

# Financial Secretary Appointment Procedures

Financial Secretary Appointment Department (203-752-4285)

Section 128 of the Charter Constitution and Laws requires the Supreme Knight to appoint the financial secretary in every council. The rules require that the financial secretary:

1. Be a Third Degree member in good standing in his council.
2. Be appointed by the Supreme Knight for a three-year term, with his performance subject to review before reappointment.
3. Be at least 21 years of age.
4. May not be engaged in the sale of life or health insurance, and may not hold licenses for such.
5. May not hold another officer position within the council.
6. Shall not have a criminal record.

A resignation from the current financial secretary, or an Evaluation form not recommending the current financial secretary for reappointment, must also be on file before a new appointment can be considered. An appointment can only be considered after all three documents are received by the Financial Secretary Appointment Department:

- Resignation (or Evaluation form not recommending)
- Application (form 101)
- Nomination (form 103)

To ensure timely processing, when possible, all three items should be sent together to the FS Appointment Department ([financial.secretary@kofo.org](mailto:financial.secretary@kofo.org) or fax 203-752-4103)

Following the steps also insure the prompt approval of your nomination.

1. Please make every effort to nominate a member who has some computer knowledge or who is willing learn how to use a computer to assist in his management of the council records.
2. Confer with the board of trustees to select a qualified member who is willing to fulfill the financial secretary's duties.
3. Give notice at a council meeting, in the news bulletin, or in a special letter to the members that applications for the office will be accepted.
4. For college councils, accept nominations only from faculty or staff members, or from other qualified Knights who are permanent members of the community.
5. Indicate your nomination on the Nomination form #103. All three trustees must indicate their concurrence by signing the form in the space provided.
6. Give the Application form #101 to the nominee to complete and sign.

Please Note:

New appointments will be made on the effective resignation date of the outgoing financial secretary unless otherwise requested in writing by the grand knight. If an effective resignation date has passed before all documents have been received, appointment will be made immediately upon receipt of completed paperwork.

To ensure timely processing, Nomination and Application forms should be received at the Supreme Office within 30 days of the effective date of resignation or removal of the financial secretary. The outgoing financial secretary is expected to continue to perform his duties until officially replaced, or until removal after the 30 day time period.