



Duties and Responsibilities of Council Officers and Directors

*Understanding
the meaning of the
Order's emblems,
your medal of office
and your role
as a council
fraternal leader*

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To build a strong foundation for success and to position your council to last for generations, it is important that all council leaders work as a team and understand their individual duties and responsibilities. It is also important that this knowledge be passed to future leaders, so they will be prepared to one day assume these roles.

Every member of your council is committed to its success. When you are charged with a task, ask other members to assist you with any work related to their skills and interests. Afterward, follow up on a regular basis to check on progress and to see if any assistance is needed. Sharing your responsibilities shows your trust and helps keep others engaged.

Below are the descriptions of the emblems and medals of office of our Order, as well as the responsibilities of those who bear them. Should your council wish to add additional responsibilities to a particular office, consult and consider amending your council's bylaws regarding each officer and director's duties. More information on fraternal leader responsibilities can be found by accessing the Fraternal Training Portal, located in the Officers Online section of our website, kofc.org.

Emblems

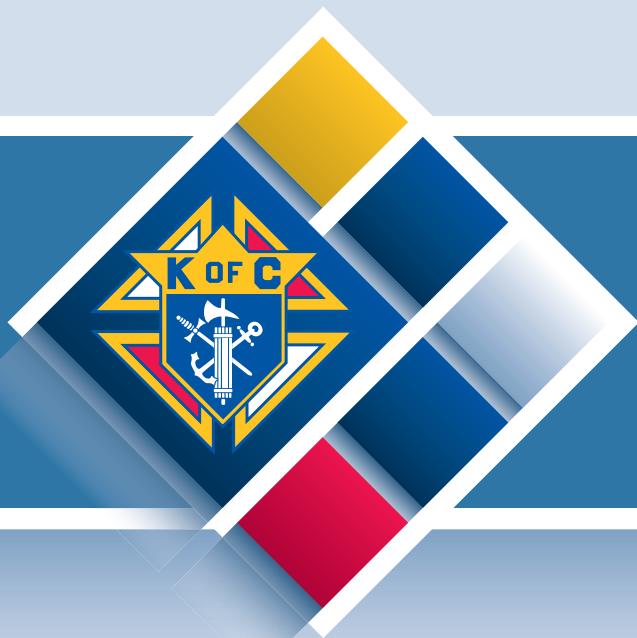
Emblem of the Order

The emblem of the Order dates from the second Supreme Council meeting, held May 12, 1883. It was designed by then-Supreme Knight James T. Mullen.

The emblem is composed of a shield mounted upon the Formée Cross. The shield is associated with medieval knights. The Formée Cross is a traditional artistic design of the Cross of Christ and represents the Catholic spirit of the Order.

Mounted on the shield is a vertically standing fasces with an anchor and short sword crossed behind it. The fasces dates from the Roman Empire and is symbolic of authority, which must exist in any tightly bonded and efficiently operating organization. The anchor is the mariner's symbol, symbolic of Columbus, patron of the Order. The short sword was the weapon of the knight when engaged upon errands of mercy. Together with the shield and the letters K of C, these symbols express Catholic knighthood in organized, merciful action.

The colors of red, white and blue in the background of the shield and the foreground of the Formée Cross are colors that represent noble aspects of the Order. Red is symbolic of stout-hearted courage, of pulsing activity and a full measure of devotion. Blue is symbolic of hope, of calm tranquility under God and of confidence in the protection of one's country. White is symbolic of nobility of purpose, of purity of aim and of crucible-tried ideals to be carried out.



There is also ecclesiastical symbolism for the colors red, white and blue. Red is symbolic of Christ's redemptive blood, shed upon Calvary, and of the martyrs' blood, shed in defense of faith. Red is the symbol of faith, belief in Christ, redemption and knowledge of the love of Jesus Christ. White is symbolic of the Eucharistic host, pledge of God's Eucharistic presence among men, the infinite love God has for man and the overwhelming affection which God has for each individual. White is symbolic of Christ-like charity. Blue is symbolic of Our Lady's mantle, in which she wrapped her beloved Son, through whom came salvation to a sinful world. Blue is the symbol of hope.



