

# Piermont Council Slate of Officers for Fraternal Year June 2021 - May 2022

Nominees, Duties and Responsibilities

# Chaplain: Rev. Tom Kunnel, C.O. Pastor, St. John Henry Newman Parish

- Elected annually
- A priest chosen annually by the grand knight, deputy grand knight and board of trustees
- Acts as spiritual advisor to the brother Knights and families of the council
- Provides his message to members at the beginning of the meeting as outlined in the **Method of Conducting Council Meetings** (#10318) or whenever it best suits his schedule
- The chaplain should attend meetings of the council — including officers' meetings — whenever his schedule allows, as his advice is frequently needed
- The medal of office of the council chaplain is a silver Isabella Cross, overlaid with a descending dove, suspended from a ribbon of black. This style of Cross is associated with Queen Isabel of Spain, promoter of the voyage of Christopher Columbus. A Cross is a symbol of hope through atonement, reminding Christians of God's love in sacrificing his own son for humanity. The dove, emblem of the Holy Spirit, represents the gift of the Word of God. The ribbon of black represents strength and authority.

# Grand Knight: John McNiff

- Presides over all council meetings
- Appoints program and membership directors
- Appoints committees as needed
- Countersigns orders for payment and checks
- Ensures the submission of all paperwork required by the Supreme and State Councils
- Maintains working relationships with the council's chaplain, district deputy, field agent and general agent, as well as with other local service organizations e.g. Habitat for Humanity, food pantries/soup kitchens)
- Has a working knowledge of the kofc.org website, Officers Online and Member Management
- Responsible for his council's First Degree Team and the scheduling of frequent First Degree Ceremonials

Additional information to assist the grand knight in the performance of his duties can be found in the Grand Knight's Guide (#5085), the Knights of Columbus Leadership Resources (#5093) and the Method of Conducting Council Meetings (#10318). Further details are also available on the Fraternal Training Portal.

The medal of office for the grand knight is an anchor suspended from a ribbon of purple. The anchor is symbolic of 6 Christopher Columbus, the mariner, who is the patron of our Order. The anchor, for centuries, was also a variant form of the Cross and symbolizes Christian hope. The ribbon of purple symbolizes authority and justice.

# Deputy Grand Knight: Frank Toto

- Assists the grand knight with operation of the council
- Presides at council meetings in the absence of the grand knight
- Is recommended to serve on the council's retention committee
- Has a working knowledge of the Knights of Columbus website, Officers Online and Member Management
- Performs other such duties as the grand knight may direct

The deputy grand knight should be familiar with the Method of Conducting Council Meetings (#10318).

The deputy grand knight's medal of office is a compass suspended from a ribbon of purple. A compass is the constant guide and companion to the mariner, and was an invaluable tool used by Columbus to guide him to the shores of the New World. The Knights of Columbus "compass of virtue" has 32 flame-like rays; each ray represents a virtue that people can aspire to emulate in their daily lives. The ribbon of purple signifies authority and justice.

# Chancellor: Joe Rispoli

- Assists the grand knight and deputy grand knight with their duties, as assigned
- Is entrusted with strengthening the members' interest in council activities
- Is recommended to serve as the chairman of the Admission Committee
- Performs other such duties as the grand knight may direct

It is recommended for the chancellor to be familiar with the Order's qualifications for membership, the Membership Document (#100) and the Member/Prospect Interest Survey (#1842).

The medal of office of the chancellor is the Isabella Cross, overlaid with a skull and crossbones, suspended from a ribbon of black and white. The Cross represents atonement and the love of God, who sent to us his only begotten Son. The skull and crossbones are symbolic of man's mortality and the vigilance required to remain faithful at all times. Through the unity of the council, brothers help each other remain steadfast in their faith. The ribbon of black and white signifies strength and goodness.

# Recorder: Eric Medina PGK

- Responsible for keeping and maintaining a true and permanent record of all actions of the council, using a Recorder's Minute Book (#1403)
- Maintains all correspondence of the council
- Reads the bills entered into the minutes for discussion
- Performs such other duties as the grand knight may direct

The medal of office of the recorder is crossed quills suspended from a ribbon of yellow and white. The quills represent writing, knowledge and communication, and are also symbolic of the recorder's duty to write and preserve letters and documents (records). The ribbon of yellow and white represents intellect and goodness.

# Financial Secretary: Ernest Rispoli

- Is appointed by the supreme knight for a three-year term upon the grand knight and trustees' recommendation
- Must complete and submit the Application for Appointment as Financial Secretary (#FS-101)
- Collects dues from members through the timely sending of billing notices and initiates retention measures by providing a list of delinquent members to the grand knight (to prevent members from being suspended for nonpayment of dues)
- Ensures that the council's membership records, including email addresses, are kept updated and that new members sign the constitutional roll
- Receives honorary and honorary life membership cards from the Supreme Council and provides them to the grand knight for distribution
- Files various reports and membership/insurance transactions with the Supreme Council
- Has a working knowledge of the Knights of Columbus website, Officers Online and the Member Management/Member Billing Applications
- Responsible for completing and submitting a Form 990 for the council (U.S. only)
- Keeps the seal of the council and affixes it to membership cards, resolutions and other official documents
- Performs such other duties as the grand knight may direct

Additional information on the duties and responsibilities of the financial secretary can be found in the Knights of Columbus Leadership Resources Book (#5093) and the Summary of Financial Secretary's Responsibilities (#10238).

