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financial secretary is an integral part of the structure of the Knights of Columbus. His important role is underlined by the fact that he is not elected by the membership but is

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appointed personally by the Supreme Knight. His work has a direct effect on the council members, his fellow offi-

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Charity, Unity and
Fraternity. Financial
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“ Fraternal relations
between people, and
cooperation in building a
more just society – these
are not an idealistic
dream, but the fruit of a
concerted effort on the
part of all, in service of
the common good. ”

– Pope Francis As
financial secretary, you

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have been selected by your council and appointed by the supreme knight.

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Financial Secretary 's
Guide - Knights of
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#10328 - Summary of
Financial Secretary's
Responsibilities.

Fraternal Training Page.

This page replaces the old
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his fellow officers, the

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Ragan

When the financial
secretary ' s resignation

is FINANCIAL

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acknowledged by the
Supreme Knight or if a
vacancy occurs for some
other reason, the grand

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knights is pro- The Laws and Rules of the Order set forth the following with complete instructions and forms (FS 101 —ing requirements for appointment of a financial secretary: Application and FS 103 — Nomination) for the appointment of a successor to the office.

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financial secretary: ... The

financial secretary shall

be appointed by the

Supreme Knight. He

shall hold office at the

will of the Supreme

Knight. As stated, the

financial secretary must

be a Third Degree

member of the Order, at

least 21 years of age and

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cannot be engaged in the sale of life or health insurance for another organization.

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1 Report of Council

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The Billing Procedures
duties of the Financial
Secretary as set forth in
Section 139 of the
Charter Constitution and
Laws of the Knights of
Columbus <http://www.kofc.org/en/forms/leadership/charter-const->

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laws30.pdf stipulate that the Financial Secretary shall collect and receive all moneys accruing to the council from members and other

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for Financial Secretary :
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Guide (Form 5093 7-16)
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meetings. FINANCIAL
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appointed by the supreme knight, upon recommendation of the council. His main area of responsibilities is maintaining all financial and membership records.

Knights of Columbus
Council 13624 - Officers
A Recorder's Minute
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Department for keeping a record of council meetings. The Financial Secretary is appointed by the Supreme Knight (the Chief Executive Officer and Chairman of the Board of the Knights of Columbus), upon recommendation of the council.

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perform your duties.
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secretary is appointed by the supreme knight, upon recommendation of the council. His main area of responsibilities is maintaining all financial and membership records.

Welcome Aboard
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- Grand Knight

Leadership Training
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Secretary Handbook
Knights Of Columbus

Training – Member Management – It is the expectation that each Chapter have Financial Secretary Training for Member Management/Billing available. The Chapter President is responsible to provide a training coordinator and to identify qualified individuals who can serve as such trainers.

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CALIFORNIA STATE

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HONORARY AND

HONORARY LIFE

MEMBERSHIP

Members who have
attained the actual age of
65 years and who have
been members of the

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Order for 25 consecutive years shall be designated as Honorary members.

Upon due request in writing (submission of a Form #100 by the financial secretary), said members shall be exempt from general

GRAND KNIGHT
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the nomination and appointment of the new financial secretary will be forwarded to the grand knight. Because the duties and responsibilities of the financial secretary are so varied and complex, a Financial Secretary's Handbook (#1410) and an audiovisual production, The Financial Secretary--Our

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Answer Man, available at no charge, except postage and handling, from the Supreme Council

Springfield Knights of
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5560

Financial Secretary (FS)

Duties The financial secretary is appointed by the supreme knight, upon recommendation

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of the council. His main area of responsibilities is maintaining all financial and membership records.

He collects and receives all moneys from all sources, including annual dues from council members.

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