

# OFFICERS PLANNING MEETING

## Excerpts from “*Guidelines For Council Meetings*” 10318:

“Officer Planning Meetings are where many of the details for council activities and programs are determined. Where proposals are clarified, strategies are made, tactics are approved (and) where approved or budgeted bills are paid.

Planning Meetings “need not have the same formal tone and . . . employ a more fraternal working atmosphere” than membership meetings.



### 1. Opening Prayer

### 2. Grand Knight’s Report

- Overview of Council Issues
- Review Correspondence
- Review Upcoming Schedule
- Agenda for Next Council Business Meeting

### 3. Officers’ Reports

- a) **Chaplain** (*If present*)
- b) **Deputy Grand Knight** (*Typically, no report required*)
- c) **Chancellor** (*Typically, no report required*)
- d) **Recorder** – Minutes
- e) **Financial Secretary** – Reports, Receipts, Bills, Supplies)
- f) **Treasurer** - Accounts Status
- g) **Advocate** (*Typically, no report required*)
- h) **Warden** (*Typically, no report required*)
- i) **Trustees** (*Report semi-annual Audits*)



### 4. Membership Director Report: Candidates, Exemplifications, Retention

### 5. Program Director Reports: Details about all current programs

- a) **Faith Director**
- b) **Family Director**
- c) **Community Director**
- d) **Life Director**

### 6. Unfinished Business (*Also request new ideas from any members in attendance*)

### 7. New Business and Motions

### 8. Good of the Order, Prayers for Members

### 9. Closing Prayer

# COUNCIL MEMBERSHIP BUSINESS MEETING

## Excerpts from “*Guidelines For Council Meetings*” 10318:

A Grand Knight should use council meetings to share the council’s vision, highlight success, explain the work at hand, and call for votes on important issues. This is where he motivates members to participate in charitable activities and parish/community service.

“The Monthly Council meeting should be conducted in a professional manner. . . . Fellowship is a critical part of our member’s experience. Council Meetings (can) be combined with fraternal event.”



1.  **Call to Order**
2.  **Opening Prayer**
3.  **Pledge of Allegiance**
4. **Approve Minutes of Previous Meeting** 
5. **Financial Report:**
  - **Financial Secretary** (*Report current status*)
  - **Treasurer** (*Report current accounts status*)
6. **Membership Director Report:**
  - New Members, Candidates
7. **Other Reports** (*Overview of upcoming activities*)
  - e) **Faith Director**
  - f) **Family Director**
  - g) **Community Director**
  - h) **Life Director**
  - i) **Fourth Degree**
  - j) **Insurance Agent**
  - k) **District Deputy**
8. **Unfinished Business** (*Also request new ideas from any members in attendance*)
9. **New Business and Motions** 
10. **Good of the Order** (Members & member’s family recognition)
11. **Grand Knight’s Summary:** Overview of Council Issues & Upcoming Schedule
12. **Prayers for Members**
13. **Closing Prayer** 
14. **Adjournment** 

