

## **FIRST YEAR TRUSTEE DUTIES (Recruitment Chairman)**

The duties of the Trustees include developing the yearly budget, approving Council expenses, auditing the financial books and the admission, recruitment and retention of members. The Trustees work as a team to form the Board of Trustees. The Board of Trustees consists of the Grand Knight and the three members elected by the council. The Grand Knight is the chairman of the board. The Board serves on the council's Retention Committee.

The Trustees supervise all financial business of the council. They serve as auditors for the semiannual audits and oversee the work of the Financial Secretary and Treasurer.

**Yearly Budget:** Each year the council develops a projected budget for the following year. This is usually done at a Planning Meeting. The Trustees have a responsibility for attending all planning meetings, particularly when the budget projections are being made.

**Approving Expenses:** The Trustees have a responsibility to attend all of the business meetings. At each business meeting, bills are submitted to the treasurer, who reads the bills to the members. The bills are then submitted to the Trustees for review and approval. If the Trustees find the bill are in order, they initial their approval and recommend that the bills be paid. If there is some question, they ask for clarification. If there is reasonable doubt, they withhold approval until expenses are verified.

**Auditing Books:** The financial books must be audited twice a year and a report submitted to Supreme Council. The Grand Knight generally calls the semiannual audits promptly after

each January 1 and June 30, but the trustees are also responsible for assuring that the meetings are called. At the meeting, the Trustees audit the books. After the audit, the Treasurer is then responsible for preparing the final report for the trustees and Grand Knight signature.

**Recruitment:** The Three Year Trustee is responsible for recruitment. This includes assuring that applications are available to members, preparing recruitment material and monitoring recruitment activities. With the approval of the Admission Committee, he organizes the planned recruitment activities, schedules events, enlists the aid of membership, directs and monitoring the recruitment function and reports on progress.

**Planning:** The Recruitment Chairman proposes plans at the regular Planning Meeting for recruitment activities which may include a church drive, an open house or other recruitment efforts.