



Your guide to become a better District Deputy and a better leader.

NEW DISTRICT DEPUTY LEADERSHIP TRAINING

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DD LEADERSHIP TRAINING



- Brother Knights, welcome.
- You've been appointed as District Deputy!
- What does that mean?
- What is expected of you?
- Where do you begin?
- What goals do you need to accomplish?
- What do you need to fulfill your duties?
- How do you perform the role of District Deputy?

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- This presentation will identify your duties as a District Deputy in Ontario State.
- You will discover a list of resources and materials available to you to help you become an effective leader in the Order.
- You will identify your administrative tasks.
- You will learn what responsibilities you have taken upon yourself to serve our State Deputy.

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- We're all Catholic men of Faith.
- Our outlook on life and actions develop from that faith and emulate our love for Christ and our mission to evangelize.
- Prayer is important to become an effective leader in your community.
- As leaders, the role of District Deputy is one of service.
- You'll need to be a guide, a friend and a mentor to your councils and members.

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- The key to success for your councils is for you to help them and to do it with joy in your heart.
- You are a role model and you set the tone by which others will follow.
- You need to be open and welcoming to others that require your time and service.
- You need to be available to your councils and your State Deputy.

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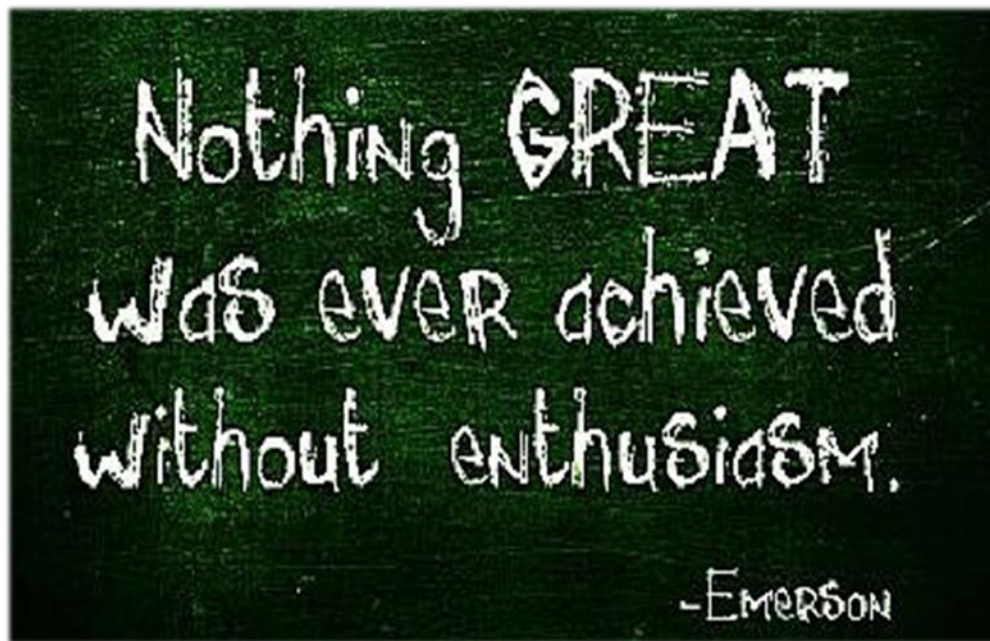
Quoting Ralph Waldo Emerson

- Success: Nothing **great** can happen without ***enthusiasm***! A positive attitude is everything to be successful. People do not follow those who are always negative. Success is only possible with ***enthusiasm***.
- Remember: ***Enthusiasm*** is **contagious**. Our leaders DDs and GKs and other executive officers must have a positive attitude and be cheerful. Others will follow this excitement!

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Enthusiasm is the path to great success.



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- Remember the opposite is true.
- **Pessimism is also contagious.**
- Pessimists lack energy and lack imagination and are usually afraid to try something new. They give up easily if they don't succeed at the first attempt. They turn off people.
- As a DD, you need to be watchful for this “success killing” trait within yourself and by other leaders in your district.
- Look to correct attitudes where needed.