Emblem of the Patriotic Degree

The emblem of the Patriotic Degree is composed of the dove, the Isabella Cross and the globe. The dove, symbolic of the Holy Spirit and peace, is shown hovering over the globe. Both are mounted on the Isabella Cross, which is associated with Queen Isabel of Spain, promoter of the voyage of Christopher Columbus. The Cross itself is a symbol of God's love, represented in the sacrifice of his own Son to save the world. The symbols on the emblem typify the union of the three divine persons in one Godhead — the most Blessed Trinity.

The Globe — God the Father, Creator of the universe.

The Cross — God the Son, Redeemer of mankind.

The Dove — God the Holy Spirit, Sanctifier of humanity.

The colors of the emblem are composed of red, white and blue, symbolic of the flag of the country in which our Order originated. They are also used to stress Patriotism.

Council Officers

Unless otherwise noted, the following positions are elected annually by your council's membership.

Chaplain

- ☐ A priest chosen annually by the grand knight, deputy grand knight and board of trustees
- ☐ Acts as spiritual advisor to the brother Knights and families of a council
- ☐ Provides his message to members at the beginning of the meeting as outlined in the *Method of Conducting Council Meetings* (#10318) or whenever it best suits his schedule
- ☐ The chaplain should attend meetings of the council — including officers' meetings — whenever his schedule allows, as his advice is frequently needed



Additional information on the role of the chaplain is contained in the *Chaplain's Handbook* (#945).

The medal of office of the council chaplain is a silver Isabella Cross, overlaid with a descending dove, suspended from a ribbon of black. This style of Cross is associated with Queen Isabel of Spain, promoter of the voyage of Christopher Columbus. A Cross is a symbol of hope through atonement, reminding Christians of God's love in sacrificing his own son for humanity. The dove, emblem of the Holy Spirit, represents the gift of the Word of God. The ribbon of black represents strength and authority.

Grand Knight

- ☐ Presides over all council meetings
- ☐ Appoints program and membership directors
- ☐ Appoints committees as needed
- ☐ Countersigns orders for payment and checks
- ☐ Ensures the submission of all paperwork required by the Supreme and State Councils
- ☐ Maintains working relationships with the council's chaplain, district deputy, field agent and general agent, as well as with other local service organizations (e.g. Habitat for Humanity, food pantries/soup kitchens)
- ☐ Has a working knowledge of the kofc.org website, Officers Online and Member Management
- ☐ Responsible for his council's First Degree Team and the scheduling of frequent First Degree Ceremonials



Additional information to assist the grand knight in the performance of his duties can be found in the *Grand Knight's Guide* (#5085), the *Knights of Columbus Leadership Resources* (#5093) and the *Method of Conducting Council Meetings* (#10318). Further details are also available on the Fraternal Training Portal.

The medal of office for the grand knight is an anchor suspended from a ribbon of purple. The anchor is symbolic of



Christopher Columbus, the mariner, who is the patron of our Order. The anchor, for centuries, was also a variant form of the Cross and symbolizes Christian hope. The ribbon of purple symbolizes authority and justice.

Deputy Grand Knight

- ☐ Assists the grand knight with operation of the council
- ☐ Presides at council meetings in the absence of the grand knight
- ☐ Is recommended to serve on the council's retention committee
- ☐ Has a working knowledge of the Knights of Columbus website, Officers Online and Member Management
- ☐ Performs other such duties as the grand knight may direct

The deputy grand knight should be familiar with the *Method of Conducting Council Meetings* (#10318).

The deputy grand knight's medal of office is a compass suspended from a ribbon of purple. A compass is the constant guide and companion to the mariner, and was an invaluable tool used by Columbus to guide him to the shores of the New World. The Knights of Columbus "compass of virtue" has 32 flame-like rays; each ray represents a virtue that people can aspire to emulate in their daily lives. The ribbon of purple signifies authority and justice.

