
- Publish on the first day of each month.

**Method**

To accomplish these objectives the Program Directors in Arkansas must instill in all District Deputies the need to take back to each council the means to conduct all programs as they are designed to operate.

Directors and District Deputies are the lifeline of success for the Order in Arkansas. They must work with all councils to understand that *strong programs mean strong membership. Remind them that 88% of our members joined the Order to get involved in Church or other activities.*

At the conclusion of your term furnish the incoming Newsletter Editor with an updated copy of your duties and responsibilities.

***Take someone on a Journey of a lifetime  
Recruit him into the Knights of Columbus***

**The only way to recruit a member is to have a Form #100 in hand**

Newsletter Editor	Time allocation	
Function Performed	Minimum	Commitment
Attend State Organizational Meeting	14	Hrs Once
Attend District Leadership Conference	4	Hrs Once
Attend State Mid Year Meeting	14	Hrs Once
Attend State Convention	20	Hrs Once
Subtotal; State Functions	52	Hrs Once
Prepare Newsletter articles	5	Hrs/Mo
Interface w/Other Directors & Chairmen	2	Hrs/Mo
Council Interface	2	Hrs/Mo
Subtotal; Program Functions	108	Hrs/Yr
Total Time Commitment	160	Hrs/Yr

All functions listed exclude travel time and no reliable estimate may be made regarding incurred expenses.