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- You may ask, “How do I portray happiness, joy and enthusiasm when there are so many problems in my district that I inherited?”
- Answer.. By Choice! It’s only a decision away.
- You must make a decision to be effective and successful.
- Happiness and joy in fulfilling your duties as DD is a choice made by you.
- A positive attitude is vital to the success of the goals you strive to achieve. You decide it!

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- You must also believe in success before you can achieve success!
- If you believe you cannot make a difference in your district, understand you are correct.
- If you believe wholeheartedly that you'll be effective and successful, understand you are also correct.
- Both statements are correct! Why?
- It's all within you to succeed but it's a decision within yourself. Choose success!

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- Be then such effective leaders!
- Make the decision to be enthusiastic.
- Make the decision to portray joy and true happiness when you serve others.
- Make the decision to be passionate and have compassion when serving as DD.
- Make the decision to succeed!
- Warning: This takes effort! Reach out to the State Board when you need encouragement.
- Communication is also key to your success.

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Key duties as a District Deputy

- SUPERVISE: You need to be familiar with our constitution and always enforce the laws and rules of the Order are followed. Sec 62.1
- EXEMPLIFY: You are responsible for the formation (2nd) degree to ensure they are routinely scheduled in your District. Sec 62.2
- PROMOTE: You're responsible to promote the importance of advancing candidates to full knighthood in a timely manner. Sec 62.6

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Degrees

- Admission (1st)
- **Ensure your GKs schedule 1 per month in the District**
 - Formation (2nd)
- **Ensure you as DD schedule 1 per quarter in the District**
 - Knighthood (3rd)
- Ensure you as DD schedule 1 per year in the District, 2 per year would be excellent
- How? SO-03 (minimum 45 days in advance)
- Must complete and submit form 450 for all degrees

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- **REPRESENT:** You act as a special representative of the Supreme Knight and the State Deputy. Sec 62.5
- **ENCOURAGE:** You need to encourage other leaders to strive to do their best, even if they need to stretch beyond their comfort zone.
- **INSTALL:** You are responsible to perform the Installation of Officers ceremony in July or Aug, & absolutely no later than Sept. Sec 62.4

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- **INSPECT:** You must inspect the financial books and vouchers of each council on a yearly basis. The councils must provide you these items when you request an examination. Sec 62.3
- **FOLLOW:** You need to understand, follow and ensure the councils follow the guidelines for suspension or withdrawal. Sec 62.13
- **State forms:** SO-47 and SO-48 (new)

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- ASSIGN: You will direct and assign duties to council trustees when deemed advisable by the State Deputy. Sec 62.10
- REPORT: You must file reports of the condition of the councils in your district when requested to do so by the State Deputy.
Sec 62.11
 - 1) Degree reports #450 (1, 2, & 3)
 - 2) Semi-annual reports 944A & 944B

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- MANAGE: In the case of a dissolution of a council, you are responsible to take possession of all financial and recorder's books for the benefit of the Order. Sec 62.9
- Only the State Deputy has the authority to dissolve or close a council. You will only perform this task upon his instruction.

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- **PERFORM:** You will be required to perform other duties as the laws of the Order prescribe; including those requested by your State Deputy. Sec 62.13
- **PERFORM OUTSIDE DISTRICT:** District Deputies may act outside their own district, ie: degrees and other events, but not without you requesting and receiving approval by the State Deputy. Sec 63.

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EXPENSES: Administrative tasks. Sec 64.

- ***SUPREME*** (paid by): Form #267 (quarterly)
- Installation of Officers (for all your councils)
- Council visits in your District
- District meetings with your councils
- District Soccer & Basketball Free Throw
- Phone (long distance) expenses (itemize)
- Meals during travel to visit councils (receipts)
- Parking fees and tolls (receipts)

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- **STATE** (paid by): Form SO-29
(quarterly or semi-annually)
- Regional Soccer & Basketball Free Throw
- Diocesan Association semi-annual meetings
- Postage expenses (receipts)
- State DD organizational meetings: Room and mileage covered automatically without the need of filing an expense form (if applicable).
- Note: for the final expenses ending June 30th, expense form must be received by July 15th.

