

When addressing correspondence to a person that you have a close working relationship with, you should acknowledge the office he holds. The salutation would be "Worthy Grand Knight and dear Brother Bill".

- Manages program directors as they implement the council's programs and activities
- Keeps accurate records of council programs for reporting on the *Annual Survey of Fraternal Activity* and the *Columbian Award Application*
- Keeps council's public relations chairman informed of all programs and activities for promotion to local media

Faith Director

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Faith based council programs
- Keeps accurate records of the council's Faith programs including Refund Support Vocations Program (RSVP), if applicable

Family Director

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Family based council programs
- Keeps accurate records of the council's Family programs including Food for Families and Family of the Month/Year, if applicable
- Must complete all required Knights of Columbus Safe Environment training (kofc.org/safe) and must also pass a background check

Community Director

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Community based council programs

- Keeps accurate records of the council's Community programs including Coats for Kids and Global Wheelchair Mission, if applicable
- Must complete all required Knights of Columbus Safe Environment training (kofc.org/safe) and must also pass a background check

Life Director

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Life based council programs
- Keeps accurate records of the council's Life programs including Special Olympics and Ultrasound, if applicable

PROTOCOL

Proper protocol should be followed by all fraternal leaders. Protocol, by definition, is basic common courtesy. The *Knights of Columbus Protocol Handbook* (#1612) contains specific information governing many types of situations where protocol is involved. Keep in mind, however, that where there is no specific rule governing a situation, you will not go wrong by employing common courtesy.

Invitations — Guests should be sent proper invitations in writing well in advance (at least six weeks before the event). All invitations should be sent in the name of and signed by the grand knight, district deputy or state deputy, respectively. Replies may be directed to a chairman or committee member. The invitation should let the guest know timing, agenda, dress and any special expectations.

Your district deputy, as a special representative of the supreme knight and state deputy, should be invited to all council functions. However, it is not proper protocol to send a "blanket" invitation to your district deputy with the expectation that he will attend each event. It should be understood that his schedule may not permit him to attend