

## **TEAM TASKS**

### **CALLING COMMITTEE**

- a. All requests will be from the Faithful Navigator (FN).
- b. Callers are requested to report all comments, problems concerns, suggestions, and questions to the FN.

### **HISTORY COMMITTEE**

- a. Appoint Recorder/Collector.
- b. Collect write-ups, photos, and articles.
- c. Research minutes for follow-up of outstanding action items.

### **MEMBERSHIP**

- a. Program to all Councils to include visits by members in Regalia.
- b. Every member a Form 4 and Form 100 in their pocket and in their vehicle.
- c. Recruit at all K of C meetings and functions.
- d. Sponsor to arrange and/or transport candidate to Exemplification.

### **RETENTION**

- a. Sponsor and Retention Committee contact new member immediately after his Exemplification and invite and arrange transportation to meetings and activities.
- b. Identify Members requiring transportation to meetings and activities.
- c. Call every member behind in dues more than 60 days.
- d. Call members who have not been to a meeting of function in more than two years.

### **ASSEMBLY INTEREST COORDINATOR**

- a. Determine each member's interests, needs, and desires.
- b. Conduct surveys to determine member's interests such as: (Preferred meeting locations, Programs/Activities Assembly should undertake, Programs/Items members would participate in, Desire to serve on the Honor Guard.)

### **HONOR GUARD**

- a. Assembly Color Corps Commander to maintain certification per Master's requirements.
- b. Train Color Corps and Honor Guard.
- c. Notify and Lead Color Corps and Honor Guard as required.
- d. Maintain current up-to-date list of Regalia and their location.

### **FLAG PROGRAM**

- a. Identify all projects including dates
- b. Construct Flag inventory.

### **WIDOW'S PROGRAM**

- a. Maintain current list and status.
- b. Invite and arrange transportation to activities.
- c. Maintain record of contacts and news, notify FN.
- d. Notify FN and Parish Priest if sick or in distress.

### **PUBLIC RELATIONS**

- a. Submit 4<sup>th</sup> Degree articles to all Councils'
- b. Submit 4<sup>th</sup> Degree write-ups for Church bulletins.
- c. Submit newsworthy articles to local newspapers with photos when possible.

### **PHOTOGRAPHER**

- a. Shoot pictures/videotape all Assembly activities.
- b. Turn over items to History Task Force.
- c. Maintain Assembly photo album

### **RULES & RECORDS**

- a. Identify potential standing Rules by thorough search of Minutes.
- b. Record Minutes of ALL Assembly meetings and activities.
- c. Maintain up-to-date Assembly By-Laws.

### **SICK & DISTRESS**

- a. Bring supply of "Get Well" and "Sympathy" cards to Assembly functions for members signature.
- b. Send Mass cards and/or flowers on behalf of the Assembly.
- c. Arrange visits to shut-ins, sick, disabled, and hospitalized.

### **AWARDS**

- a. Maintain 4<sup>th</sup> Degree Honorary Life members list and roster. (70 years of age & 25 consecutive years in the 4<sup>th</sup> Degree or any age and 50 years in the 4<sup>th</sup> Degree)