

Council Meeting (#1937), and Robert's Rules of Order.

Warden



The warden is responsible for council property and degree paraphernalia, except the property of the financial secretary, treasurer and recorder. He is also responsible for setting up the council chambers for meetings and ceremonial work. During ceremonial exemplifications, he will appoint and supervise guards.

Inside & Outside Guards



The guards have similar responsibilities, but distinct differences. The outside guard tends to the outer door admitting visitors and members to the inner door. Once at the inner door, the inside guard checks to make sure that their membership cards are current.

Board of Trustees



The board of trustees consists of three members elected by the council and the grand knight, who serves as chairman of the board. They oversee the work of the financial secretary and treasurer, and with the deputy grand knight serve on the council's retention committee. During council elections, only the three-year trustee is voted on, with the others moving on to become two- and one-year trustees, respectively.

For additional resources, please consult:

Knights of Columbus

Leadership Resources (#5013)

Chaplain Handbook (#945)

Grand Knight's Guide (#5085)

Financial Secretary's Guide (#5089)

Charter, Constitution and Laws (#30)

Your Council's By-laws



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Duties
Of
Council
Officers

Grand Knight



The grand knight is the highest ranking officer of his council, and is responsible for the welfare of the council. He presides over council meetings, acts as an ex-officio member of all committees, appoints membership and program directors, convenes officers for a monthly meeting, and ensures all necessary reports are submitted to the state and Supreme Council. He should also be aware of the council's financial status and ensure that his signature appears on all checks drawn. Additionally, the grand knight must ensure the membership, insurance and programming growth of his council and the involvement of all its members. *For more specific duties and responsibilities, refer to the Knights of Columbus Leadership Resources (#5093) booklet.*

Chaplain



The chaplain is the spiritual advisor of the council. His message at council meetings provides an opportunity for him to educate council members about an element of the faith, to offer spiritual reflection, or to give another appropriate intervention. The grand knight appoints a priest in accordance with any rules established by the bishop of the diocese to serve as council chaplain. *For more specific duties, responsibilities and eligibility, refer to the Chaplain's Handbook (#945).*

Deputy Grand Knight



The deputy grand knight is second in command. He assists the grand knight with

council affairs and fulfills all duties assigned to him by the grand knight. Should the grand knight be absent from a council meeting, the deputy grand knight will preside. He is chairman of the council's retention committee and also a member of the Advisory Board charged with overseeing the council's sponsored Columbian Squires circle.

Chancellor



The chancellor has a variety of responsibilities. Primarily, he assists the grand knight and the deputy grand knight in the execution of their duties and oversees the council in both their absences. He is charged with strengthening the members' interests in council activities. The chancellor is chairman of the Admission Committee.

Recorder



The recorder is similar to a court reporter or a secretary. He is responsible for maintaining a true record of all actions of the council and its correspondence. A Recorder's Minute Book (#1403) is available from the Knights of Columbus Supply Department for keeping a record of council meetings.

Financial Secretary



The financial secretary is appointed by the supreme knight, upon recommendation of the council. His main area of responsibility is maintaining all financial and membership records. He collects and receives all moneys from all sources, including annual dues from

council members. He also handles supply orders for the council officers and members, filing the Report of Officers (#185), and submitting all membership transactions to the Supreme Council. *For more specific duties and responsibilities, refer to the Knights of Columbus Leadership Resources (#5093) booklet.*

Treasurer



The treasurer is responsible for the safekeeping and maintaining records of all council funds and accounts. He is responsible for depositing money into the council's accounts and provides a certificate of such monies to the grand knight. He is also responsible for payment of all expenses.

Lecturer



The lecturer is appointed by the grand knight to provide both educational and entertaining programs to the council. He is responsible for the 'Good of the Order' portion of council meetings. In order to provide members with informative and educational programs, he must be knowledgeable and aware of all council programming.

Advocate



The advocate is the legal representative of the council and serves as the council's attorney at trials and investigations of any interest to the council. While he does not need to be a member of the legal profession, he should be familiar with the council by-laws, the Order's Charter, Constitution and Laws (#30), Methods of Conducting a