Chancellor

- ☐ Assists the grand knight and deputy grand knight with their duties, as assigned
- ☐ Is entrusted with strengthening the members' interest in council activities
- ☐ Is recommended to serve as the chairman of the Admission Committee
- ☐ Performs other such duties as the grand knight may direct



It is recommend for the chancellor to be familiar with the Order's qualifications for membership, the *Membership Document* (#100) and the *Member/Prospect Interest Survey* (#1842).

The medal of office of the chancellor is the Isabella Cross, overlaid with a skull and crossbones, suspended from a ribbon of black and white. The Cross represents atonement and the love of God, who sent to us his only begotten Son. The skull and crossbones are symbolic of man's mortality and the vigilance required to remain faithful at all times. Through the unity of the council, brothers help each other remain steadfast in their faith. The ribbon of black and white signifies strength and goodness.



Recorder

- ☐ Responsible for keeping and maintaining a true and permanent record of all actions of the council, using a *Recorder's Minute Book* (#1403)
- ☐ Maintains all correspondence of the council
- ☐ Reads the bills entered into the minutes for discussion
- ☐ Performs such other duties as the grand knight may direct

The medal of office of the recorder is crossed quills suspended from a ribbon of yellow and white. The quills represent writing, knowledge and communication, and are also symbolic of the recorder's duty to write and preserve letters and documents (records). The ribbon of yellow and white represents intellect and goodness.

Financial Secretary

- ☐ Is appointed by the supreme knight for a three-year term upon the grand knight and trustees' recommendation
- ☐ Must complete and submit the *Application for Appointment as Financial Secretary* (#FS-101)
- ☐ Collects dues from members through the timely sending of billing notices and initiates 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's membership records, including email addresses, are kept updated and that new members sign the constitutional roll
- ☐ Receives honorary and honorary life membership cards from the Supreme Council and provides them to the grand knight for distribution
- ☐ Files various reports and membership/insurance transactions with the Supreme Council
- ☐ Has a working knowledge of the Knights of Columbus website, Officers Online and the Member Management/Member Billing Applications
- ☐ Responsible for completing and submitting a Form 990 for the council (U.S. only)
- ☐ Keeps the seal of the council and affixes it to membership cards, resolutions and other official documents
- ☐ Performs such other duties as the grand knight may direct



Additional information on the duties and responsibilities of the financial secretary can be found in the *Knights of Columbus Leadership Resources Book* (#5093) and the *Summary of Financial Secretary's Responsibilities* (#10238).



The medal of office of the financial secretary is a key and quill surrounded by a laurel wreath, suspended from a ribbon of yellow and white. The key is associated with guardianship, while the quill is the symbol of a “scribe” — one who writes and keeps track of various letters and documents. The laurel wreath acknowledges the special service of the financial secretary to his council. The ribbon of yellow and white represents intellect and goodness.

Treasurer

- ☐ Handles council funds
- ☐ Receives money from the financial secretary and deposits it in the proper council accounts
- ☐ Maintains all of the council’s checking and savings accounts
- ☐ Is responsible for paying all council expenses, including assessments from the Supreme Council
- ☐ Performs other such duties as the grand knight may direct

The medal of office of the treasurer is crossed keys suspended from a ribbon of blue. The keys symbolize the guardianship of the funds of the council. The ribbon of blue represents truth and loyalty.

Lecturer

- ☐ Is appointed annually by the grand knight
- ☐ Is responsible for providing suitable educational and entertainment programs under the “Good of the Order” section of council meetings
- ☐ Stays abreast of developments within the council’s charitable, membership and social programs
- ☐ Performs other such duties as the grand knight may direct



The lecturer medal of office is a lyre and laurel branch suspended from a ribbon of blue and white. The lyre with the laurel branch are traditionally symbolic of music, literature and the arts. The ribbon of blue and white represents purity and faithfulness.

Advocate

- ☐ Acts as parliamentarian for the council
- ☐ Has a working knowledge of *Method of Conducting Council Meetings* (#10318)
- ☐ Knows the council’s bylaws and the Order’s *Charter, Constitution and Laws* (#30)
- ☐ Has access to Officers Online and Officers Desk Reference



- ☐ Seeks legal assistance from the state advocate as needed
- ☐ Performs other such duties as the grand knight may direct

The medal of office of the advocate is a scroll and sword, surrounded by a laurel wreath, suspended from a ribbon of gold. The opened scroll represents legal literature and signifies the power of knowledge, and the sword represents its defense and enforcement. Thus, it is the advocate's role to not only know the laws of the council, but to also follow them strictly. The ribbon of gold represents faith, constancy and wisdom.

