

Michigan State Council Council Re-Activation Worksheet



Council # _____ Council Name _____ Date _____

Membership Recruitment Plan

Membership Director Identified	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Membership Drives Scheduled	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Volunteers Available	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Drives conducted properly	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
New Member Follow-up	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Alternate Membership Campaign in place	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Comments _____

Admission and Retention

Admission Committee in place	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Retention Committee in place	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Sponsors/Mentors identified for each new member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
New Membership involvement	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
Membership/Program Review Meetings held	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

Comments _____

(Over)

Program Director Identified	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Calendar of Events developed for year	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Program Chairpersons available	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Program attendance	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
Yearly Program Review/Evaluation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

Comments _____

Council Fraternalism

Attendance at Meetings	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
Council Leadership	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
Leadership Support from Members	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>
Leadership Support from Pastor/Church	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>

Comments _____

Committee Recommendations

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

 Committee Chairman

 Grand Knight



Michigan State Council Council Re-Activation Worksheet Instructions

Purpose

Evaluate and improve council effectiveness and identify areas for improvement.

- Develop comparisons to known best practices called “Active Council Characteristics.”
- Eliminate council suspensions due to non-payment of per-capita assessments or for failure to maintain minimum membership requirements as described in the Charter, Constitution, Laws Sections 156 and 157.
- Promote proper basic practices required to develop an active and successful new council (New Council Development Directors).
- Develop council yearly action plans (Grand Knights and council committee chairmen).
- Periodically evaluate councils and point out areas requiring improvement (District Deputies).

How to Use

Review the Council Re-Activation Section of the Project Legacy Manual (State Council Re-Activation Director in Chapter 4 “Worthy Director”).

- Complete the Council Re-Activation Worksheet.
- Form a committee to develop recommendations and a strategy to improve council effectiveness and document on the worksheet.
- Review the recommendations and strategy with the Grand Knight and council officers and obtain their support.
- For weak or failing councils, mail the form to the State Deputy, State Council Re-Activation Director, and District Deputy
- Report the recommendations and strategy back to the membership and solicit their support.
- Constantly review and adjust the recommendations and strategy accordingly.

Councils requiring a vast improvement in a majority of the areas should obtain additional help from their District Deputy, State or Local Council Re-Activation Directors, Field Agent or General Agent, Council Chaplain, Local Parish Priests, and Local Grand Knights.

Questions to Ask

Ask the following questions to develop recommendations and a strategy to improve council effectiveness.

- Does your council have more new members per year than suspensions and deaths?
- Are suspensions primarily from relatively new members?
- Are reasons for suspensions being identified and evaluated?
- Is the average age of council membership increasing or decreasing?
- Are program chairpersons readily available?
- Are programs well attended by membership?
- Are there more members than officers at the general business meetings of the council?
- What can be done to improve attendance?
- What can be done to improve communication?