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EXPENSES: Facts to know

- Claims for expenses under \$25 will not be issued. Submit at a later time.
- Supreme #267 & State SO-29 must both be submitted to the State Office for the approval of the State Deputy. Do not submit any directly to the Supreme Office.
- State office will forward your 267 form to the Supreme office.

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EXPENSES: Facts to know

- District Warden: They are not eligible to directly claim expenses. DW expenses, for membership purposes, for the work done for you must be submitted by the DD on SO-29 form and the DD must reimburse his DW.
- Receipts: Failure to submit receipts will result in rejection and nonpayment of the claim.

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- ATTENDANCE: Your attendance at the two DD organizational meetings is vitally important and directly related to the success of the councils in your district.
- COMMUNICATION: SO-185: *NEW* You are responsible to ensure the contact information for each council in your district is accurate and updated yearly with State office. You must have brought them with you or complete it this weekend before you depart.

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- **MEMBERSHIP:** You must set the example to your councils that recruitment and membership growth is a priority and vital to the Order to ensure we survive for future generations.
- You are responsible to instill in your council officers the highest importance to provide programs that will attract members to join and in each and every month of the calendar.

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- **FAITH IN ACTION: Surge with Service** is discontinued and replaced with **Faith in Action**. You need to make the councils aware of the change and the effects of this change with the directors in the council.
- Purpose to align with Building the Domestic Church program from Supreme.
- Affects the SP7 Columbian award application. Show your councils how they should plan their programs for the year using this form in early July or August.

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FAITH IN ACTION: What to know...

- 4 main pillars: Faith, Family, Community, Life
- Each pillar has 1 or more feature programs with a merit of 2 programs on the new SP7 if all minimum requirements for it are met.
- Each pillar has 1 essential program that must be completed by each council.
- A total of 16 programs is required for the new SP7 Columbia award. (down from 24)

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- CONVENTION: You must instill in the Grand Knights and councils of the importance and benefits to attend the annual State convention. It's easy to be a sceptic for those councils who do not attend, yet don't see the whole picture of the work done by State Board and Directors. Budget!
- Announce the change of location to Niagara Falls to your councils. Get them excited.
- RESOLUTIONS: They need to attend to vote on these matters annually and feel apart of the process and part of the team effort in Ontario.

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RESOURCES

- PUBLICATIONS:
 - 1) Columbia magazine
 - 2) Knightline newsletter
 - 3) District Deputy reminder newsletter
 - 4) Ont State fraternal success planner newsletter
- WEBSITES: Supreme and State websites
- www.kofc.org and www.ontariokofc.ca
 - Officers Online at Supreme (log in)
- PRINTED MATERIAL:
 - 1) Constitution and Laws # 30
 - 2) Leadership Resources # 5093
 - 3) DD Guide # 5087



LEADERS are READERS

- Take the time to read to gain knowledge and prepare yourself to become a better informed leader. Knowledge gives you confidence and confidence will help you to become a more successful leader.
- You have a wealth of resources available to you on a monthly basis. Utilize them.

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LEADERSHIP traits

- Embrace change and adapt
- Set goals
- Plan ahead with attainable benchmarks
- Track progress
- Measure success
- Review progress (Mid year DD meeting)
- Re-adjust if necessary after a review to achieve your goals

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- OFFICERS ONLINE: (LOG IN REQUIRED)
- OFFICERS DESK: View growth of councils in your district
- REPORTS: View reports of each council including conservation (suspension) lists
- FORMS ONLINE: Access important forms
- PUBLICATIONS: Access various newsletters
- REPORT CARD: District membership and insurance quotas
- FRATERNAL TRAINING PORTAL (large library)

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Important phone numbers

Supreme

- Customer Service: 1-800-380-9995
- Fraternal Services: 203-752-4270
- Membership Records: 203-752-4210

- State Office: 1-800-759-0959
- Every Grand Knight in your district
- Neighboring DDs

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Important websites

Supreme

- www.kofc.org
- <http://www.kofc.org/en/members/resources/forms/state.html>
- www.kofc.org/en/members/resources/state-deputy-district-deputy-resources.html

Ontario State

- www.ontariokofc.ca
- www.ontariokofc.ca/forms/

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STAR COUNCIL

- The council's highest achievement and their main goal to strive toward every year.
- Imagine any sports team player that openly didn't want to work toward the trophy from the very start of the year. What would the coach and team owner think of that player? Would they tolerate this attitude?
- Councils need to start each fraternal year by planning and striving to achieve Star Council.

