



Council Job Description: Newsletter Chairman

Shall be responsible for the content, preparation and sending of a .pdf (or other digital versions) of the monthly KNIGHTLY NEWS Newsletter to all Council members and the Council PR Director for posting to the website and Facebook. Duties include:

- a. Is appointed by the Grand Knight on the recommendation of the PR Director
- b. Soliciting items for publication from Officers and Directors.
- c. Editing contributions for content, accuracy, and grammar.
- d. Preparing layout consistent with KofC Newsletters
- e. Keeping a digital backup of all original Council newsletters published.
- f. Assembling content, including but not limited to:
 - i. Message from the Grand Knight.
 - ii. List of titles, names and email addresses of Council Officers, Directors, Chairmen, Insurance and District Officers.
 - iii. Any important announcements.
 - iv. The Good of the Order.
 - v. Monthly Council awards.
 - vi. Degree Recipients.
 - vii. Council activities within all programs that occurred in the month.
 - viii. Calendar of Events for upcoming months.
 - ix. Links to website and Facebook

Reports to: PR Director

About Us

Knights of Columbus Council # 13341 is over 200 men from the parish of **Our Lady of the Angels**, Catholic Community in Bradenton, Florida. We started in 2003, however, being a young council by no way means we are lacking of activities. We have Fish Fries, a Tootsie Roll Drive, we work at Habitat for Humanity, we have Blood Drives and we work at the Baltimore Orioles Spring Training Games in Sarasota. If these events sound like something you would be interested in, we would love to have you as a member. The Knights of Columbus is a Catholic men's fraternal benefit society that was formed to render financial aid to members and their families. Mutual aid and assistance are offered to sick, disabled and needy members and their families. Social and intellectual fellowship is promoted among members and their families through educational, charitable, religious, social welfare, war relief and public relief works.