

## COUNCIL #7034 OFFICER NOMINATIONS LIST

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OFFICE / NOMINEES	DUTIES
<b>Grand Knight</b> No Nominees	<ul style="list-style-type: none"> <li>■ Presides over all meetings</li> <li>■ Appoints program and membership directors</li> <li>■ Appoints committees as needed</li> <li>■ Countersigns checks and orders for payment</li> <li>■ Responsible for the council's First Degree Team</li> </ul>
<b>Deputy Grand Knight</b> No Nominees	<ul style="list-style-type: none"> <li>■ Assists the grand knight with operation of the council and any other duties assigned to him by the grand knight</li> <li>■ In the absence of the grand knight, presides at council meetings</li> <li>■ Recommended to serve on the council's Retention Committee</li> </ul>
<b>Chancellor</b> No Nominees	<ul style="list-style-type: none"> <li>■ Has the duty of strengthening the members' interest in council activities</li> <li>■ Assists the grand knight and deputy grand knight with their duties as assigned</li> <li>■ Recommended to serve on the council's Admission Committee</li> </ul>
<b>Recorder</b> No Nominees	<ul style="list-style-type: none"> <li>■ Responsible for keeping and maintaining a true and permanent record of all actions of the council and maintains all correspondence of the council</li> </ul>
<b>Treasurer</b> No Nominees	<ul style="list-style-type: none"> <li>■ Charged with handling council funds</li> <li>■ Receives money from financial secretary and deposits it in the proper council accounts</li> <li>■ Responsible for paying all council expenses, including assessments from the Supreme Council</li> <li>■ Under Section 130 of the Laws of the Order, the treasurer 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</li> </ul>
<b>Advocate</b> No Nominees	<ul style="list-style-type: none"> <li>■ Acts as parliamentarian for the council</li> <li>■ Should have a working knowledge of Robert's Rules of Order and <i>Methods of Conducting a Council Meeting</i> (#1937)</li> <li>■ When needed, will seek legal assistance from the state advocate</li> </ul>
<b>Warden</b> No Nominees	<ul style="list-style-type: none"> <li>■ Responsible for supervising and maintaining all council property</li> <li>■ Sets up council chambers for meetings and degree exemplifications</li> <li>■ Oversees inside and outside guards</li> </ul>

**Inside Guard**

No Nominees

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

**Outside Guard**

No Nominees

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

**3yr Trustee**

No Nominees

- Supervises all financial business of the council and conducts the semiannual audits

**2yr Trustee**

No Nominees

- Supervises all financial business of the council and conducts the semiannual audits

**1yr Trustee**

No Nominees

- Supervises all financial business of the council and conducts the semiannual audits

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