Warden

- ☐ Supervises and maintains all council property
- ☐ Arranges the council chambers for meetings and degree exemplifications
- ☐ Oversees inside and outside guards
- ☐ Performs other such duties as the grand knight may direct



The medal of office of the warden is an axe bound with a fasces, surrounded by a laurel wreath, suspended from a ribbon of red and black. The fasces was a traditional symbol carried by the protectors or guards of the Roman magistrates as a symbol of authority and protection. The ribbon of red and black represents strength and fidelity to duty.

Inside/Outside Guards

- ☐ Attend the doors of the council chamber, checking for current membership cards and allowing entrance
- ☐ Perform other such duties as the grand knight may direct

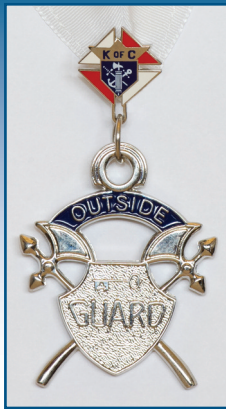


The medal of office of the council guards is crossed axes and a shield, marked with a key, suspended from a ribbon of white. The shield and axe are symbolic of protection, and key is emblematic of guardianship. The ribbon of white represents purity and diligence to duty.

Board of Trustees

- ☐ Consists of the grand knight and three other members, who are elected by the council's membership for terms of three years, two years and one year
- ☐ At each regular election, the position of each trustee will be voted upon, with the current three- and two-year trustee potentially moving on to become the two- and one-year trustee, respectively
- ☐ Supervises all financial procedures of the council and conducts the semiannual audits
- ☐ Ensures that proper protocol and procedures are followed by the council for the





payment of monies — however, cannot override the vote of the council's membership

The trustee medal of office is composed of an axe and fasces overlaid with an anchor, positioned over crossed swords, surrounded with a laurel wreath and suspended from a ribbon of green. The fasces is an axe bound with rods. The swords symbolize justice and

honor. The laurel wreath symbolizes special service. The trustees are generally past grand knights, and this is the reason for the anchor over the fasces. The ribbon of green symbolizes loyalty in love.

Directors

Membership Director

- ☐ Appointed annually by the grand knight
- ☐ Oversees recruitment and retention for the council as well as insurance promotion
- ☐ Collaborates with the grand knight in setting the calendar of membership programs for the fraternal year
- ☐ Manages the recruitment and retention committees and insurance promotion chairman as they implement the council's membership growth program
- ☐ 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

- ❑ Keeps the council's public relations chairman informed of all membership programs and activities for promotion to the parish community and to local media

Program Director

The program director is responsible for providing the council leadership with guidance and direction needed on council programming.

- ❑ Appointed annually by the grand knight
- ❑ Collaborates with the grand knight in setting the calendar of council programs for the fraternal year
- ❑ Manages each category's program directors (Faith, Family, Community, and Life) and chairmen as they implement the council's programs
- ❑ Keeps accurate records of council programs for reporting on the *Annual Survey of Fraternal Activity* (#1728) and the *Columbian Award Application* (#SP-7), along with reports on all other program-related applications and reports – all can be found at kofc.org/forms
- ❑ Keeps the council's public relations chairman informed of all programs and activities for promotion to the parish community and to local media
- ❑ Must complete all required safe environment training and adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available kofc.org/safe

Faith Director

The Faith director reports to the program director. The individual appointed to this position should be comfortable discussing and planning faith formation activities for the council. He must be comfortable developing ties with other parish ministries to advance the needs of the whole parish community at the pastor's direction. He works with and understands the information available for faith development through the Order's Catholic Information Service (kofc.org/cis).

