

DECEMBER 2021

# *THE INFORMER*

## NEWSLETTER

Welcome to the December issue of *THE INFORMER*. This issue defines the responsibilities of District Deputies and goes on to explain the importance and completing the Annual Fraternal Activity Survey. It then then introduces the new addition to our State web site – an Events Calendar for Councils.

<u>THIS ISSUE:</u>	SUPREME REPRESENTATIVE - DISTRICT DEPUTY FRATERNAL SURVEY OF FRATERNAL ACTIVITY TECH CORNER OTHER PUBLICATIONS INDEX (ARTICLES OF INTEREST IN PAST NEWSLETTERS)
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I ask that the Council Grand Knights forward this newsletter to all their members.

Several sources are used in the preparation of this newsletter. These include:  
Supreme’s Charter Constitution and Laws of the Order. This booklet is printed annually as there may be amendments to the contents...so request the latest version from your Council Advocate.  
Officer’s Desktop Reference (ODR) – this is a section on Supreme’s website containing expanded information on the Constitution, Rules and Laws of the Order.  
Grand Knights Manual



## *SUPREME REPRESENTATIVE*

With the mid-year District Deputy meeting held recently this is an opportune time to review the responsibilities of the Supreme and State Deputy's representative – the District Deputy.

### **THE DISTRICT DEPUTY**

State Deputy's Representative - "Man in the Middle"

1. Supervise councils in his jurisdiction and enforce laws and rules of the Order and adherence to protocol. (Section C-1, P. 2 of the Charter, Constitution and Bylaws)
  2. Inspect the books, vouchers, and accounts of Councils within his District.
  3. Install the Officers of the Councils in his District.
  4. Cause Ceremonial Exemplification as prescribed by the Charter, Constitution and Laws.
  5. Cause the accounts of Councils in his District to be kept in books furnished by the Supreme Secretary and in the manner provided by law.
  6. Report at once to the Supreme Secretary and State Deputy any deposition or suspension made by him.
  7. In case of dissolution of a Council, to take custody of the Charter, the proper books and papers of said Council for the benefit of the order and return them to Supreme Council Office.
  8. Direct and assign duties to Trustees of Councils when deemed advisable to do so.
  9. File Council reports as required on a regular basis, and file expense reports monthly.
  10. Promote New Council development and reactivation of inactive Councils.
  11. Promotion of Insurance and other programs of the Agency.
  12. Ensure the timely completion and submission to Supreme Council Office of FORMS relative to, but not limited to:
    - Columbian Award (SP-7), June 30
    - Report of Officers Chosen for the Term (#185),
    - July 1 Service Program Personnel Report (#365), August 1
    - Semi-Annual Audits (#1295), six months, August 15
    - Annual Audit (#1295), twelve months, February 15
    - Annual Survey of Fraternal Activity (#1728), January 31
    - Other Relevant Forms required by Supreme
  13. Gain access to the Officers Desktop Reference website from Supreme
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## *FRATERNAL SURVEY OF FRATERNAL ACTIVITY*

Every year-end Supreme requests that Councils of the Order complete and submit the “Annual Survey of Fraternal Activity” (Form #1728). This form indicates the number of volunteer hours their Council members have volunteered during the past calendar year. In preparation, each Council sends its members, in late autumn, the “Annual Survey of Fraternal Activity” (Form #1728). Each member is requested to complete this form and return it to their Council’s Financial Secretary who then tabulates the hours and submits the summary to Supreme.

One item to note is if a member serves on the State Board or belongs to a Fourth Degree Assembly then they may receive an additional Form 1728 from that group.

If this is the case it is important to remember that *a member may only complete and return ONE form* to the respective Financial Secretary. You cannot report these hours more than once.

The “Annual Survey of Fraternal Activity” (Form #1728) is a requirement to achieve Star Council status.

Councils and Assemblies should complete this form and submit it to Supreme Council headquarters no later than January 31, 2022. This form is also available at [kofc.org/forms](http://kofc.org/forms) or in the Council Reports Forms Booklet (#1436).

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## *TECH CORNER*

### **Events Calendar**

Our State Communications Director Brother Michael Subasic has implemented a State Events Calendar on our State website so that at a single glance any Council and/or its members and Supreme representatives can view our activities and consider how the members or membership team can complement any such activities with recruitment opportunities.

There will be an Events Calendar for the north (Edmonton and area), south (Calgary and area), Lethbridge and area, and one for Grande Prairie and area. It is recommended that each Council appoint a member to handle their Public Relations (PR) and communications. Each PR individual would have administrator access to the Events

Calendar to post their Council's events and maintain the information. All other members in the jurisdiction would only have view capabilities.

For example, all the Calgary Councils could have their designated communications PR person have access to the calendar where they can post their Council's events. All events in the Calgary area will be on this calendar. And the same thing for Edmonton and the other areas.

The Events Calendar will be password protected. Only those members with valid logon credentials (*user id* and *password*) will be able to access the Events Calendar. The login credentials will be assigned by our State Communications and will be unique for each member. It should go without mentioning... but do not share your credentials with anyone else.

The authority to add and update Event information will be delegated to each Council. This approach resolves several problems. It removes any involvement from our Red Deer Office, and the Communications Director and his resources. The information is owned by the Councils and thereby all responsibility of maintaining its accuracy, currency, and updating rests with the Council.

As mentioned, responsibility for information posted to the Events Calendar is the responsibility of the Councils. However, the Events Calendar will be reviewed periodically by our State Communications. If it is determined that the information and/or comments are found to be improper, mis-leading, or not K of C related then the information will be removed and the Council will be notified.

To access the Events Calendar, go to our State web site home page at [www.kofc.ab.ca](http://www.kofc.ab.ca) . Select 'Publications' and scroll down to EVENTS.

Select the Event you wish to view. If you are logged into Google with a permissible / authorized K of C account, you will be directed to the Events Calendar. Otherwise, a screen is displayed requesting you to obtain permission to view the Events Calendar.

For further information or assistance please contact State Communications.

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## *OTHER PUBLICATIONS*

Here are other newsletters published over the years. I encourage those Council Executive members holding the respective position to access these newsletters to assist in performing their position's duties.

- for Council Wardens, the “**Warden’s Corner**”,
- for the Council Advocate, see newsletter “**The Advocate**”,
- for Council Treasurers and Financial Secretaries, check out the ‘**Treasure Trove**’ newsletter.

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All newsletters are also available on our State website: [kofc.ab.ca](http://kofc.ab.ca)

Go to “Publications” for the full list.

If you have any questions or comments, please sent them to: [ss2021@kofc.ab.ca](mailto:ss2021@kofc.ab.ca)

Until Next time... and Stay Safe and Healthy

***Vivat Jesus!***  
***Sir Knight John Onyskiw***  
***State Secretary***

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