

Membership Facilitators Duties and Responsibilities

The following programs are the keys to the success of all membership growth that the State Deputy needs to fulfill within the New York State Council.

RECRUITMENT / RETENTION / INDOCTRINATION REACTIVATION / ROUNDTABLE / CIRCLE OF HONOR

The facilitators need to know each segment of the programs listed above and how they work. This information is vital to the State Deputy and the Membership Director in order to produce high quality programs that will be customized to each area.

The Membership Facilitator must be dedicated and understand his responsibilities as outlined here in.

1. He should attend all Chapter / Conference Meetings in his area, and speak about Recruitment and Retention whenever possible.
2. He needs to assist the Minor Conference and Chapter Chairman by working to help increase the attendance at the Leadership Training within their areas of responsibility, and outline the committee goals for the current Columbian year.
3. Keep everyone in the Chapter /Conference up to date on current membership programs and then follow up to see what is being done in each conference.
4. Membership Facilitators must communicate with the Council Grand Knights and council Membership Chairman and determine if they are having any problems in getting out the programs.
5. Get a report of all monthly membership numbers from the State Council Web Site. You can download it from:
www.newyorkknights.com/membership/memnum1.php
6. Monitor membership quotas in your area of responsibility.
7. Monitor suspensions monthly.

8. Train Council Membership chairman or teams within your area or responsibility in July or August.
9. Check with District Deputies in their areas to see that all forms are being or have been turned in.
10. Mail a report to the Membership Director *every two* months as to the status of your area of responsibility. Also send the districts you are covering: e-mail rp34fife@aol.com
11. Monitor and help District Deputies and Grand Knights with the BLITZ weekend in October 2010 and March 2011.
 - If by April 1st 2011 the facilitator reaches his goal he will be invited by the State Deputy to attend the State Convention.
 - If the facilitator achieves his goals by the end of the 2010–2011 Columbian Year, he will be invited to the Indoctrination meeting in 2011, the facilitators will receive a gift from the State Deputy.
 - If your councils make their goals by the December C&B meeting, you will be invited by the State Deputy to attend to the Mid –Year meeting.
 - If half of your councils make their C&B goal by the December C&B drawing, that Membership Facilitator will be invited to come to the C&B meeting.

COUNCIL OFFICERS
TRAINING SCHEDULE 2010

JULY 31 – NASSAU	AUG 21 - QUEENS
AUG 7 - WESTERN	AUG 21 - CAPITAL
AUG 7 - KINGS	SEP 11 – NORTHERN
AUG 14 - SUFFOLK	TBD - BMS
AUG 14 - HUDSON VAL	TBD - CENTRAL
AUG 15 - WEST / PUT	