# Domestic Church: Officer and Director Role Title Changes

To better align the Order’s programs with the priorities of the Church, the roles and program types will be updated.

The roles of Council Director and Columbia Squire will be eliminated. The Church Director, Community Director, Culture of Life Director, and Family Director will be changed to Faith Chairman, Community Chairman, Life Chairman and Family Chairman respectively.

The names of the roles will not be changed in any historical record, the new names will be used going forward from the new Fraternal Year starting in July.

# Product Milestone Dates:

4/1 – New Fraternal Year Forms Available in Member Management

6/1 – Anticipated Announcement of these changes by the Supreme Knight and beginning of Fraternal Year End data entry.

7/1 – Close of Fraternal Year End activities and resulting batch processes

7/1 to 8/1 – Post-batch (late submission) Fraternal End of Year Data Updates.

# Affected Value Stream: Member to Officer

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| **Value Stream Stage** | **Description** | **Participating Stakeholders** | **Entrance Criteria** | **Exit Criteria** | **Value Items** | **Technology** |
| Council Annual Meeting | Annual election meeting takes place between May 15 and June 15. | Local Council General Membership | Annual election date occurs. | Members are elected or appointed to council roles | Local council management is planned for the upcoming year. |  |
| Election Results Information Submitted to Supreme Office | Information on election outcomes and appointments is supplied to the supreme office. If information arrives prior to 7/1, it will be processed in the annual batch cycle, if it will be manually entered by a Member Records clerk. Once new roles are processed (via batch or manually), new offices and special program personnel are provided with Officers online access. | Local Council Financial Secretary Member Records Print Processing Fraternal Mission | Annual election results have been tallied. | Annual election results are reflected in the Ingenium system. | Local council will remain chartered. | Ingenium Pending Ingenium Member Management Pending Member Management SABA Officers Online DataSync Paper Forms Manual Data Entry Direct Mail?? |
| Council Training | New Officers and SPP are offered voluntary training in the responsibilities of their new role. | Fraternal Mission New Officer/SPP | Officers online credentials were sent to new officers and SPP | Traning curriculum delivered. | Officers and SPP will be effective in their roles. | SABA Officers Online |
| Installation Meeting | A manditory council meeting to install Officers and SPP into their roles. | New Officer/SPP Local Council General Membership | Date for Installation meeting has ocurred. | Installation meeting has completed. | Officers officially take their posts to manage the local council. | Officers Online  Member Management DataSync Ingenium |
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