



# How to Be an Effective Grand Knight

ef-fec-tive: successful in producing a desired or intended result



# An Effective Grand Knight

- Grand Knight is Official Representative
  - He Represents his Council to District & State
  - He Represents Supreme and State to His Council
- Recommended Dress for Meetings
  - Coat & Tie, Jewel of Office, Council Name Badge
- If Unable to Attend a Meeting
  - Inform Your District Deputy
  - Inform Your Deputy Grand Knight



# Meetings, Meetings, & Meetings

- State Council Meetings
- Chapter Meetings
- District Meetings
- Council Officers' Meeting
- Regular Council Meetings
- Program or Committee Meeting
- Assembly Meeting



# State Council Meetings

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- Organizational Meeting
  - Held in June/July
  - Training of District Deputies and Grand Knights
- Midterm Meeting
  - Held in January
  - Review Progress and Realign Goals
- Annual State Council Meeting
  - State Convention in May
  - Grand Knights and Delegates - Formal Meeting



# Chapter Meetings

- Chapters of Grand Knights
  - Baltimore – 2<sup>nd</sup> Thursday
  - Bishop McNamara – 3<sup>rd</sup> Wednesday
  - St. Elizabeth Ann Seton – 4<sup>th</sup> Tuesday
- Attendance
  - State Representative, DD, DW, GK, PGK
  - Council Activity Directors and Officers
- Programs - Training - Communications



# Council Officers' Meeting

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- GK Runs and Actively Participates
- Preparation for Business Meeting
- Control Surprises
- Decide Who will Report on What
- Discuss and Plan Programs and Events
- Q & A – “Go around the table”



# Regular Monthly Meetings

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- Two Regular Monthly Council Meetings
  - Council SHALL Hold at least Two per Month
  - One SHALL be "Regular Business Meeting"
- Order of Business
  - Responsibilities of Grand Knight #1937 5/15
  - Maryland State Council Script
  - Follow the Script – Official Ceremony
  - Non-business Meeting – Reports, but No Business



# Chamber Layout

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- Responsibility of Warden and Guards
  - Others may Help Setup and Cleanup
- References
  - Responsibilities of Grand Knight #1937 5/15
  - Maryland State Council Protocol Book
- Those Who Speak Up Front and Visible
- Use Audio Mic & Speakers as Needed





# Regular Business Meeting

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- Keep the Meeting Focused
- Keep it Brief yet Informative
- Avoid Conflict
- Be Prepared – GK, Directors, & Officers
- Have Good Lecturer Programs
- If You Feed Them, They Will Come
  - If they stay for food, GK can talk one-on-one



# Grand Knight's Function

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- Grand Knight Runs the Meeting
  - GK does NOT participate in Discussions or Reports
  - GK Chairs the Meeting & Speaks in Third Person
    - The Chair recognizes Brother Smith for .....
    - The Chair will entertain a Motion to .....
- Grand Knight Reads the Vouchers
- Grand Knight Follows Robert's Rules
- Grand Knight Controls via the Gavel



# General Issues

- Dress Code
  - No Formal Requirements, but Sets the Tone
  - GK should be Coat & Tie, Others KofC Casual
  - All Officers Wear Jewel of Office
- Opening and Closing Recommendations
  - Open with Our Father or Decade of Rosary
  - Close with Mary Queen of the Knights
  - Opening/Closing ODE should be the KofC ODE



# Speakers – Who, When, What

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- **Chaplain**
  - Speaks First before Minutes
  - Speaks at Any Time He So Desires
- **Report of Admissions Committee**
  - Status of Interviews, Applications
  - Recommendations on Candidates
- **Ballot is a Ballot NOT a Voice Vote**



# Speakers – Who, When, What

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- **Grand Knight's Report**
  - Information from Supreme, State Council, Parish
  - Does NOT report on Programs or Events
  - May Recognize Appreciation, Gratitude, Service
- **Financial Reports**
  - Treasurer
  - Financial Secretary
  - Trustees



# Speakers – Who, When, What

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- **Chancellor's Report on Vocations**
  - Special needs of Members or Widows
  - New Member Participation in Activities
- **Program and Committee Reports**
  - Membership, Activities, Round Table, Committees
  - Stand – Report – Sit
  - No Discussion, No Questions
  - Hold Any Pending Motions until New Business



# Speakers – Who, When, What

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- Report of the Fourth Degree
  - Liaison Reports on Fourth Degree Activities
- Fraternal Benefits Advisor's Report
  - Monthly Topic From General Agent or Field Agent
- District Deputy's Report
  - Stand and Greet the District Deputy
  - DD speaks on behalf of State Deputy



# Speakers – Who, When, What

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- Good of the Order
  - Worthy Lecturer Presents Program
  - Instruction and Edification of Members Present
  - Members MAY speak if Preapproved by GK
- Discretion & Pleasure of Grand Knight
  - Worthy Lecturer Presides
  - Discretion and Pleasure of Grand Knight
  - GK can terminate this Order of Business





# New Business

- **Must be a Motion or Resolution**
  - Chair Recognizes Member to make Motion
  - Chair will ask for a Second
  - If Seconded, there may be discussion
  - Discussion alternates for and against motion
  - All Discussion is Directed to the Chair
- **Robert's Rules of Order**
- **Grand Knight does not Participate**



# New Business Considerations

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- **Financial Considerations**
  - Council By-Laws may Limit or Restrict Amount
  - Trustees Review Funding Availability
  - Trustees Approve Bills to be Paid
- **Other Considerations**
  - Quorum is Required & may Vary
  - Percent Needed to Approve Motion
  - Additional Information may be Required



# Resolutions

- **Simple Resolution**
  - Use Proper Format
  - Should be in Writing
- **Required by By-Laws**
  - Presented but not Discussed
  - Notification to Members
  - Discussed and Voted at Next Meeting



# Late Arrivals

- Member is Late
  - IG Gains Attention of GK and Introduces
  - Member Salutes and Takes a Seat
- Priest or Dignitary is Late
  - IG Gains Attention of GK
  - GK Raps Three Times
  - GK asks Warden to Escort to Proper Seat
  - GK Welcomes and then Raps Once & Continues



# Issues at Meeting

- GK is Firm but not Harsh
- GK is Flexible and Fair but in Control
- The GK has a Style and Personality
  - Be Yourself, but Be In-Charge
- The Council has a Personality
  - Acknowledge, Accept, and Adapt
- We are Knights not Congressmen



# Know your Skills Add Backup as Needed

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- Communication Skills
- Group or One-on-One
- Introvert versus Extrovert
- Thinker or Doer
- Delegate and Follow Up
- Get Advice, Consider Options, Decide



# Leadership Versus Management

## ■ Management

- Control, Finances, Administration, Paper Work
- CIO, CFO, COO

## ■ Leadership

- Talk the Talk and Walk the Walk
- Lead by Example
- Coach, Motivate, Develop Talent
- Identify Tomorrow's Leaders and Doers
- Mentor members with one-on-one talks



# Honey, I'll be out again Tonight

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- Family
- Children
- Community and School
- Work
- Other Council or Assembly Duties
- When in Doubt – Pray

Note: Officers, Directors, and Members have same issues and conflicts