

## Financial Secretary (FS) replacement steps for a Council

This is very important and these steps are required to avoid the many miss-steps that can be made that ALWAYS leads to many frustrations and delays. Please know that the appointment can only be my by the current Supreme Knight and is typically a 3 year appointment.

Please know that a FS MUST remain in office UNTIL his successor is appointed and if the current FS dies while in office, then the GK and Trustees, must accept the responsibility of writing the resignation letter that must be dated and signed.

### There are **three** components that must be met and followed to avoid delays:

- 1- Resignation letter from current FS that includes his name, membership number, dated, and signed by FS.
- 2- [Form 101](#) "Application for Appointment" to become the FS from the member wishing to be appointed and signed by him.
- 3- [Form 103](#) Nomination of FS from Council signed by GK and all 3 Trustees

**IMPORTANT** All 3 components required are to be filed as a package and submitted electronically to Supreme. (Send to: [FinancialSecretary@kofc.org](mailto:FinancialSecretary@kofc.org) ) Copies should be sent to your current DD, CP, and Chapter trainer. See [Chapter Website](#) for those contacts.

Please know that Supreme can't honor a request for an FS appointment without the resignation letter from the current FS.

Sincerely Yours in Christ,

Sir Lou Gervais, CP