The medal of office of the financial secretary is a key and quill surrounded by a laurel wreath, suspended from a ribbon of yellow and white. The key is associated with guardianship, while the quill is the symbol of a "scribe" — one who writes and keeps track of various letters and documents. The laurel wreath acknowledges the special service of the financial secretary to his council. The ribbon of yellow and white represents intellect and goodness.

# Treasurer: Joe Martin PGK

- Handles council funds
- Receives money from the financial secretary and deposits it in the proper council accounts
- Maintains all of the council's checking and savings accounts
- Is responsible for paying all council expenses, including assessments from the Supreme Council
- Performs other such duties as the grand knight may direct

The medal of office of the treasurer is crossed keys suspended from a ribbon of blue. The keys symbolize the guardianship of the funds of the council. The ribbon of blue represents truth and loyalty.



# Lecturer: Jim Ruane

- Is appointed annually by the grand knight
- Is responsible for providing suitable educational and entertainment programs under the “Good of the Order” section of council meetings
- Stays abreast of developments within the council’s charitable, membership and social programs
- Performs other such duties as the grand knight may direct

The lecturer medal of office is a lyre and laurel branch suspended from a ribbon of blue and white. The lyre with the laurel branch are traditionally symbolic of music, literature and the arts. The ribbon of blue and white represents purity and faithfulness.

# Advocate: Rob Zimmerman

- Acts as parliamentarian for the council
- Has a working knowledge of Method of Conducting Council Meetings (#10318)
- Knows the council's by laws and the Order's Charter, Constitution and Laws (#30)
- Has access to Officers Online and Officers Desk Reference
- Seeks legal assistance from the state advocate as needed
- Performs other such duties as the grand knight may direct

The medal of office of the advocate is a scroll and sword, surrounded by a laurel wreath, suspended from a ribbon of gold. The opened scroll represents legal literature and signifies the power of knowledge, and the sword represents its defense and enforcement. Thus, it is the advocate's role to not only know the laws of the council, but to also follow them strictly. The ribbon of gold represents faith, constancy and wisdom.

# Warden: Toby O'Mahony

- Supervises and maintains all council property
- Arranges the council chambers for meetings and degree exemplifications
- Oversees inside and outside guards
- Performs other such duties as the grand knight may direct

The medal of office of the warden is an axe bound with a fasces, surrounded by a laurel wreath, suspended from a ribbon of red and black. The fasces was a traditional symbol carried by the protectors or guards of the Roman magistrates as a symbol of authority and protection. The ribbon of red and black represents strength and fidelity to duty

# Inside Guard: F. Toto Jr. Outside Guard: D. Toto

- Attend the doors of the council chamber, checking for current membership cards and allowing entrance
- Perform other such duties as the grand knight may direct

The medal of office of the council guards is crossed axes and a shield, marked with a key, suspended from a ribbon of white. The shield and axe are symbolic of protection, and key is emblematic of guardianship. The ribbon of white represents purity and diligence to duty

## Board of Trustees

3 Years: Eric Medina PGK

2 Years: Frank Gemeinhardt PGK

1 Year: Tom Sullivan PGK

- Consists of the grand knight and three other members, who are elected by the council's membership for terms of three years, two years and one year
- At each regular election, the position of each trustee will be voted upon, with the current three- and two-year trustee potentially moving on to become the two- and one-year trustee, respectively
- Supervises all financial procedures of the council and conducts the semiannual audits
- Ensures that proper protocol and procedures are followed by the council for the payment of monies — however, cannot override the vote of the council's membership

The trustee medal of office is composed of an axe and fasces overlaid with an anchor, positioned over crossed swords, surrounded with a laurel wreath and suspended from a ribbon of green. The fasces is an axe bound with rods. The swords symbolize justice and honor. The laurel wreath symbolizes special service. The trustees are generally past grand knights, and this is the reason for the anchor over the fasces. The ribbon of green symbolizes loyalty in love.

# Membership Director: **To be appointed by GK (F Toto)**

Appointed annually by the grand knight

Oversees recruitment and retention for the council as well as insurance promotion

Collaborates with the grand knight in setting the calendar of membership programs for the fraternal year

Manages the recruitment and retention committees and insurance promotion chairman as they implement the council's membership growth program

Ensures that Membership Applications (#100) are transmitted by the Financial Secretary to both the Membership Records Department at the Supreme Council and the general agent

Keeps the council's public relations chairman informed of all membership programs and activities for promotion to the parish community and to local media

## Program Director: **To be appointed by GK**

The program director is responsible for providing the council leadership with guidance and direction needed on council programming.

