

# Knights of Columbus Arkansas State Council

## Program Director

The framework of our Order's Service Program is "Surge .... With Service." When a Knight acts *selflessly*, he acts on behalf of the world. Our Order is a Catholic, Family, Fraternal, Service Organization. This theme permeates the entire Service Program: all Church, Community, Council, Family and Youth Activities. CATHOLIC – the common denominator for all of our members. Catholicism serves as the foundation for continued growth and performance. FAMILY – the very basis of society around which all our programs evolve. FRATERNAL – banded together for the purpose of providing for the spiritual welfare of our membership. SERVICE – our involvement with and commitment to Church, Community, Council, Family and Youth. (See page 2 of Surge with Service for complete text.)

Keep in mind that your Brother Knights buy into a leader before they buy into a goal. Abraham Lincoln said, "*An Organization will take on the personality of its Leader.*" During your tenure as our State Council Program Chairmen have the opportunity to become a *Teacher* and *Motivator*.

Program Chairmen/Directors must keep in mind that our number one priority is *Growth*. This includes Membership Recruitment, Membership Retention, New Council Development, Council Retention, Insurance Promotion and our Columbian Squires Program. However, *Growth* is impossible without a well planned and executed Service Program. *The number one responsibility of our State Council Program Chairmen/Directors is to keep our Members Interested and Involved in our Order.*

### *State Program Chairman*

Proper steps for implementing the Arkansas State Council Service Program is your responsibility as State Program Chairman. These responsibilities include:

1. Provide the opportunity for all of our Brother Knights to fulfill their Catholic duties for the benefit of themselves and others.
2. Enable members and their families to participate in worthwhile community projects while profiting from the opportunities and experience themselves.
3. Encourage members to protect their families by taking advantage of our Order's insurance features.
4. Constantly recruit new members of high caliber so that our Order's strength may be augmented while retaining its effectiveness and quality.

Remember people want to do a good job. Your big challenge is to know, understand and appreciate your Program Chairmen and Program Directors as individuals – and to find out what make them tick. Then use their special talents to motivate them to implement and promote effective State Wide Service Programs.

- Give them credit.

- Acknowledge good advice.
- Listen and provide guidance only when asked or it is deemed necessary.
- Acknowledge your mistakes.

#### Objectives:

1. Prepare and publish a comprehensive Service Program plan and distribute it to the State Officers, Past State Deputies, and District Deputies, Program Chairmen & Program Directors and have it posted on the State Council Web-Site.
2. Program Chairmen & Program Directors publish an article for the State Council Newsletter 90 days before a planned event, 60 days before a planned event, 30 days before the planned event and, finally, 30 days after the event reporting the results. (Articles must be submitted on or before the 13<sup>th</sup> day of the month.)
3. Attend the State Council Organizational Meeting, Mid-Year Meeting and the State Council.
4. Attend the District Organizational Meeting with your home council and encourage your entire home Council Officer's to attend.
5. Meet with the Program Chairmen, Program Directors and offer a training course at both the Organizational Meeting and Mid-Year Meeting. In addition, summarize their reports and deliver one report at all meetings. This includes the State Convention as well. If you determine one or more Chairmen/Directors need to deliver their own report that decision is, of course, yours to make.
6. Provide copies of all Service Program reports to the District Deputies, State Officers and Membership Chairman.
7. Notify State Secretary to order "*Surge With Service*" booklet from Supreme for distribution to all program Chairmen/Directors.
8. Distribute promotional material received from Supreme to the applicable Program Chairmen/Directors.

### *Program Director*

#### **Mission**

The mission of the State Program Director is to bring all councils in Arkansas to realize that strong and active programs will cause Catholic men to *want to join* the Knights of Columbus. Programs and membership are *one*, and should not be separated at any level of the Order.

#### **Objectives**

- Start new programs that will show the Order and the State of Arkansas that we do know how to maintain a strong membership through active councils.
- Encourage and motivate all councils to help their communities, churches, and youth at all levels.
- Make sure that all current State and Supreme programs are properly conducted in each council in Arkansas, so that everyone can benefit from the results of a successful program.

- Current programs, such as, Free Throw, Family of the Month/Year, or Corporate Communion, continue to grow stronger and that the Knights of Columbus will become more visible to the public.

**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*.

Conduct judging for Service Program of the Year, Large & Small Council of the Year & State Family & Knight of the Year.

At the conclusion of your term furnish the incoming State Program Director 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***

| State Program Chairman                 | Time allocation    |
|--|--------------------|
| Function Performed                     | Minimum Commitment |
| Attend State Organizational Meeting    | 14 Hrs Once        |
| Attend District Leadership Conference  | 4 Hrs Once         |
| Attend Budgetary Meeting               | 6 Hrs Once         |
| Attend State Mid Year Meeting          | 14 Hrs Once        |
| Attend State Convention                | 20 Hrs Once        |
| Subtotal; State Functions              | 58 Hrs Once        |
| Prepare/Post Newsletter articles       | 1.5 Hrs/Mo         |
| Interface w/Other Directors & Chairmen | 4 Hrs/Mo           |
| Council Interface                      | 2 Hrs/Mo           |
| Subtotal; Program Functions            | 90 Hrs/yr          |
| Total Time Commitment                  | 148 Hrs/Yr         |

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