K of C COUNCIL: OFFICER DUTIES
(1st Degree thru 4th Degree Members)

Since a more informed member will most likely prove to be a more active and involved member, every new Knight should be introduced to council officers and Service Program directors as soon after his First Degree as possible, and a brief description of the office or position should be made at this time.

To be a council officer, a Knight must be a Third Degree member of the Order.

GRAND KNIGHT

The grand knight is responsible for the overall welfare of the council. Elected annually by the council membership, the grand knight must provide thoughtful and inspired leadership to the council officers, the Service Program directors, chairmen and members of the council.

More specifically, his duties include: presiding over council meetings; acting as an ex officio member of all committees; appointing the membership and program directors and working with them on the selection of Service Program activities chairmen and membership recruitment teams and retention chairmen; convening officers for a monthly meeting; appointing special committees not mandated by the laws of the council; overseeing the proper exemplification of the First Degree; and, finally, making sure that all reports and reporting forms required by the state or Supreme Council offices are submitted on time.

The grand knight also interacts with the financial secretary and treasurer to ensure the council is meeting its financial obligations to the Supreme and state councils, and others. The grand knight countersigns all orders drawn and signed by the financial secretary and all checks drawn and signed by the treasurer. He also reads the vouchers from the financial secretary of moneys paid to the treasurer and from the treasurer of moneys deposited in the bank. By these procedures, the grand knight monitors the performance of the financial secretary and treasurer, working with them to help the council meet its financial obligations.

The grand knight is a member of the Advisory Board charged with general supervision of a Columbian Squires circle sponsored by his council.

Finally, the grand knight, together with the deputy grand knight and trustees, is responsible for recommending a chaplain to the ordinary of the diocese for his appointment. He also appoints a lecturer.

DEPUTY GRAND KNIGHT

The deputy grand knight is the second in command in the local council. He is also elected annually, assists the grand knight in the operation of council affairs and is responsible for any duties assigned to him by the grand knight. In the absence of the grand knight, the deputy grand knight presides at council meetings and functions as the grand knight would. The deputy grand knight is a member of the Advisory Board charged with general supervision of a Columbian Squires circle sponsored by his council. It is suggested that the deputy grand knight and the board of trustees serve on the council's retention committee.

CHANCELLOR

The chancellor is elected annually to serve the council in a variety of ways. Primarily, he assists the grand knight and deputy grand knight in the execution of their duties and takes charge of the council during the incapacity or extended absence of both.

With the cooperation and support of the grand knight, the chancellor has the important duty of strengthening the members' interest in council activities. It is recommended that the chancellor serve as the chairman of the council's Admission Committee.

The chancellor is also a member of the council's Columbian Squires circle ceremonial team.

RECORDER

The recorder is responsible for keeping a true record of all the actions of the council and maintains all correspondence of the council. He should use the "Recorder's Minute Book"to record the minutes of all council meetings.

FINANCIAL SECRETARY

The financial secretary's important role is underscored by the fact that he is not elected by the membership but, his appointment – upon the recommendation of the grand knight and trustees – is approved by the supreme knight for a period of three years. His work has a direct effect on council members, his fellow officers, the state council and the Supreme Council.

Basically, the financial secretary's duties revolve around two key areas of council activities: financial records and membership records. The financial secretary collects and receives all moneys that come into the council from any source. He then turns that money over to the treasurer for deposit in the council account.

One main function of the financial secretary is to collect money, in the form of dues, from members. He sends out billing notices before the start of the billing period and initiates retention measures to prevent members from being suspended for nonpayment of dues.

The compilation of membership records is another of the financial secretary's important roles. He must ensure that new members sign the constitutional roll of membership at the time of their First Degree. The financial secretary also applies to the Supreme Council office for honorary and honorary life membership cards for qualified members.

Besides these two major responsibilities, the financial secretary has several others. They include: handling supply orders for members with the Supreme Council Supply Department; filing the "Report of Officers" with the Supreme Council office; and reporting all membership/insurance transactions to the Supreme Council office in a timely and correct manner.

The Supreme Council also makes available personal computer software and associated reports and supplies to assist financial secretaries to automate record keeping/billing tasks. Information on hardware requirements and ordering information for the software and supplies may be obtained by contacting the Supply Department or the Department of Membership Records.

TREASURER

The treasurer is the elected official in charge of handling all council funds. He receives money from the financial secretary and issues a receipt for such. He is also responsible for depositing all money in the proper council accounts and providing a voucher or certificate of deposit to the grand knight for each transaction.

The treasurer is also responsible for issuing payments to the Supreme Council on all assessments made by it to the council and for all orders of the council.

Finally, the treasurer is responsible for keeping accurate accounts of the monies in the general expense fund of the council and the amount of money in any special funds established by the council. He must be able to provide up to-date records on these accounts to the grand knight, financial secretary or board of trustees.

LECTURER

The lecturer is appointed by the grand knight to provide suitable educational and entertaining programs under the "Good of the Order" section of the council meeting. The "Good of the Order" may include such items as speakers, presentations on special topics, etc. The lecturer is responsible for presenting the "Good of the Order" section at council meetings. The lecturer must be knowledgeable of all aspects of council programming in order to provide members with informative and entertaining programs. If the meetings have been conducted in accordance with the ceremonials and the agenda, there will be ample time at each meeting for the lecturer to present a worthwhile program that will help build meeting attendance and provide benefits to the membership that is present.

ADVOCATE

The advocate is the parliamentarian for the council. He need not be a member of the legal profession; however, he should be thoroughly familiar with all of the laws of the Order as stated in the "Charter, Constitution and Laws" and with the council by-laws. When a by-law is to be revised, the advocate serves as chairman of the revision committee.

The advocate should also have a working knowledge of "Robert's Rules of Order," and the Supreme Council flyer, "Methods of Conducting a Council Meeting". An understanding of both of these will help keep meetings on track.

When needed, the advocate shall seek legal assistance from the state advocate. In matters of trail of council members, the advocate shall prosecute the charges on behalf of the council.

WARDEN

The warden is responsible for supervising and maintaining all council property, except that which belongs to the financial secretary.

He sets up the council chambers for meetings and degrees and appoints and supervises guards for ceremonial exemplifications. The warden should also oversee the inside and outside guards and make sure they are fulfilling the duties assigned to them.

INSIDE and OUTSIDE GUARDS

The guards attend the doors of the council chamber, checking on current membership cards before allowing entrance.

BOARD OF TRUSTEES

The board of trustees consists of the grand knight and three members elected by the council. Trustees supervise all financial business of the council. They serve as auditors for the semiannual audits and oversee the work of the financial secretary and treasurer. The grand knight is the chairman of the board. It is suggested that the board of trustees and the deputy grand knight serve on the council's retention committee.

Trustees are elected for terms of three years, two years and one year. At each regular election, the position of each trustee will be voted upon, and the current three and two year trustees move on to become two and one year trustees, respectively.