

## Council Officer Responsibilities

Each local council elects twelve officers and appoints others to oversee the Business of the Council, to promote growth of the Council, as well as insuring valuable and effective Programming is being conducted within the Church and the Community.

Along with the elected and appointed officers, the Grand Knight & Other Council Officers appoint several Directors and Chairman to conduct Activities of the council and Membership Growth.

### Chaplain:

- **Appointed** by the Grand Knight under the guidelines of the local Diocese
- Serves as the Spiritual Leader for the council
- Supervise the councils religious activities
- Provides Spiritual comfort in difficult times
- Work and Supervise the development of Spiritual Programs for the membership

### Grand Knight:

- **Elected** annually by the Council members
- Chief Executive Officer of the Council
- Presides over all council meetings
- Enforces the Laws and Rules of the Order
- Ex-officio member of all committees
- Appoints membership and program personnel
- Responsible for overall welfare of the council
- Provides thoughtful and inspiring leadership
- Serves as Chairman of the Board of Trustees

- Treats Membership Growth as His main priority
- Ex-officio member of all committees
- Oversees the work of the admission committee
- Appoints special committees as needed
- Convenes monthly officer meetings
- Oversees exemplification of first degree
- Insures that all reports are submitted on time
- Prepares an annual budget and reviews monthly
- Interacts with Financial Secretary and Treasurer to insure all financial obligations are met
- Countersigns all orders and checks
- Reads all vouchers from the Treasurer
- Member of the advisory board of Squires Circle
- Recommends a Chaplain and appoints Lecturer
- Perform all duties the Order imposes upon him
- Membership involvement and activities are priorities
- Ensures that all council funds are protected following established procedures following the guidelines of the semiannual audits
- Oversees the council's membership & retention procedures in conjunction with the Financial Secretary
- Interact with the Financial Secretary & Treasurer to ensure that the council's is meeting all financial obligations to the State and Supreme Council's

### Deputy Grand Knight:

- **Elected** annually by the Council members
- Assist the Grand Knight in his duties

- Presides over council meetings in the absence of the Grand Knight
- Shall preside in the absence or inability of the Grand Knight and execute all the duties of said Grand Knight
- Chairman of Council Member Retention Committee
- Training position for Council Grand Knight
- May serve as Council Program Director

### Chancellor:

- **Elected** annually by council members
- Assist the Grand Knight and the Deputy Grand Knight in their duties. Third in line of progression
- Encourages members to take an active role in the activities of the council
- Chairman of the welcoming committee
- Presides over the Admissions committee
- Works with the council vocations director
- Reminds members of fraternal responsibilities, such as visit the sick and members in distress
- Member of the Squires Circle Ceremonials Team

### Recorder:

- **Elected** annually by council members.
- Keeps accurate minutes of all meetings and reads minutes from previous meetings.
- Responsible for an accurate account of the council's activities; reports, discussions, motions as well as any decrees.

## Financial Secretary:

- **Appointed** to a 3 year term
- Can be reappointed for another term by the Grand Knight and the Board of Trustees upon a favorable performance
- Reports to the Grand Knight
- Reports all membership transactions to the Supreme Council
- Keeps records of all members in the Council
- Collect fees, dues and all other funds of the Council. Transfer all monies to the Treasurer
- Prepares vouchers for all Council obligations
- Maintains certain records of Council finances
- Submits supply and material orders
- Monitors timely filing of all Council reports and forms
- Keeps all member and financial records secure
- Assists the audit committee with the Council audits

## Treasurer:

- **Elected** annually by council members
- Pays all council approved bills and expenses
- Reports financial status of council at each meeting
- Deposits all money from the financial secretary in a council approved bank and returns receipts of deposit to the Grand Knight
- Maintains record of council bank account
- Assist financial secretary and trustees in conducting the semiannual council audit
- Causes all monies in his possession to be secure

## Advocate:

- **Elected** annually by council members
- Legal representative of the council
- Interprets Knights of Columbus regulations (BY-LAWS)
- Be familiar with the Order's Charter Constitution and By-Laws.
- Keeps current and administers council by-laws
- Well versed on conducting a meeting and the use of Robert's Rules of Order

## Warden:

- **Elected** annually by council members.
- Prepares room for all meetings.
- Prepares and sets up indispensable objects
- Instructs and oversees the Inside/Outside Guards
- Insure the security of all degree paraphernalia
- Responsible for and maintains all council property.
- Insures that at business meetings all members are in possession of a current membership card

## Guards:

- **Elected** annually by council members
- Both work with the Warden in their duties
- Guards stationed at entrance to the meeting room
- Verify the validity of membership cards upon entering a business meeting or a degree ceremony

## Board of Trustees:

- Consists of Grand Knight and three members **elected** annually by council members.
- Audit records maintained by financial secretary and treasurer to insure accountability and safety of all council funds. Report findings semiannually
- Responsible for the financial health and condition of the council
- Develops plans to insure adequate income for the council to operate and contribute to charity.
- Monitors and reviews all council expenditures
- Serve on retention committee under the direction of the Deputy Grand Knight

## Lecturer:

- **Appointed** by the Grand Knight.
- Provides inspirational programs and entertainment for the pleasure of the members at council meetings
- Utilizes appropriate films and has guest lecturers attend for the purpose of making presentations

## Program Director:

- Has overall responsibility for the planning, supervision and successful completion of all council programming activities.
- Insures a balanced and effective program of events that have the interest of all members.
- Motivates others and reflects a positive attitude for all members especially those working on activities.

## Church Director:

- Responsible for conducting religious and spiritual activities of the council. Plans spiritual retreats, religious education and prayer services.
- Develops, plans and conducts activities related to community needs. Examples: pro-life projects, activities in support of the mentally handicapped, highway clean-up and other community needs.
- Plans, oversees and conducts council activities. Plans activities for the fraternal enjoyment of the membership, as well as works with the officers and directors to coordinate effective council activities

### Family Director:

- Supervises council family activities and insures that family activities effectively meet the needs of families in the council and in the parish. Sponsors family fun time and religious opportunities.
- Develops, plans and oversees enjoyable and educational activities for youth in the parish and the community. Also works with the Squires Chairman and with Boy Scout units.
- Must plan and coordinate all projects with the council program director to produce an effective and balanced program calendar for the council.

### Membership Director:

- Plans and oversee all council membership recruitment activities. Coordinates semi-annual church drive and conducts open house/information nights for prospective members. “Membership “BLITZ”
- Guides the membership on recruitment and retention techniques and provides the necessary tools for successful recruitment.
- Informs council members of recruitment results and status. Also, may serve on the council admissions committee.