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TRAINING

- DDs need to promote the importance for all executive to attend officer training.
- Many of our concerns today are related to council executive refraining from attending annual officer training.
- This training isn't just for the new officer. Many who refrain are our officers who have held positions for a long time and say "I don't need training"; yet they are not aware of the new programs, incentives and information coming out from Supreme and State or have ever achieved Star Council.

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- FRATERNAL LEADER SUCCESS PLANNER:
- You'll be given enough to give to your Grand Knights and other executive officers.
- This agenda calendar showcases important deadlines of forms due each month and other significant dates in the Order.
- Carry, the Fraternal success calendar and the Ontario State fraternal success newsletter, with you to all your council meetings.

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- FORMS: Request and ensure you receive a copy of all forms councils submit.
- VERIFY: Trust but verify that every council in your district pays all Supreme and State per capita in a timely manner. (State website provides list)
- VERIFY: DD should ensure councils follow proper procedure for expenses and donations over \$500.
Sec 122 (b). Ask how they are notifying all their membership for any notices of motion.
- VERIFY: Review council rosters to verify all executive officers are qualified 3rd degree. Sec 92 (a).

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- VERIFY: Ensure all Financial Secretaries routinely verify all new members are on their roster on the Tuesday following the date the form 100 was submitted to Supreme. DD should report any delays to Supreme.
- DEGREE: DD should encourage councils to host an admission degree each month in the district. DDs should host a formation degree a minimum of once each quarter. Executive should attend all degrees regularly.

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- DEGREE: DDs should schedule knighthood degrees a minimum of once per year (twice is nice...).
- VISITS: DDs should visit councils a minimum of once per quarter.
- DDs should evaluate membership growth and analyze progress toward goals and quotas.
- DDs should always promote membership and announce upcoming degrees at every council meeting.
- DDs should communicate with all the GKs in his district every month.

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- DDs should use the monthly State fraternal success planner newsletter to aid them at council general meetings.
- DDs should always be prepared when visiting councils and attending degrees. Reading helps you prepare and be knowledgeable.
- DDs should hold their district meeting within two weeks of attending each State DD organizational meeting.

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- DDs should always positively promote their insurance representative's importance.
- DDs should always promote the insurance side of the Order and this "exclusive to membership benefit" to all members & prospects. Ensure your GKs & executive do.
- DDs should encourage councils to host fraternal benefit nights and plan them following major membership drives. Work with your General Agent or Field Agent.

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- DDs should ensure councils have 2 meetings per month for all 12 months. Sec 124.
- DDs to verify GKs follow the order of business follow along for general meeting. Sec 125.
- FS do not have signing authority of any financial account. If you find this, correct it immediately. If they refuse, contact your State Deputy and State Advocate. (944 form)
- DD to ensure FS is not on retention committee. Again, correct if found.

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- DDs should verify the councils are submitting their semi-annual audits. If not, warn them that non-compliance of 2 consecutive audits places the FS and Treasurer in financial jeopardy. They need to know the free \$5000 bonding protection provided by Supreme for these officers is withdrawn when the council refuses to comply and submit these mandatory financial audits.

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- **CORRECTION:** If you ever have to correct a Grand Knight or any other officer, you should never do it in front of others.
- **PRIVATE:** You should only offer corrective measures and advise in private and after any meeting. Never during the meeting.
- **PURPOSE:** Our purpose is align any poor behavior with advise of what is expected of them by Supreme or State. We should never embarrass them in front of others.



Success...what is it?

- How do the Councils usually define success?
- How does Supreme and State define success?
- They are sometimes not the same... why?



