



DD Expectations

Rob Van Rite

Training Facilitator



Role of Service

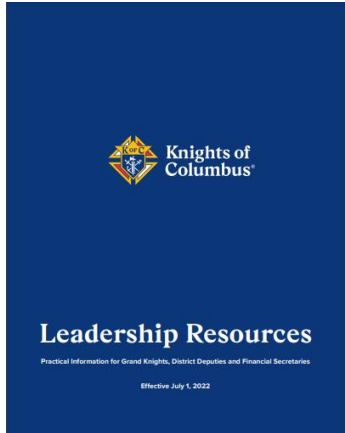
- The role of the District Deputy is one of service. We often refer to the role of the District Deputy as being a guide, a friend, and a mentor. Your fraternal leadership role is to help your councils become more effective.
- You need to help hold your council and the council officers accountable by assisting them to “plan ahead”, “keep on track,” and “measure success”.

As District Deputy, helping the councils and fraternal leaders in your district is not only a key to success, it is also a key to happiness. Be a leader of great service.



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- As District Deputy, you represent the Supreme Knight and your State Deputy and to do so effectively, you become an “agent” for change. In your role, remember these three key points:
 - You have been appointed to provide leadership to the councils in your assigned district.
 - Through your example of Faith, Charity and Good Judgment, you provide the model for Council Officers in your District to follow.
 - When you set a tone that is open and engaging you help ensure you District's growth in charitable outreach and membership.
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Resources



Leadership Resources Handbook (#5093)

The Leadership Resources Handbook is a guide for council officers with special focus on the Roles, Duties, and Responsibilities of the District Deputy, Grand Knight, and Financial Secretary.



Fraternal Leader Advisor

The Fraternal Leader Advisor highlights current Knights of Columbus initiatives and is forwarded on a monthly basis. The newsletter is a great source of information for presentation at council visits. It reminds councils leaders about upcoming deadlines and offers suggestions for relevant "Faith in Action" programs, recruitment activities, and charitable outreach programs.

The current Fraternal Leader Advisor, and past issues, are available on <https://www.kofc.org/en/news-room/fraternal-leader-advisory/>

Responsibilities



- The Laws of the Order define your duties.
 - It is your responsibility to be a leader and take action, which includes holding officers and members accountable.
 - Your actions set the tone for the fraternal leaders in your district.
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Working with your Councils

- Encourage continued activity by councils that build upon the vision and mission of the Order.
 - Work with councils in your district to guide them closer to alignment with the vision and mission of the Order.
 - Take steps to reach out to councils that have not recruited members or conducted programs and start building a bridge to relevance and visibility.
 - Work with pastors of councils that are no longer meeting or conducting any programs and determine a path forward to reactivate the council.
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Official visits to your Councils

- It is your responsibility to meet with your councils and council officers regularly. When you conduct your official visits, you are acting as a representative of the Supreme Knight and your State Deputy, and you should make wise use of your allotted time to motivate and mentor council officers to grow in membership relevance and charitable outreach.
 - Ensure that each council in your district is engaged with the mission of our Order.
 - Validate councils following the Laws, Rules, and Ceremonials of the Order.
 - Keep council leadership informed on initiatives and new information.
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Tracking Forms

- Track Council Submission of Forms and Reports. Monthly Feedback is critical.
 - Supreme Forms
 - Report of Officers Chosen for the Term (#185) 30-Jun
 - Service Program Personnel Report (#365) 30-Jun
 - Semiannual Council Audit (#1295) 15-Feb
 - Semiannual Council Audit (#1295) 15-Aug
 - Annual Survey of Fraternal Activity (#1728) 31-Jan
 - Columbian Award Application (#SP-7) 30-Jun
 - Council Faith in Action Reports
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Success



- Your goal should be to leave your District in a Better condition than you found it. From the experience of current and former District Deputies we have Distilled Ten Keys to Success to guide you.
- You can find the Ten Keys in your Leadership Resources Guide.



10 Keys to Success

1. Communicate
 2. Charitable Works
 3. Recruitment
 4. Star Council Award
 5. Insurance Program
 6. Set Realistic Goals
 7. Community
 8. Meetings
 9. 9 Value Members
 10. State Councils Officers
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10 Keys to Success

- The Ten Keys to Success is a guide to help you become a more effective leader. As District Deputy, the actions you take help ensure growth in faith-filled programs, charitable outreach, membership recruitment and family protection. As District Deputy, your ultimate goal is to motivate the councils in your district to be visible and relevant.
 - All actions have a cause and effect; the actions you don't take also have consequences.
 - A District Deputy is a key fraternal leader and your importance in the life of the Knights of Columbus cannot be understated. You should not take your important Catholic lay leadership role for granted.
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