



District Deputy Job Description

Overview

The connection between the Iowa State Council and the Council is the District Deputy. Annually recommended by the State Deputy and approved by the Supreme Knight, the District Deputy serves as a guide, mentor, and liaison for multiple councils in a geographic region. Each District Deputy is entitled and encouraged to have an assistant who will be appointed as the District Warden.

Main functions and responsibilities

- Reports to the assigned District Support personnel, state fraternal leaders, and the State Deputy
- Gives leadership, guidance, and support to the assigned councils within the district.
- Passes communication from the local councils to the state council, and from the state council back to the local councils
- Assist the state council by service on a committee as needed
- **Personally recruits one new member into the Order**

Specific responsibilities

- Develop a specific action plan for your district in collaboration with the state leadership; review action plan during the mid-year meeting.
- Install the officers of the councils within your assigned District (have completed by Aug 15)
- Recruit a District Warden to cover the duties of the District.
- Work with your councils in completing and submitting, on time, all forms required by Supreme and State.
- Review the council accounts and records on an annual basis.
- Compile a list of Admissions Degree dates for each council within the district for the coming year.
- Encourage councils to have district or area competition or activities.
- Evaluate new council development prospects in your area and, if directed, establish new councils working with the state membership team.
- Organize, promote, attend and participate in (where needed) in exemplifications within the district, including Admissions, Formation, and Knighthood.
- Other duties as assigned by your respective District Support person and state leadership.

Required meetings/events

- District Deputy Training & Orientation (third Saturday in June)
- Organizational Meeting (approx. second weekend in July)
- Organizational District Meeting (you lead between July 15 and Aug 30)
- Diocesan Rally (1 day in either September or October)
- Mid-Year membership meeting (approx. first or second weekend in December)
- Mid-Year District meeting (you lead between Dec 15 and Jan 30)
- Spring regional huddle (1 day in February or March)
- State Convention (weekend between April 1 and May 15)
- Council meetings/activities within your assigned district as needed