



# Knights of Columbus

OREGON STATE COUNCIL

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Warrenton, OR 97146

## 2023 CONVENTION COMMITTEE ASSIGNMENTS & INSTRUCTIONS

February 1, 2023

Worthy State Officers, Past Grand Knights, Grand Knights & Financial Secretaries,  
Oregon State Council

Dear Brothers:

All committees will follow the procedure the State Officers established seven years ago to expedite and streamline our Convention Business Sessions in April. The Committee Assignments list for this year is attached.

- Your Council number should be in one of the committee blocks. Please find it and make a note of what committee you are on.
- The “Chairman” for each committee is being asked to make **initial contact** with all the members on his committee before the end of February. A ‘plan of action’ can be developed and may or may not require many contacts thereafter.
- Committees can meet face to face, phone calls or use any online platform (virtually).
- The Chairman will lead these meetings and the committee will then develop their report prior to the State Convention.
- It is important that the Budget Committee finalizes the “financial analysis” (Last FY P&L, This FY P&L and Next FY Budget) in time to be included in the Convention Proceedings. \*\* Coordinate with State Secretary as to printing due date.
- The Chairman (or delegated member) needs to type a professional-looking, agreed upon report. It is recommended that this report be completed a couple weeks prior the Convention.
- All committee members need to sign the report or agree to have their signature typed using script font. If signing in person, it needs to be done on the first day (*Friday*) of the convention.
- The Chairman or one delegated member will read the Committee report at the convention, at the allotted time.
- The report must then be given to the State Secretary for the Convention Proceedings.

The only Committees that must meet during the convention to “do business as usual” are: **Credentials Committee, Audit Committee, Tellers, Good of the Order, and Guards.** All other committees should meet month or weeks prior to the convention.

Please feel free to contact me via email at [promray58@gmail.com](mailto:promray58@gmail.com) or 503-440-2382.

Vivat Jesus,

*Ray Prom*

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