



KNIGHTS OF COLUMBUS ONTARIO STATE COUNCIL

PURPOSE, DUTIES, STRUCTURE AND GUIDELINES FOR TERRITORIES

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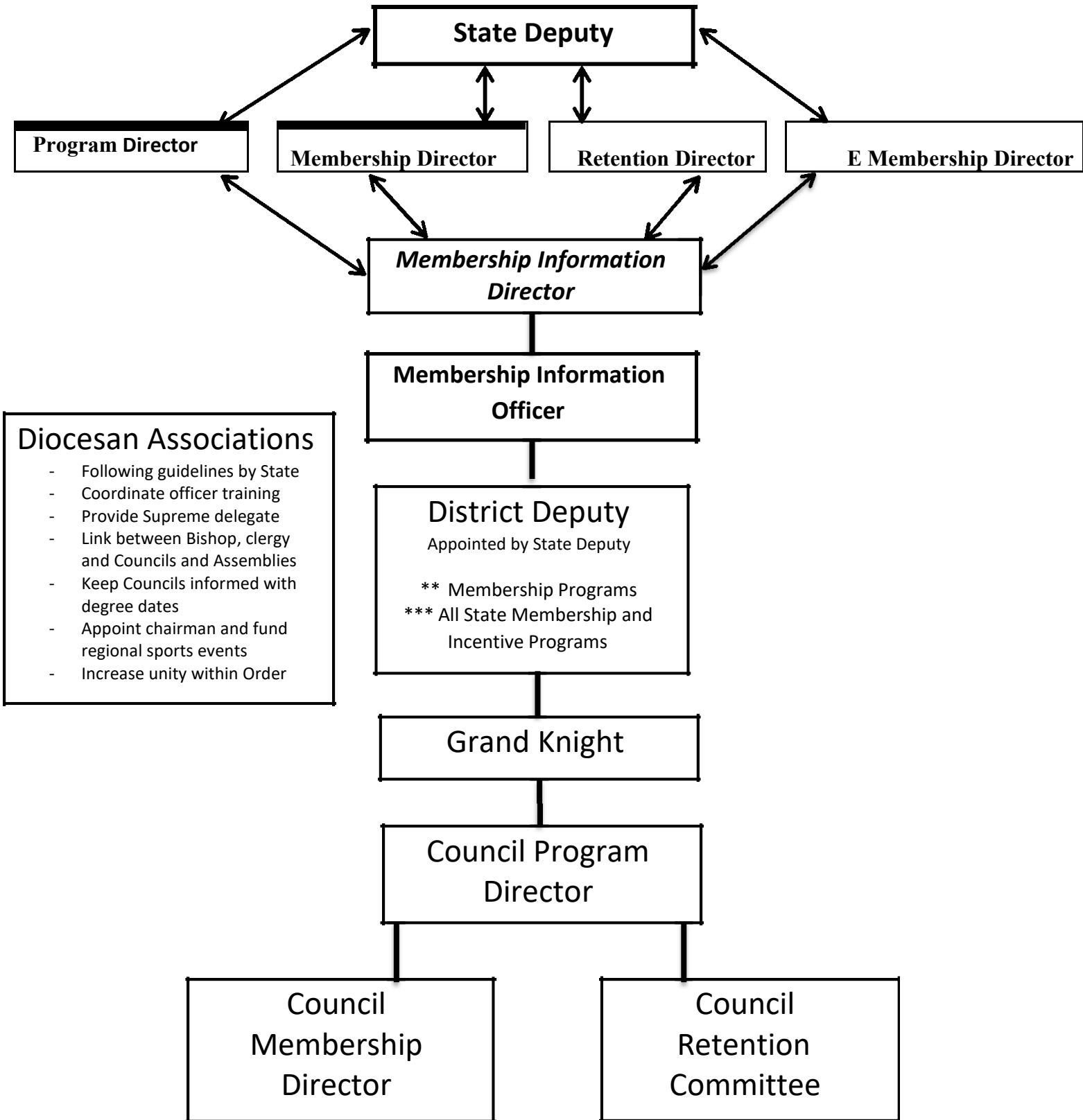
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Ontario State Council

