



# State Membership Team Position overviews

**Membership Director**- Oversees the state membership team and its operations and finances; Help councils with their local membership efforts and drives; Serve as champion for the obtainment of Fr. McGivney Award for membership growth; Establishes and executive incentives to push membership growth; Understand thoroughly and explain simply all membership-related terms, concepts, and policies; sends regular information about status of membership growth to State Leadership; serves as a non-voting member of the Executive Committee; advises the State Deputy on all matters of membership growth; serve as a member of the State Leadership and attend meetings of the State Leadership

**Assistant Membership Director (Des Moines and Sioux City)**- Works in cooperation with the State Membership Director to promote and grow membership, with focus of a geographic area; leads a team of state membership personnel including the District Deputy support, and Regional Membership support, and Membership specialist; serve as a member of the State Leadership and attend meetings of the State Leadership

**Assistant Membership Director (Dubuque and Davenport)**- Works in cooperation with the State Membership Director to promote and grow membership, with focus of a geographic area; leads a team of state membership personnel including the District Deputy support, and Regional Membership support, and Membership specialist; serve as a member of the State Leadership and attend meetings of the State Leadership

**Membership Support**- (*one per diocese*) Provides local council support throughout the diocese with particular focus on membership intake, church drive support, and special membership campaigns; Have routine meetings with local councils and DDs regarding membership campaigns; collect and publish council admission schedules and follow-up with submitted Form 450s; serve as a member of the State Leadership and attend meetings of the State Leadership

**District Deputy Support**- (*one per diocese*) Provides support for the District Deputies of the diocese, including compliance with forms, requirements, and overall duties); Serves as an interim District Deputy for the councils in districts without a resident District Deputy; Prerequisite for previous and/or current District Deputy service; serve as a member of the State Leadership and attend meetings of the State Leadership

**Council Specialist** (*one per diocese*)- Works within the assigned geographic territory to grow the order with an emphasis on new council development (NCD) and council reactivation; Attend and assist as needed during the Organizational Meeting and the State Convention



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**Ceremonial Director-** Organizes the various Formation and Knighthood degree teams of the State Council under the direction of the State Deputy; Visit annually each degree team to ensure compliance and execution of the exemplification; train new degree teams as needed; Assigns degree teams based on request and destination; Promotes degree throughout State Council networks and channels; Organizes the annual Installation of State Officers ceremony and Installation of District Deputies as needed per direction of the State Deputy; Attend and assist as needed during the Organizational Meeting and the State Convention

**Ethnic Outreach Coordinator-** Helps to promote and support ethnic growth throughout the state; works with State Leadership to support ethnic growth and partnership; serve as a member of the State Leadership and attend meetings of the State Leadership; Attend and assist as needed during the Organizational Meeting and the State Convention

**Membership Data Support-** works with State Leadership to gather relevant membership data and prepare data in various manners for use by the State Leadership;

**Online Membership Coordinator-** Serves as the primary point of contact among the e-members of the State Council; promotes the growth of the Order through e-membership; organizes one event per diocese specific designed for e-members and their families so they understand more of the aspects of the Order; attend and assist as needed during the Organizational Meeting and the State Convention

**Retention Specialist-** Works with local councils to promote the Shinning Armor award for new members; works with local councils on retention and suspension efforts; works with the State Leadership to ensure the process is followed; attend and assist as needed during the Organizational Meeting and the State Convention

**Roundtable Coordinator-** Work with all parishes with multiple locations in researching, organizing, and supporting of roundtables; Ensure all roundtable documentation is completed and submitted to Supreme as appropriate; Help councils support existing roundtables; attend and assist as needed during the Organizational Meeting and the State Convention

**Young Adult Outreach/College Council Coordinator-** Assist the state membership team and local councils promote the Order in a special manner to the 18-30 age demographic; Serve as a support person for the college councils throughout the state; Organize and execute the annual Iowa Rally of College Knights (*I-ROCK!*) conference; Attend and assist as needed during the Organizational Meeting and the State Convention



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## Organizational Chart

**State Membership Director**

**Assistant Membership Director**  
Dubuque & Davenport

**Assistant Membership Director**  
Des Moines & Sioux City

### State-wide Support team

- Ceremonial Director
- Online Membership Coordinator
- Retention Specialist
- Roundtable Coordinator
- Young Adult Outreach/ College Council Coordinator
- Membership Data Support
- Ethnic Outreach Support

### Dubuque Diocese

- Membership Support
- Council Support
- District Deputy Support

### Davenport Diocese

- Membership Support
- Council Support
- District Deputy Support

### Des Moines Diocese

- Membership Support
- Council Support
- District Deputy Support

### Sioux City Diocese

- Membership Support
- Council Support
- District Deputy Support