

JOB DESCRIPTION FOR POSITION OF KNIGHTS OF COLUMBUS DISTRICT DEPUTY FOR THE ARCHDIOCESE OF SAN ANTONIO

DUTIES: As a District Deputy (DD) you are to act as an Advisor, Mentor, Teacher as well as a Friend to the Councils to which you are assigned. Your duties will include but are not limited to the following:

1. Conduct the installation of Officers.
2. Attend every regular monthly meeting of assigned councils. (Unless there are extenuating circumstances, which preclude your attendance, "I don't feel like it," is not an extenuating circumstance.)
3. Involve yourself in your council's activities. They should think of you as one of their members.
4. Insure that all reports for each council are sent in on time to the appropriate person.
5. Hold at least one 1st degree per month in your district or pair up with another DD to insure that every new candidate has the opportunity to enter our order in a timely manner.
6. Work with each Grand Knight to recruit new members, promote the insurance program and to insure payment of all assessments from State and Supreme including meeting the State Charity Goal.
7. All other duties that are outlined in the DD Handbook.

Additional requirements that are considered part of the duties and responsibilities of DD's assigned to the Archdiocese of San Antonio:

1. Attend the State Organizational Meeting normally held the first or second weekend of July. The luncheons and Banquets are a required part of the event.
2. Attend the State Mid-Year Meeting normally held the first weekend in December. Same requirements as above.
3. Attend the State Convention.
4. Attend and insure that your councils attend the 2 Diocesan Conferences usually held closely following the State Meetings. These meetings are mandatory for every DD and at a minimum every Grand Knight (GK) and Financial Secretary (FS).
5. Host a meeting of your assigned GK's and other council officers at least 2 times each year to exchange ideas and build fraternity.
6. Host or Co-host at least 1 Major Degree during the year.
7. Attend as many of the Major Degrees in the Archdiocese as possible so you can participate in the advancement of the members of your district.
8. Attend the monthly Chapter meeting if at all possible.
9. Support the Habitat for Humanity House. Support includes the fund raising and the actual building of the house. You are responsible for providing the work crew and food for one build day. Smaller Districts may join together for this event.
10. Support the Religious Appreciation Dinner.
11. Hold the District Free Throw and Soccer Challenge competition.
12. Attend and work at the Diocesan Free Throw and Soccer competition.

13. Participate and help at any State events that are hosted by the Archdiocese of San Antonio.

The above duties are spelled out up front so that there are no surprises as to what the job of District Deputy in the Archdiocese of San Antonio entails. You are a volunteer for the job, however once you have agreed to take on the responsibility you are then expected to meet the requirements of the job to the best of your ability. Due to the vicissitudes of life not all requirements will be met, however this is the standard that we are striving for.

James T. Wade
Diocesan Deputy
Archdiocese of San Antonio