

## DUTIES OF COUNCIL OFFICERS

### Chaplain

- A priest chosen annually by the grand knight, deputy grand knight and trustees
- Serves as spiritual advisor to the brother Knights and families of that council
- Provides his message to members at the beginning of the meeting
- The chaplain should attend meetings of the council whenever his schedule allows, as his guidance is a great benefit

### Grand Knight

- Presides over all meetings
- Appoints program and membership directors
- Appoints committees as needed
- Countersigns checks and orders for payment
- Responsible for the council's Ceremonial Team
- Maintains working relationships with the council's chaplain, district deputy, insurance agent, as well as with other local service organizations (ie. food pantries, soup kitchens)

### Deputy Grand Knight

- Assists the grand knight with operation of the council and any other duties assigned to him by the grand knight
- In the absence of the grand knight, presides at council meetings
- Recommended to serve on the council's Retention Committee

### Chancellor

- Has the duty of strengthening the members' interest in council activities
- Assists the grand knight and deputy grand knight with their duties as assigned
- Recommended to serve on the council's Admission Committee

### Financial Secretary

- Upon recommendation of the grand knight and the trustees, the financial secretary is appointed for a three-year term that is approved by the supreme knight



- The prospective financial secretary must also complete and submit the *Application for Appointment as Financial Secretary* (#FS-101)
- Under Section 130 of the Laws of the Order, the financial secretary is automatically bonded in the amount of \$5,000. Additional bonding may be provided at a cost of \$7 per thousand by contacting the supreme secretary's office
- Collects money, in the form of dues, from members. Responsible for sending billing notices and initiating retention measures by providing a list of delinquent members to the grand knight to prevent members from being suspended for nonpayment of dues
- Ensures that the council membership records are updated and that new members sign the constitutional roll
- Receives honorary and honorary life membership cards for distribution to qualified members

- Files various reports and membership/ insurance transactions with the Supreme Council Headquarters
- Responsible for completing and submitting the IRS form 990 for the council (U.S. only)
- Keeps the seal of the council and affixes the same to membership cards, resolutions and other official documents as necessary

### **Recorder**

- Responsible for keeping and maintaining a true and permanent record of all actions of the council and maintains all correspondence of the council

### **Treasurer**

- Handles council funds
- Receives money from financial secretary and deposits it in the proper council accounts
- Responsible for paying all council expenses, including assessments from the Supreme Council
- Under Section 130 of the Laws of the Order, the treasurer is automatically bonded in the amount of \$5,000 when reported on the *Election of Officers form* (#185). Additional bonding may be provided at a cost of \$7 per thousand by contacting the supreme secretary's office

### **Lecturer**

- Appointed by the grand knight
- Responsible for providing suitable educational and entertaining programs under the "Good of the Order" section of council meetings

### **Advocate**

- Acts as parliamentarian for the council
- Should have a working knowledge of Robert's Rules of Order, Charter, Constitution & Laws, council by-laws, and parliamentary procedure
- When needed, will seek legal assistance from the state advocate

### **Warden**

- Responsible for supervising and maintaining all council property

- Sets up council chambers for meetings and exemplifications
- Oversees inside and outside guards

### **Inside/Outside Guards**

- Attend the doors of the council chamber, checking for current membership cards and allowing entrance

### **Board of Trustees**

- Consists of grand knight and three other elected members
- Supervises all financial business of the council and conducts the semiannual audits
- Trustees are elected for terms of three years. At the first election of a new council, three trustees shall be elected, one to hold office for one year or until the next regular election, one for two years or until the second next regular election, and the other for three years or until the third next regular election, as determined by lot among themselves. Thereafter, at each succeeding election, one Trustee shall be chosen for a term of three years

### **Membership Director**

- Appointed by the grand knight
- Collaborates with the grand knight and council leaders on council membership goals for the year
- Manages the Recruitment Committee, Retention Committee and Insurance Promotion Committee chairmen as they implement the council's membership activities
- Plans and coordinates the council's schedule of recruitment programs
- Ensures that *Membership Applications* (#100) are transmitted by the Financial Secretary to both the Membership Records Department at the Supreme Council and the general agent

### **Program Director**

- Appointed by the grand knight
- Collaborates with the grand knight in setting the calendar of council programs for the year

**When addressing correspondence to a person that you have a close working relationship with, you should acknowledge the office he holds.**

**The salutation would be “Worthy Grand Knight and dear Brother Bill”.**

- Manages program directors as they implement the council’s programs and activities
- Keeps accurate records of council programs for reporting on the *Annual Survey of Fraternal Activity* and the *Columbian Award Application*
- Keeps council’s public relations chairman informed of all programs and activities for promotion to local media

#### **Faith Director**

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Faith based council programs
- Keeps accurate records of the council’s Faith programs including Refund Support Vacations Program (RSVP), if applicable

#### **Family Director**

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Family based council programs
- Keeps accurate records of the council’s Family programs including Food for Families and Family of the Month/Year, if applicable
- Must complete all required Knights of Columbus Safe Environment training ([kofc.org/safe](http://kofc.org/safe)) and must also pass a background check

#### **Community Director**

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Community based council programs

- Keeps accurate records of the council’s Community programs including Coats for Kids and Global Wheelchair Mission, if applicable
- Must complete all required Knights of Columbus Safe Environment training ([kofc.org/safe](http://kofc.org/safe)) and must also pass a background check

#### **Life Director**

- Appointed by the grand knight, in consultation with the program director
- Responsible for all Life based council programs
- Keeps accurate records of the council’s Life programs including Special Olympics and Ultrasound, if applicable

## **PROTOCOL**

Proper protocol should be followed by all fraternal leaders. Protocol, by definition, is basic common courtesy. The *Knights of Columbus Protocol Handbook (#1612)* contains specific information governing many types of situations where protocol is involved. Keep in mind, however, that where there is no specific rule governing a situation, you will not go wrong by employing common courtesy.

*Invitations* — Guests should be sent proper invitations in writing well in advance (at least six weeks before the event). All invitations should be sent in the name of and signed by the grand knight, district deputy or state deputy, respectively. Replies may be directed to a chairman or committee member.

The invitation should let the guest know timing, agenda, dress and any special expectations.

Your district deputy, as a special representative of the supreme knight and state deputy, should be invited to all council functions. However, it is not proper protocol to send a “blanket” invitation to your district deputy with the expectation that he will attend each event. It should be understood that his schedule may not permit him to attend