

Who's Who in Your Local Council

Knights of Columbus Council #7880 2019/2020 Leadership

Chaplain – Fr. Nathaniel Hinds

Serves as spiritual advisor to your council's Knights (and their families).
Provides a spiritual message to Knights during council meetings.

Grand Knight – Todd Wasserman

- Presides over all meetings.
- Appoints program and membership directors.
- Appoints committees as needed .
- Countersigns checks and orders for payment.

Deputy Grand Knight – Michael Coons

Assists the grand knight with operation of the council and any other duties assigned to him by the grand knight.
Presides at council meetings in the absence of the grand knight.
Serves on the council's Retention Committee (Recommended, but not required).

Chancellor – Jim Prestel

- .. Responsible for encouraging members' participation in council programs. Assists the grand knight and deputy grand knight with their duties.
- Serves on the council's Admission Committee (Recommended, but not required).

Financial Secretary – Phil Barenberg

- Collects dues from members. Responsible for sending billing notices and initiating retention measures.
- o Ensures that the council membership records are updated and that new members sign the constitutional roll.
- Files various reports and membership/insurance transactions with the Supreme Council Office.
- Responsible for completing and submitting the proper Form 990 (U.S. only).
- Keeps the seal of the council and affixes it to membership cards, resolutions and other official documents as necessary.

Recorder – Peter Doan

- Responsible for keeping and maintaining a record of council meetings and maintains all correspondence of the council.
- .. Oversees all council communications and social media pages (Recommended, but not required).
- Oversees council calendar (Recommended, but not required).

Treasurer – Kenneth Chihacek

- Responsible for handling council funds.
- Receives money from financial secretary and deposits it in the proper council accounts.
- Responsible for paying all council expenses, including assessments from the Supreme Council.

Lecturer

Responsible for providing suitable educational and entertaining programs during the "Good of the Order" section of council meetings.

Advocate – Burt Stevens

Acts as parliamentarian for the council.
Should have a working knowledge of Robert's Rules of Order, Charter, Constitution & Laws, council by-laws and *Method of Conducting Council Meetings* (#10318).
Responsible for seeking legal assistance from the state advocate when necessary.

Warden – Mark Gruenewald

Responsible for supervising and maintaining all council property.
Sets up council chambers for meetings and degree exemplifications.
Oversees inside and outside guards.

Inside/Outside Guards – Rick Fischer/Jim Demarva

Attends the doors of the council chamber, checks current membership cards and allows entrance.
Assist warden with his responsibilities.

Board of Trustees – 3rd yr. George Demetrian, 2nd Bill Wasserman, 1st Jim Record

Supervises all financial business of the council and conducts semiannual audits.

Program Director

Works with the grand knight in scheduling council programs.
Manages chairmen and other Knights responsible for implementing the council's programs and activities. Keeps accurate records of council programs for reporting on the *Annual Survey of Fraternal Activity* (# 1728) and *Columbian Award Application* (SP-7).
Keeps council's public relations chairman informed of all programs for promotion.

Membership Director

Collaborates with the grand knight on council membership goals.
Manages the Recruitment Committee, Retention Committee and Insurance Promotion Committee.
Plans and coordinates the council's schedule of recruitment programs.

Retention Committee Chairman

Creates and updates the new member plan, guiding Knights through the first months and year of membership.
Contacts members in danger of being suspended and discusses their reasons for decreased activity.
Examines reasons why Knights become inactive and plans attractive programs to reengage the council's membership.

Communication Committee Team – Peter Doan, Phil Barenberg, Bert Stevens, Joe Henderlong, Dan Wojtanik, James Damrau

Responsible for website design, and administration.

Receive from Council leadership and membership: modifications, additions/deletions, corrections to Knights directory and membership profiles, and Council calendar.

- Responsible for ensuring accuracy, timeliness, integrity and privacy of data.

Responsible for engaging Brother Knights through easy website access, utilization and inter-active processes.

Responsible for header, sub-header creation and calendar maintenance; performing diagnostics on membership, calendar, and volunteer sign-ups.