

Knights of Columbus Arkansas State Council Warden

Charter Constitution Laws Knights of Columbus

Chapter 11 Organization SEC. 11 (C)

State Councils shall elect by ballot from the membership at large a State Deputy, State Secretary, State Treasurer, State Advocate, *State Warden...*

By-Laws **Arkansas State Council Article V Officers State Warden Section 7**

He shall be present at all meetings of the State Council, and at the opening shall check for current Travel Cards and shall admit none but those members with a third degree membership card showing he is in good standing, and verify credentials of Delegates and Alternates except by vote of said council.

WARDEN

The warden is another officer elected annually by the membership at large. The warden is responsible for supervising and maintaining most council property.

DUTIES WARDEN

The Warden is responsible for supervising and maintaining most State Council property.

As directed by the State Deputy you will need to assist him in contacting Councils, District Deputies and prepare and distribute a list of emergency names to call in case of an emergency.

The State Warden sets up the State Council Chambers for meetings and oversee that wardens, appointed by him or the State Deputy, are fulfilling the duties assigned to them.

Organizational Meeting: The State Warden will assist the State Deputy in locating a central location, help in selecting hotels, secure council halls or parish halls to hold the meeting and coordinate with the council and district deputies.

You will be responsible for setting up all meeting rooms per protocol, and making sure everyone has lunch. The location should have adequate classroom space to accommodate breakout schedules.

This also includes coordinating with the State Council Chaplain, Parish Priest and Bishop for the installation of State Council Officers and District Deputies. If new State Council Jewels are required, make sure that the State Secretary has ordered them and they will be available for the installation.

Council Leadership Training: The State Deputy will organize Leadership Training across the state. This training maybe conducted in a central location, district location or local council location. You will be responsible to take your assigned locations and coordinate with the District Deputy/Grand Knight on time, place and date to conduct these training sessions.

This training is critical to the State Council and you must be knowledgeable on all aspects of the Council Leadership Training to teach these sessions. They normally take 2-4 hours and you should be organized, prepared, and knowledgeable in every aspect. This training should be complete by the end of August. After the Training sessions prepare an attendance report to the State Deputy and plans to teach any council not represented at the training session.

Your responsibilities also include following up with the District Deputies assigned to you for leadership training to assure all council reports are submitted in time and verify each council has a membership plan and they commitment to a number of new members for the fraternal year. These numbers will include any suspensions that may occur during the fraternal year.

Quarterly Meetings: When the State Deputy calls a meeting the State Warden should assist him with meals, hotels and meeting locations.

Mid Year Meeting: The State Warden will assist the State Deputy in locating a central location, help in selecting hotels, secure council halls or parish halls to hold the meeting and coordinate with the council and district deputies.

You will be responsible for setting up all meeting rooms per protocol, and making sure everyone has lunch. The location should have adequate classroom space to accommodate breakout schedules.

State Convention: State Warden is responsible for setting up all meeting rooms per protocol and verify adequate classroom space to accommodate breakout schedules. Furnish the State Deputy with the number of assistants you will need for the convention. Assign your staff duties and responsibilities to help you with any job that may be necessary at the convention.

Offer any assistance the State Deputy may need in bringing materials into the main chamber or other classes; in addition, keep the State Deputy on schedule if delegates are asking him question or visiting with him.

With your assistants, you are responsible to coordinate with the hotel, State Deputy, Grand Knight or District Deputy, Program Chairmen/Directors to assure all rooms are set up, torn down and State Council property is secured for all meetings including the Banquet.

You and your assistants will distribute all materials during the meeting.

During elections of State Council Officers and Supreme Convention Delegates and Alternate Delegates have enough ballots, distribute them to the Delegates and collect them for tallying by the judges.

At the closing of the convention make sure all State Council Property is complied and packed away for you or the next Warden.

Traveling ICONS: Each Fraternal Year Supreme arranges for the Silver Rose to travel through our State in route to Mexico for a celebration Mass. Supreme will provide date and location of pick-up and of drop off. The State Warden is responsible to schedule the route and councils to receive the Silver Rose with instructions for their celebrations.

Occasionally additional ICONS may also schedule to travel through our Jurisdiction. Similar plans will be established for these events.

CHECK OFF SHEET

1. Arrive 30 minutes before meeting scheduled to start.
2. Set-up Council Chambers:
 - a. American Flag and Knights of Columbus Flag
 - b. Verify State Council Officers, District Deputies are wearing office jewels.
 - c. Set-up tables for Officers & Chaplin on each side of the speaker's podium.
 - d. Arrange chairs for members.
3. Meeting responsibilities
 - a. After meeting is opened State Deputy asks:
"Worthy Warden do you vouch that all are in possession of their current membership cards?"
Warden Replies:
"Worthy State Deputy all are in possession of current membership cards."
Identify any visitors from another State Council Or Supreme Council if any are present.
4. Special presentations during the meeting.
State Deputy will ask Worthy Warden to accompany honoree to center of chamber (return to your seat once honoree is in center of chamber).
5. Distribute any/all materials to members as required by any State Council Officer or Speaker.
6. Make sure all property returned to proper storage location and hall put back in it original condition. (State Deputy asks members to replace chairs etc.)

This is not meant to be a comprehensive description and you will need to amend it for your successor at the conclusion of your term as State Council Warden.

Transfer the State Council's laptop computer, issued to you when you assumed office, and all computer files to your successor at the conclusion of your term. In addition furnish the incoming State Warden with an updated copy of your duties and responsibilities.

The State Warden can expect to devote and average of 1.5 days per month to fulfill his obligations. Most of the time is for leadership training, attending required meetings, and council leadership training.

Always remember that the State Warden is part of a six-man team, not an individual Officer with one job. You are elected to do the best you can, but not on your own.