

1/4/2004

TENNESSEE STATE WARDEN:

Below, please find listed the basic outline of the jobs assigned to the Tennessee State Warden. On the following pages, I have outlined in detail what all those jobs entail.

If you thought the job of Warden was to just set up meetings and wait your turn for State Deputy, well think again. This job has evolved into an important position that takes hours a week to do it right. Here it is!

Meetings:

Kick off meeting: The S.W. will set the schedule of the kick off based on the dates given to you by the S.D. You will secure hotels in each location, prepare the break out sessions, secure the council halls or parishes to hold the meetings and coordinate with the local council and District Deputies. You will be in charge of setting all meeting rooms per protocol, making sure everyone has lunch. You also need to coordinate with the parish Priest and local Bishop for the local Installation of DD's and State Officers. Finally be prepared to take three weekends in July off your vacation calendar. The Kick Off's will require you to be in Knoxville, Memphis, and Nashville on the Friday night before the Kick off in that area, and plan to stay until Sunday if needed. If new State ribbons are needed, please make sure that they are ready prior to the installation. A pre kick off postcard should be published and enough copies made to include all those in the state that should be in attendance. Printing of all materials also falls to the S.W. You must be on site 1 hour prior to the meeting for registration and set up of all rooms. **BE THE FIRST ONE THERE, THE LAST THE LEAVE, BE ORGANIZE & PREPARED!**

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

Mid Year Meeting: The S.W. will find a suitable location in Middle Tennessee to hold the Mid Year meeting, normally the second weekend in January. Coordinate with the local council and make sure there is plenty of room to hold up to 300 people. The location should have plenty of classroom space and be able to feed all the attendee's. Again, you make the schedule, the breakout schedules, and secure hotels if needed, ensure that all the rooms and main meeting rooms are set up with the proper materials. You should also prepare with the State Advocate all the needed Convention registration forms, prepare packets (200) for all who should receive one. This is a time consuming job and needs to be completed at least one week prior to the Mid Year. **BE THE FIRST ONE THERE, THE LAST THE LEAVE, BE ORGANIZE & PREPARED!**

State Convention: The S.W. will assist the State Advocate as the assistant convention manager. The jobs are many and you will need lots of experience with a computer and have the following Microsoft programs: Word, Excel, Publishing and Adobe acrobat. In addition to helping track the information with the S.A. your jobs will be many at the convention. You will need to plan on being in the convention city by Thursday evening and staying until Sunday afternoon. Preparation of all convention packets falls to you and the Advocate.

The S.W. will need to make a schedule of assistants for the convention. I have included one on the enclosed disk. Please assign the DD's and Program staff to help you with all the small jobs at the convention.

Processions:

G.K. March: You will need to assemble the G.K.'s from all the councils on Saturday morning in order prior to the opening of the convention on Saturday morning. Make sure you tell them how important they are to the State and thank them for their commitment.

Mass: You will need to make a list of all in the Mass procession (on disk) and line everyone up after you have secured the proper seats in the Church. Make sure at all Mass processions, you leave the front row empty for our deceased brother Knights.

Banquet: You will need to give the current Program Director a list (on disk) of the State officer and dignitary line up. The Program Director will introduce all in the procession.

Registration: You are in charge of registration and will have to have all packets produced with everything that the delegate ordered in the packet or ready to hand to them. This job of preparing packets took me weeks last year to complete working 4-5 hours a day. You must have tickets printed, name badges made, banquet reservation cards printed, banquet seating charts ready, ECT. I will outline all this to the State Advocate and you will need to assist him.

Meeting Rooms: With your assistants, you must coordinate with the hotel, S.D., and State program Director and have all rooms set up, torn down, and the State property secured for all meetings, including the Banquet. You will also need assistants as door wardens for all meals, meetings and as greeter to the banquet. You should also have assistant to distribute all materials during the meeting. **BE THE FIRST ONE THERE, THE LAST THE LEAVE, BE ORGANIZE & PREPARED!**

Elections: In the State Warden property you will need to make sure that there are enough ballots for all elections at the convention. Assign assistants to distribute all ballots.

Convention Sunday: You will need to make sure that all the State property is compiled and packed away to take with you or the New Warden. If you are not continuing as Warden, please show the new Warden how to pack up everything and pass the torch onto him.

Convention Final: You will not have time to do much but assist the close to 400 delegates and their wife's, the State officers, Supreme Rep., and run down all the details that will continuously hit you in the face. Get plenty of sleep before you go to the convention, because I guarantee you, you will come home exhausted. **BE THE FIRST ONE THERE, THE LAST THE LEAVE, BE ORGANIZE & PREPARED!**

GKE Schools: After the Kick off meetings the S.D. will organize the Grand Knight Elect training schools across the state. You will need to take your assigned districts and coordinate with the local DD's on a time, place and date to hold these training sessions. You will need to read the GKE book completely and be familiar with how the state works, and be able to answer all questions that will be thrown at you. These schools are critical to the state and you must be knowledgeable on all aspects of the GKE school in order to teach these sessions. They normally take 2-3 hours and you should be organized, prepared, and knowledgeable in every aspect. All schools should be completed by the end of August each year.

Council Visits: The S.D. will assign you a list of councils that will need to be visited during the fraternal year. You will need to contact the council G.K. and plan to attend the council meeting. Report back to the S.D. after your visit and inform him of any positive or negative happenings at this meeting. Our job is to assist the council and help solve any problems that may exist. You are also the liaison of the S.D., please be professional and helpful to the council.

State Property: You are in charge of storing, updating, and transporting all the State property to all meetings. These include all the state flags, flag stands, Cross, Cross stand, KC emblem, name plaques and holders, DD tripods and poster boards, banners, videos, ballots, office supplies, and sound system. The flags will need to be cleaned when needed, do so after you speak to the S.D. After elections and the addition of new councils, the name plaques will need to be updated. We use a Knight owned company here in Nashville. I have included the name and contact numbers on the enclosed disk. Make sure you keep this property clean, updated, and secure during your tenure as S.W.

Communication: As directed by the S.D. you will need to assist in contacting councils, DD's, and will have a list of emergency names to call in case of an emergency.

I am sure I have forgotten something but never worry; if you have a question, just ask.

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Welcome to the State Chairs.