Appointed annually by the grand knight

Collaborates with the grand knight in setting the calendar programs for the fraternal year

Manages each category's program directors (Faith, Family, Community, and Life) and chairmen as they implement the council's programs

Keeps accurate records of council programs for reporting on the Annual Survey of Fraternal Activity (#1728) and the Columbian Award Application (#SP-7), along with reports on all other program related applications and reports – all can be found at [kofc.org/forms](http://kofc.org/forms)

Keeps the council's public relations chairman informed of all programs and activities for promotion to the parish community and to local media

Must complete all required safe environment training and adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available [kofc.org/safe](http://kofc.org/safe)

# Faith Director: **To be appointed by GK**

The Faith director reports to the program director. The individual appointed to this position should be comfortable discussing and planning faith formation activities for the council. He must be comfortable developing ties with other parish ministries to advance the needs of the whole parish community at the pastor's direction. He works with and understands the information available for faith development through the Order's Catholic Information Service ([kofc.org/cis](http://kofc.org/cis)).

Appointed by the grand knight, in consultation with the program director

Responsible for all Faith based council programs

Plans, coordinates, and promotes the required Faith program: Spiritual Reflection Assigns committee chairmen and develops committees that support vocations, parochial services and religious devotions

Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Faith programs

Promotes membership in the Father Michael J. McGivney Guild and promotes the cause for his canonization ([fathermcgivney.org](http://fathermcgivney.org))

Keeps accurate records of the council's Faith programs for reporting to the program director, along with completing reports for the Refund Vocations Support

Program (RSVP), if applicable, and all other Faith programs

Provides the council's public relations chairman information about all Faith programs and activities for promotion to the parish and local media



# Family Director: **To be appointed by GK**

The Family director reports to the program director. The individual appointed to this position should work to strengthen and nourish wholesome home life through the sponsorship of activities involving entire families, even when the age range of family members vary. This person should work to stimulate togetherness within families. He should be comfortable discussing and planning family programs that support and encourage service to the community and faith formation of council and parish families.

Appointed by the grand knight, in consultation with the program director

Responsible for all Family based council programs

Plans, coordinates, and promotes the required Family program: Consecration to the Holy Family

Assigns committee chairmen and develops committees that support family programs such as the many Supreme-recommended Family programs in the Faith in Action program model.

Supports the areas of education and religious devotions of families, recreational activities and remembrance of fallen brother knights, and support of their widows and families members

Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Family programs

Keeps accurate records of the council's Family programs for reporting to the program director, along with completing reports for the Food for Families and Family of the Month/Year program, if applicable, and all other family programs

Provides the council's public elations chairman information about all Family programs and activities for promotion to the parish and local media

Must complete all required safe environment training and must also pass a background check. Additionally, he must adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available at [kofc.org/safe](http://kofc.org/safe)

# Community Director: **To be appointed by GK**

The Community director reports to the program director. The individual appointed to this position should be comfortable discussing and planning efforts in the broader community. He directs programs that support and encourage service to the community that fight poverty, aid the individual, promote athletic events, and sponsor larger programs and campaigns. He should be comfortable contacting and coordinating with organizations that align in key areas of community assistance along with local government agencies.

Appointed by the grand knight, in consultation with the program director

Responsible for all Community based council programs

Plans, coordinates, and promotes the required Community program: Helping Hands

Assigns committee chairmen and develop committees that support civic involvement, public safety, the environment, health services, neighbors in need, morality and decency, honor Christopher Columbus, and support cultural diversity

Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Community programs

Keeps accurate records of the council's Community programs for reporting to the program director, along with completing reports for the Coats for Kids, Global Wheelchair Mission and Habitat for Humanity programs, if applicable, and all other community programs

Provides the council's public relations chairman information about all Community programs and activities for promotion to the parish and local media

Must complete all required safe environment training and must also pass a background check. Additionally, he must adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available at [kofc.org/safe](http://kofc.org/safe)

# Life Director: **To be appointed by GK**

The Life director reports to the program director. The individual appointed to this position should be comfortable discussing and planning efforts within the context of supporting and affirming life in all stages and in all conditions. Notably, he strives to promote programs that support and encourage the advancement of the pro-life movement, people with intellectual disabilities, and persecuted Christians.

Appointed by the grand knight, in consultation with the program director

Responsible for all Life based council programs

Plans, coordinates, and promotes the required Life program: Novena for Life

Assigns committee chairmen and develops committees that support right to life issues, civic involvement, pro-life education, pregnancy centers and more

Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Life programs

Keeps accurate records of the council's Life programs for reporting to the program director, along with completing reports for the March for Life, Special Olympics and Ultrasound, if applicable, and all other community programs

Keeps the council's public relations chairman informed of all Life programs and activities for promotion to the parish and local media