

## **LAST YEAR TRUSTEE DUTIES (Admission 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 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 the 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.

Admission Chairman: The Trustee First Year is the Admission Chairman. As chairman, he supports and monitors recruitment and retention activities and evaluates the new member to direct them to appropriate council functions. He works with other Trustees in selecting members for advancement in becoming officers. He also reports on admission activities to the membership including progress and need for improvement.

Planning: The Admission Chairman advises other Trustees when planning is necessary in either recruitment or retention and assists in the planning. He then monitors and evaluates the activities for further planning.