KNIGHTS OF COLUMBUS
IN SERVICE TO ONE. IN SERVICE TO ALL.

EVALUATION OF FINANCIAL SECRETARY

WHEN A KNIGHT ACTS SELFLESSLY, HE ACTS ON BEHALF OF THE WORLD

Worthy Supreme Knight: **DATE:**_____

The following evaluation of Financial Secretary is hereby submitted.

Council Number: _____ Council Location: _____ City/Town _____ State/Province

Financial Secretary's Name: _____ Membership Number _____

The Financial Secretary's current major occupation is: _____

(Place a check (✔) in appropriate box)

	Excellent	Good	Fair	Poor
1. Bills members on time and in the proper manner. Mails membership cards promptly. Follows procedures for NOTICE OF INTENT TO SUSPEND.	☐	☐	☐	☐
2. Attends regular meetings, special meetings and First Degrees.	☐	☐	☐	☐
3. All books and records available and in good condition for semi-annual audits by trustees. Available to answer questions during audit.	☐	☐	☐	☐
4. Promptly mails all required forms (membership documents, Officers Report, Fraternal Survey, etc) to proper persons.	☐	☐	☐	☐
5. Cooperates fully with all council officers and chairmen.	☐	☐	☐	☐
6. Promptly draws orders on the treasurer for payment of bills levied against the council. Turns all funds collected over to the treasurer for deposit.	☐	☐	☐	☐
7. Complies with all confidentiality and data management requirements of Supreme Council.	☐	☐	☐	☐
8. Reviews monthly council statements and semi-annual membership rosters with the council and grand knight.	☐	☐	☐	☐
9. Rating of his overall attitude and efficiency.	☐	☐	☐	☐

RECOMMENDATION:

☐ We hereby recommend the reappointment of Brother _____

☐ We do not recommend the reappointment of Brother _____

Trustee for One Year _____
Signature Required Date

Trustee for Two Years _____
Signature Required Date

Trustee for Three Years _____
Signature Required Date

Grand Knight _____
Signature Required Date

District Deputy _____
Signature Required Date

State Deputy _____
Signature Required Date

Forward to: Knights of Columbus, Financial Secretary Appointments, 1 Columbus Plaza, New Haven, CT 06510-3326
or Financial.Secretary@KofC.org
or Fax to (203) 752-4103

Reset