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- Ask yourself what does Supreme and State award?
- Does Supreme and State award for anything related to the amount of money raised or the amount of money in Council's bank accounts?
- Supreme and State offer awards for programs, family and membership growth.
- Therefore, what is worthy to be awarded is what should be the Council's main focus.

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Are your councils on the right path to success?

- Many councils are experiencing vision or mission drift
- Councils have lost their direction and their true purpose
- Councils need to take a real look at the new programs in Faith in Action
- Faith in Action is about RELATIONSHIPS

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Success...what is it?

- Councils need to be on the same path, with the same goals and the same definition of success that Supreme and State consider as most important of your efforts.
- If they don't, then the result will be continued frustration and a misguided path of success.
- If they don't, the end result will be failure and eventual closure. Example follows...

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Example:

- Wouldn't you define a Council with over \$100,000 in their bank accounts as successful?
- This year our State Deputy had to reluctantly close a Council with that amount of money in their bank accounts.
- Why...because they didn't focus on membership growth to constantly find replacements for future executive to run the Council & programs.
- They didn't recruit for many, many... years.
- Don't let this be any of your councils fate!

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Your goal as District Deputy

- To get your Council executive to understand what their main purpose is and to prioritize it.
- Councils need to provide programs that will attract new members (from a variety of ages) and offer programs to keep all members satisfied to retain as happy members.
- If you don't, the example I just gave you is their future and you are the key person to train them to understand what true success is.

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- NEW MEMBERS:
- Last fraternal year, there were over 200 councils that never recruited one new member. Many of these councils have been on “this list” for many years.
- Look to see if you have a council that did not recruit and help them to understand the importance for their SURVIVAL.
- Our goal is to find those who didn’t even attempt to recruit.

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DRESS CODE for DDs:

- At council, district and association meetings and degrees, you are expected to wear a jacket, trousers and tie or a suit and tie.
- At fundraisers and sporting events, it would most likely be better for you to wear your golf shirt and trousers.
- GKs: DDs, you need to instill in your GKs to dress similarly. First impressions are ruined for our new members when GKs show up in shorts and T-shirts at degrees and general meetings.

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RELATIONSHIPS

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EFFORT

TIME

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Good healthy relationships is directly related to and proportional to the amount of effort and time we put into them.
(Keep this in mind for retention purposes)

Make the Time – Take the Time!

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**IMPORTANT
NOTICE**

ATTENTION!



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Safe Environment Test

- Who needs to complete it?
- GK & Program, Family & Community Directors
- Repercussions if they're non-compliant?
- **Council can be disqualified from receiving awards!**
- **Grand Knights can be removed from office!**
- Faith in Action guidebook (top of page 8) Read it.
- Did you know this?
- You must inform all your GKs and ensure they comply.

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- Why is State Board so concerned?
- Letters were sent to all GKs last September.
- As of May 2018, 256 GKs were not compliant.
- Supreme expects every GK to take the test.
- Supreme didn't enforce the removal of GKs that were not compliant last year but we expect them to be more diligent in their enforcement this fraternal year forward.
- GKs are required to ensure their 3 directors are compliant too.

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- Will all your Grand Knight take the test and become compliant this year?
- Grand Knights need to understand we take the safety of our youth and our elderly very serious and reluctance or defiance will have consequences!
- You must make this your first priority when you return home.
- The Program, Family and Community directors in every Council need to be compliant too.
- One of these 4 need to be at every youth event or they need to reschedule the event so one of them can attend.

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ROLES	TRAINING	BACKGROUND CHECK	ARMATUS ADMINISTRATION
State Council			
State Deputy	✓		✓
State Advocate	✓		✓
State Program Director	✓		✓
State Youth Director	✓	✓	✓
State Family Director	✓	✓	✓
State Community Director	✓	✓	✓
State Squire Chairman	✓	✓	✓
Subordinate Council			
Grand Knight	✓		✓
Faithful Navigator	✓		
Program Director	✓		✓
Family Director	✓	✓	
Community Director	✓	✓	
Chief Counselor	✓	✓	
Adult Counselor	✓	✓	

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Q & A