

# **Knights of Columbus Arkansas State Council**

## **State Council Protocol Chairman**

By definition protocol is the rigid code setting forth the degree of obedience, the rules of official and social behavior. In short it includes anything that is proper and in good taste. We should always display proper consideration for the office represented by the person. In no way should we let dislike for a person influence our respect for the office he holds. State Officers, District Deputies, Priest, General/Field Agent or Special Guest should be accorded due recognition for the office or position they hold. They should always be seated in a place of honor.

The Grand Knight should always greet guests at a local Council meeting or social event. At State Council meetings the State Deputy should greet special guests. Guest should never be left alone for any period of time because they do not know our members. Therefore the Grand Knight or State Deputy needs to assign a member to accompany and introduce guest to those in attendance.

Assignment to the Head Table should include our Clergy, Supreme Officers and Supreme Directors, etc. Seating should be arranged by rank from the middle out to either end of the table, with the highest-ranking official at the middle of the head table. Guest are introduced from right toward the middle. All should rise when said members enter and remain standing until they are seated. If there are too many special guests to seat at the head table they should be given designated seats in the audience and introduced at appropriate times by the Master of Ceremonies.

The State Council Protocol Chairman 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. .

## **State Council Protocol Chairman**

### **Mission**

Instruct the State Deputy, State Officers on proper protocol for State Council Business Meetings and socials.

### **Objectives**

- Instruct State Deputy and his Officers how they are to greet and accompany special guest
- Instruct them how to make introductions of special guest

- Verify that the State Deputy has instructed speakers and the Master of Ceremony and given them instructions relating to his goals and objectives for the event.
- Seating at head tables and special tables are set-up in accordance to State Deputies instructions and they comply with proper protocol.
- Flags are properly displayed and placed
- All Officers wear the current jewel of office at State Council Business Meetings and Social Functions
- If the State Deputy encounters a problem that was not anticipated instruct him to use his own judgment and simply apply common courtesy.

## **Method**

*“Protocol Handbook”* published by the Knights of Columbus (1612 3/06) will serve as your primary reference material and should be with you at all the State Council Business Meetings and socials.

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.***

Program Directors will be required to assist the State Program Director in voting for the Program of the Year for each of the five categories.

At the conclusion of your term furnish the incoming State Protocol Chairman 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**

Protocol Chairman	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	1.5	Hrs/Mo
Interface w/Other Directors & Chairmen	2	Hrs/Mo
Council Interface	2	Hrs/Mo
Subtotal; Program Functions	66	Hrs/yr
Total Time Commitment	118	Hrs/Yr

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