

**Assembly 1099 Officers Duties and Responsibilities
2011 -2012**

Faithful Admiral

The Admiral is usually the Immediate Past Faithful Navigator

Responsibilities Include:

- Chairman of the Admissions Committee
 - Select Members of the Admissions Committee
 - Collect Form 4s from Prospective Members
 - Seek Approval of Prospective Members from the Committee
 - Submit Form 4s to the Comptroller or Faithful Navigator
 - Schedule & Conduct the Admissions Information Meeting for Prospective Members

- Preside at all meetings in the absence of the Faithful Navigator and Faithful Captain

- In the absence of the Faithful Friar, perform his duties at assembly meetings

- Provide a short lesson based on current Knights Activities
 - Include one or two questions on topics that members should be aware of, published in the Columbia, etc.
 - Procure small gifts, incentives to be given for correct answer to questions
 - Submit receipts to the Faithful Comptroller for the gifts, should be funded by the Assembly's half of the 50/50

- Perform any other duties as assigned by the Faithful Navigator

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Faithful Captain

The Captain is responsible for

- Promoting, Communicating and Tracking
 - Fallouts approved by the Faithful Navigator
 - All Assembly Meetings and Activities
 - All Fundraising Events
- Keep a schedule and send email reminders regarding the snack schedule to the council representatives providing meeting snacks, one week prior to the meeting
- Provide a short Captain's Report at the Business Meeting
- Submit an Article for the Assembly Newsletter
- Attend as many fallouts as possible
- Insure a list of all fallout attendees is provided to the Faithful Navigator for each fallout
 - This can be delegated to the Color Corp Commander or another member but the Captain is responsible for making this happen
 - The Captain should keep a history of Assembly Member's participation in both fallouts and fundraising activities
- Backup the Pilot as to setup responsibilities in the event the Pilot is not available
- Fill in for the Faithful Navigator When Necessary
 - Handle the Business Meeting as needed
 - Approve Fallouts when approval delegation has been given by the Faithful Navigator
- Email the Assembly Webmaster for all events to be posted on the Assembly Website Fallout and Calendar pages
- Send Email notifications and reminders to all members using the Assembly Email list for all events at least one week prior to the event

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Faithful Pilot

The Pilot will insure that the Fr. Hal Zink meeting room is opened and setup.

- Obtain the Keys necessary to open the room and gate from the parking lot
- Reserve any rooms as required by the Parish for Assembly use
- Send Out Meeting Notice Reminders to the Email Group
- Arrive no later than 6:45pm to begin setup of the room
- Setup should be assisted by the Inside and Outside Sentinels
 - Setup includes placing of tables, chairs and meeting paraphernalia such as jewels, flags and items for the Pilot, Captain and Admiral's tables
 - Sell 50/50 tickets
- If the pilot will not be available he must assign an alternate to handle the setup and cleanup responsibilities including obtainment of the keys and notify the Captain and Faithful Navigator who will be handling this responsibility

The Pilot will insure that the meeting room is left in an orderly condition following the meeting.

- The Pilot should be assisted by the Inside and Outside Sentinels
- The room is to be left as clean or cleaner than it was found, including the dining and kitchen areas when used
- All lights and AC/Heat should be turned off and the door closed and locked.
- If a key was checked out, it should be returned to the office or night drop by the end of the night
- All the tables and chairs are to be returned to their places.
- All garbage will be taken out and new bags placed in the cans. (Bags can be found under the sink)
- Tables will be wiped and clean, and the floor free of trash and food
- The last SK should lock the gate going to the big parking lot

Provide Access, maintain and store Assembly Property

- Provide Assembly Flags and Holders as needed for Assembly Functions
- Distribute and Gather Officer Jewels for Meetings and other function such as officer installation and renewal of vows

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Faithful Sentinels

The Inside and Outside Sentinels

- Assist the Pilot with setup and cleanup of the chamber
 - Arrive by 6:45pm for Setup
 - Cleanup as directed by the Pilot after the meeting
- Assist the Pilot with any other tasks as requested
- Share responsibilities to control access to the meeting chamber
 - Insure all attendees have a valid membership card
 - Provide a sign in sheet with the names and council number of all attendees and give the list to the recorder at the end of the meeting
 - Circulate a Prayer List and give it to the recorder at the end of the meeting
- If any Sentinel will not be available he must notify the Pilot and Captain and should arrange for someone to handle his responsibilities at the meeting

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Faithful Scribe

The Scribe is the recorder of the Assembly, keeping minutes of the meetings and insure the final, approved version of all minutes are recorded in the Assembly “minute book”..

Responsibilities Include:

- Taking Minutes and providing a written DRAFT to the Officers for review within 2 weeks following the meeting
 - Officers may recommend changes to the Draft before presenting to the Assembly
- Present the DRAFT version of the Minutes to the Assembly
- Make any necessary corrections as identified at the presentation to the Assembly
- Prepare the Final version of the Minutes and provide a written copy within one week following the approval at a the business meeting
- Send the Final version to the Officers
- Post the Final Version to the official Assembly “Minute Book”
- Store the Assembly Minute Book
- Make the Assembly Minute Book available at business meetings and on any other occasion as directed by the Assembly Officers
- Organize and File any Correspondence to/from the Assembly