- ☐ Appointed by the grand knight, in consultation with the program director
- ☐ Responsible for all Faith based council programs
- ☐ **Plans, coordinates, and promotes the required Faith program: *Spiritual Reflection***
- ☐ Assigns committee chairmen and develops committees that support vocations, parochial services and religious devotions
- ☐ Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Faith programs
- ☐ Promotes membership in the Father Michael J. McGivney Guild and promotes the cause for his canonization (fathermcmcgivney.org)
- ☐ Keeps accurate records of the council's Faith programs for reporting to the program director, along with completing reports for the Refund Vocations Support

Program (RSVP), if applicable, and all other Faith programs

- ☐ Provides the council's public relations chairman information about all Faith programs and activities for promotion to the parish and local media

Family Director

The Family director reports to the program director. The individual appointed to this position should work to strengthen and nourish wholesome home life through the sponsorship of activities involving entire families, even when the age range of family members vary. This person should work to stimulate togetherness within families. He should be comfortable discussing and planning family programs that support and encourage service to the community and faith formation of council and parish families.

- ☐ Appointed by the grand knight, in consultation with the program director
- ☐ Responsible for all Family based council programs
- ☐ **Plans, coordinates, and promotes the required Family program: *Consecration to the Holy Family***
- ☐ Assigns committee chairmen and develops committees that support family programs such as the many Supreme-recommended Family programs in the Faith in Action program model.
- ☐ Supports the areas of education and religious devotions of families, recreational activities and remembrance of fallen brother knights, and support of their widows and families members

- ❑ Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Family programs
- ❑ Keeps accurate records of the council's Family programs for reporting to the program director, along with completing reports for the Food for Families and Family of the Month/Year program, if applicable, and all other family programs
- ❑ Provides the council's public relations chairman information about all Family programs and activities for promotion to the parish and local media
- ❑ Must complete all required safe environment training and must also pass a background check. Additionally, he must adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available at kofc.org/safe

Community Director

The Community director reports to the program director. The individual appointed to this position should be comfortable discussing and planning efforts in the broader community. He directs programs that support and encourage service to the community that fight poverty, aid the individual, promote athletic events, and sponsor larger programs and campaigns. He should be comfortable contacting and coordinating with organizations that align in key areas of community assistance along with local government agencies.

- ❑ Appointed by the grand knight, in consultation with the program director

- ❑ Responsible for all Community based council programs
- ❑ **Plans, coordinates, and promotes the required Community program: *Helping Hands***
- ❑ Assigns committee chairmen and develop committees that support civic involvement, public safety, the environment, health services, neighbors in need, morality and decency, honor Christopher Columbus, and support cultural diversity
- ❑ Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Community programs
- ❑ Keeps accurate records of the council's Community programs for reporting to the program director, along with completing reports for the Coats for Kids, Global Wheelchair Mission and Habitat for Humanity programs, if applicable, and all other community programs
- ❑ Provides the council's public relations chairman information about all Community programs and activities for promotion to the parish and local media
- ❑ Must complete all required safe environment training and must also pass a background check. Additionally, he must adhere to all policies and procedures under the Knights of Columbus Safe Environment Program. Additional information on this program is available at kofc.org/safe

Life Director

The Life director reports to the program director. The individual appointed to this position should be comfortable discussing and planning efforts within the context of supporting and affirming life in all stages and in all conditions. Notably, he strives to promote programs that support and encourage the advancement of the pro-life movement, people with intellectual disabilities, and persecuted Christians.

- ☐ Appointed by the grand knight, in consultation with the program director
- ☐ Responsible for all Life based council programs
- ☐ **Plans, coordinates, and promotes the required Life program: *Novena for Life***
- ☐ Assigns committee chairmen and develops committees that support right to life issues, civic involvement, pro-life education, pregnancy centers and more
- ☐ Collaborates with the program director on which Supreme-recommend programs a council will conduct in the fraternal year and any other Life programs
- ☐ Keeps accurate records of the council's Life programs for reporting to the program director, along with completing reports for the March for Life, Special Olympics and Ultrasound, if applicable, and all other community programs
- ☐ Keeps the council's public relations chairman informed of all Life programs and activities for promotion to the parish and local media



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