Membership Information Territories

Territory Number	Districts	#	Areas Served
1	17,32,42,54,58,75,78,81,85	9	Cornwall & Ottawa (east of city)
2	1,2,30,44,59,66,79,92,98,101	10	Ottawa & Pembroke
3	3,4,20,29,48,57,73,82,93	9	Kingston & Peterborough
4	12,14,15 ,37,38,45,46,112	8	Thunder Bay & Sault Ste. Marie
5	11,13,18,25,34,41,47,52,71,74,80	11	North Bay/Sudbury & Timmins
6	6,8,26,60,62,64,67,83,100,109,113	11	Hamilton South & St. Catharine's
7	7,28,35,55,69,105,116,117,118	9	Hamilton North & South
8	9,22,31,40,49,61,68,72,84,104	10	London
9	10,16,21,23,39,51,76,88,115	9	Windsor & Chatham
10	19,33,50,56,77,86,96,103,110	9	GTA/Muskoka/Simcoe/York Region/ North Peel Region/North Brampton
11	24,27,43,53,89,91,94,99,102,106,111	11	GTA/Burlington/Milton/Oakville Mississauga/Brampton/ West Toronto
12	5,36,63,65,70,87,90,95,97,107,108	11	GTA/DurhamRegion/South Clarington/Thornhill/East Toronto

INFORMATION FLOW CHART



MEMBERSHIP INFORMATION OFFICERS

PURPOSE, DUTIES AND GUIDELINES:

- 1) The State Deputy liaison representative of a Territory is titled the "Membership Information Officer". He is appointed by the State Deputy. The duration of his term is one fraternal year. He can be re-appointed for additional year(s) at the will of the State Deputy.
- 2) The State Deputy will lead the entire State Team in close harmony with various Communication, Program, Membership and Retention Directors. The Membership Information Officers are the assistants to the State Membership Team but report directly to the Membership Information Director.
- 3) The Membership Information Officer's mandate dictates the promotion and distribution of membership incentives, as well as actively promoting membership growth (including EMembership) and recruitment in their jurisdiction, which is defined as a "Territory". As well the motivation of Districts to participate in State sponsored programs under the jurisdiction of the Program Director will be another component of this mandate. The Membership Information Officer will be the direct link from the Ontario State to ensure that all required information flows freely within his Territory on all of the above. The information will flow directly from the State Deputy, via his Team of Directors to the respective Membership Information Officers.
- 4) Membership Information Officers will also be responsible for the Councils assigned to his Territory surrounding the submission of reports, forms and other forms of documentation required by the State Council. He will also maintain ongoing contact with the District Deputies within his Territory and offer his assistance and expertise on an ongoing basis.

Note: Assistance does not entail personally carrying out the jobs and responsibilities of the District Deputy, but only ensuring that they are in fact completed.

- 5) Membership Information Officers must maintain the contact information (phone and e-mail addresses etc.) of "**key contact individuals**" within their Territory as well as the contact information of the overall infrastructure of Ontario State Council. This can be done in close harmony with the Ont. State Council which will assist in any way possible in providing and maintaining this complete communication link.
- 6) The Membership Information Officers are the direct link through the District Deputies to assist the Grand Knights in promoting Council success in the areas of membership growth as well as prompt forms and reports submissions. A good positive working relationship with each District Deputy in the Territory is vital to motivate the District Deputies to build similar relationships with the Council leadership teams in order to achieve the expected goals.
- 7) Membership Information Officers are recommended to attend minimally, one Diocesan Association meeting per year within their Territory; with the purpose of promoting membership growth and providing information updates. The DA Chairman will allot time for the Membership Information Officer to address those present at the meeting in order to promote and facilitate his mandate

MEMBERSHIP INFORMATION OFFICERS

PURPOSE, DUTIES AND GUIDELINES:

- 8) Membership Information Officers are required to contact all District Deputies within their Territory on a regular basis and maintain a list of all degrees in their Territory. This information will be shared with all Diocesan Associations as required.
- 9) Membership Information Officers are required to maintain a regular close scrutiny of the success of their various districts as it relates to attaining ongoing membership recruitment goals as well as the current status of council and district form and report submissions that are required from both a State Council as well as a Supreme Council standpoint.
- 10) Membership Information Officers should work in partnership with Field Agents or General Agents in their Territories to better promote the fraternal benefits of the Order.
- 11) Membership Information Officers are responsible to promote and disseminate information regarding any Supreme Council or State Council incentives currently in place.
- 12) Membership Information Officers must contact the State Membership Director when Councils are in need of training. The State Membership Director will contact the Regional Growth Director (RGD) for assistance. The RGD is a Knights of Columbus employee appointed by Supreme Council to provide opportunities for training in order to improve membership growth in Ontario. As such it is the responsibility of the RGD to ensure when requests are made that all proper arrangements for said training, including authorized trainers are firmly in place.
- 13) Membership Information Officers must inform the appropriate State Board Director as soon as possible if Councils or Districts in his Territory require additional assistance from Supreme or State Council regarding any matter that may create a future potential peril in the council.
- 14) The Diocesan Associations/Zones along with all District Deputies will receive in their mandate, directives intended to aid and enhance the role of the Membership Information Officers, and to work in a spirit of fraternal cooperation with them to help achieve the intended success of the MIO's mission.
- 15) Membership Information Officers are required to get **pre-approval** from the State Deputy for all billable expenses where he intends to claim personal reimbursement.