



JANUARY 2022

THE INFORMER

NEWSLETTER

Welcome to a New Year and the January issue of *THE INFORMER*. This issue looks at the responsibilities of the Grand Knight and then explains how our volunteers are insured when they help us at Council events. Next is an interesting guest article penned by one of our lawyers. Lastly, I ask that the Council Grand Knight forward this newsletter to all their members.

THIS ISSUE:

COUNCIL EXECUTIVE
- GRAND KNIGHT
*VOLUNTEER OPPORTUNITIES
FOR YOUTH*
A LEGAL MATTER
OTHER PUBLICATIONS
INDEX (ARTICLES OF INTEREST IN
PAST NEWSLETTERS)

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



COUNCIL EXECUTIVE

Over the years and travels to many Councils, I encountered Council Executive members inquiring what are their responsibilities and how to perform their new duties. This section is dedicated specifically to the Council Executive members on these items. I will cover each position over the next several issues.

THE GRAND KNIGHT

1. Be familiar with fundamental principles of parliamentary law, understand the principles of Robert's Rules of Order and observe the laws of the Order in his Council.
2. Be familiar with the current version of the Supreme Charter, Constitution, and Laws of the Order as well as bylaws of his own Council.
3. Be familiar with the Grand Knights Manual.
4. Provide leadership to the Council and Community.
5. Maintain fraternal conduct of his Council.
6. Perform all business details properly and on time.
7. Inspire cooperation and voluntary service among the officers and members of the Council.
8. Be responsible for cooperation with other Columbian groups and leaders... Squires, Fourth Degree, Chapters, District Deputy, other Councils, State Deputy, State Council, and the Supreme Council.
9. Call all Council meetings and preside at all Council and Executive meetings.
10. Appoint standing committees including Service Program Chairman and a Membership Chairman for the Council.
11. Appoint a Chaplain in consultation with the Deputy Grand Knight and the Trustees of the Council.
12. Appoint the Lecturer of the Council.
13. Appoint a Membership Retention Chairman to ensure membership are contacted regularly of council activities and events.
14. Be familiar with Admissions Committee procedures and ensure that a First Degree is properly exemplified in his Council.
15. Be familiar with the Council's financial obligations due the Supreme Council and the State Council.
16. See that the Laws of the Order that outline how its monies should be handled by the Financial Secretary and Treasurer are fully observed.
17. Complete and file timely Reports Forms to Supreme Council Office and provide copies to the District Deputy and State Deputy:
 - Columbian Award (#SP7), 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

18. Preside as Chairman of the Board of Trustees.
19. See that Council members are assessed dues on time by the Financial Secretary.
20. Keep informed on delinquent members.
21. Instruct his Council Directors on proper procedures for ordering supplies.
22. Act as Chaplain in absence of same.
23. Countersign orders and cheques and read vouchers.
24. Is a member of State Council.
25. Must complete the Knights of Columbus Safe Environment Program through a partnership with Praesidium. He must also require his Youth Director and any other council member responsible for Youth Activities to complete the Safe Environment Program. The Praesidium's Armatus® partnership provides online training, background screenings and an exclusive hotline to report child safety concerns.
26. Perform such other duties as the Order may impose.
27. Gain access to and use the Officers Desktop Reference on the Supreme website.

VOLUNTEER OPPORTUNITIES FOR YOUTH

A recent inquiry was received from a Council in our jurisdiction regarding liability coverage for youth volunteers. The Council has programs to provide volunteer opportunities for youth through the network of parish and charitable organizations in their community. They link up with the youth at the local high school and help them find volunteer opportunities with the Knights of Columbus or with other groups.

So... are these youth volunteers covered by our Knights of Columbus Liability Insurance?

I can best answer this question by indicating WHO is insured:

Alberta-Northwest Territories State Council Knights of Columbus and ALL its Councils, Assemblies, Officers, and MEMBERS are insured.

... And yes, volunteers are also covered as long as they are volunteering for the Knights of Columbus and not another organization.

If a young volunteer helps at a pancake breakfast, is he/she covered if they accidentally get burned on the stove?

Yes, they are covered, under the Volunteer Worker Accident & Sickness policy, This has nothing to do with our liability policy.

Additionally, we do not require anyone to sign a waiver to limit liability or exclude them.

So Councils, you can enlist all the volunteers you may need to help out with an event or activity with the secure knowledge that everyone is covered in the event of an accident.

A LEGAL MATTER (BY LIAM M. CONNELLY LL.M.)

A recent edition of a Council newsletter prompted me to write this short piece. Having done work in Privacy Law for years as a lawyer I am rather attuned to these issues.

It came to my attention regarding a recent Council newsletter which had the usual section: "*For the Good of the Order*". A commendable section where we can list those in need of our prayers. The concern arose when it stated: "*Those who are suffering from COVID-19 and those that are sick including...*".

As a result, incorrect information was published as several of the individuals listed did not in fact have COVID-19. The original sentence grouped everyone together so one does not know who it may or may not refer to. It looked like it referred to several individuals who in fact did not have COVID-19.

This sentence is problematic from a privacy perspective as it in effect publishes an individual's personal medical information when it states: "*Those who are suffering from COVID-19*". This is a breach of individual's privacy... publishing their personal medical information.

Given the current situation and people's response to this pandemic, printing such information could cause a person to be concerned if they have been in contact with someone listed. Publishing information in this manner could find your Council on the wrong end of one of my colleagues or cause unnecessary panic.

To avoid possible legal problems, I recommend Councils not mention the words "COVID-19" or any illness in the context of the *Good of the Order*. Simply use a generic statement such as... "*we ask for prayers for these following individuals*". Also ensure that in member outreach try to ensure that the person is fine with being mentioned. Finally, you could simply adopt the practice indicating a first name and initial of the last name. Taking these steps will avoid potential legal concerns and respect individuals' privacy about their medical conditions.

Liam M Connelly LL.M.

Connelly Law Group
Barrister and Solicitor and Notary

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.

All newsletters are also available on our State website: 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

Until Next time.

Vivat Jesus!
Sir Knight John Onyskiw
State Secretary

INDEX

(of past issues)

September 2021

Council Executive
- Inside Guard
- Outside Guard
Home corporations – A Brief
Tech Corner
- E-mail tracking
Other publications

October 2021

Council Executive
- Warden
Officers Desktop Reference
Hosting Fundraisers
- Raffles & Lotteries
Other publications

November 2021

Council Executive

- Advocate

Financial Officer Bonding

Nominations

Other publications

December

Supreme Representative

- District Deputy

Fraternal Survey of Fraternal Activity

Tech Corner

Other publications