

The Duties of the Office of the State Secretary

The State Secretary is the second highest elected officer of the State Council. Your first responsibility is to represent the State Deputy whenever he asks. Either at Degrees, functions or meetings, you must be prepared to be his designated representative. You must also be prepared to stand in for the State Deputy at any State Meeting that is held that he cannot attend.

Your next responsibility is the documentation and publishing of the minutes of the Annual State Convention. This is required by the Supreme Council.

Along with this is the responsibility of compiling the State Necrology of deceased Brother Knights and spouses. When compiled, you are responsible to read those names at the Memorial Mass at the State Convention.

Also at the State Convention, you are the Officer responsible for delegate certification. You pass out the forms at the Mid Year meeting, and are required to collect all forms prior to the Convention. At the Convention, you must be able to certify all seated delegates from all Councils, or no votes can be taken, or elections held.

Your daily tasks are varied and have a direct responsibility again to the State Deputy. You handle any correspondence that must be done. Examples include letters to Clergy and Bishops, letter welcoming new members, correspondence to Supreme, and correspondence to Councils.

Another duty is to be the recipient of all Councils forms that are sent to Supreme or due on a State basis. Audits, Fraternal Surveys and Elected Officer and Program Staff forms. These forms are collected, logged, and forwarded to Supreme. It is also the duty of the State Secretary to correspond with all Councils and District Deputies when forms are delinquent, until they are properly received.

The State Secretary is also responsible for the publication of the State Directory annually. This included receiving the forms from Councils listing new or re-elected Grand Knights and Financial Secretaries, new

or re-elected Faithful Navigators and Faithful Comptrollers, and of course, State Officers, District Deputies and Staff. This must be done prior to the Kick-Off Meeting every year. This is also updated throughout the Fraternal Year.

You are the State Newsletter Editor and Public Relations Director as well. The newsletter is a published document that is posted to our web site, and distributed by the State Deputy to Supreme and other States. Public Relations includes sending articles from the State and Bulletins from Supreme to the Diocesan newspapers, and to Supreme Officers as well.

You function as a member of the Mental Retardation Foundation, as the State Health Services Director. There are meetings of the MR Board that you must attend, and you are given responsibilities of Council visitation on behalf of the MR Foundation.

Lastly, you do your very best to visit as many local Councils as possible as a State Representative, but more importantly as a Brother Knight. These visits allow Councils and State Officers to know each other better, and allow all of us to do our best as Knights of Columbus.

Always remember that you are part of a six man team, not an individual Officer with one job to do. You are elected to do the best you can, but not on your own.