

Council Officer and Chairmen

Responsibilities



**THE KNIGHTS
OF COLUMBUS**
IN SERVICE TO ONE. IN SERVICE TO ALL.

Council Officer and Chairmen

Each local council elects twelve officers and appoints others to oversee the business of the council, to promote growth of the Order, as well as insuring valuable and effective programming is being conducted within the church and the community.



**THE KNIGHTS
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IN SERVICE TO ONE. IN SERVICE TO ALL.

Elected Council Officer

- Grand Knight
- Deputy Grand Knight
- Chancellor
- Recorder
- Treasurer
- Advocate
- Warden
- Inside Guard
- Outside Guard
- Trustees



**THE KNIGHTS
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Appointed Council Officer

- Grand Knight
- Chaplain
- Financial Secretary
- Lecturer



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Officer Responsibilities

- ❖ The council officers work together as a team to develop lasting friendships and ensure harmony exists among all members.
- ❖ Communications and information is shared with all the members on a timely basis.
- ❖ The officers must project a positive attitude at all times, remembering that our goal is to serve the church, community and our families in the spirit of Christ.



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Chaplain

- Appointed by Grand Knight under the guidelines of local Diocese.
- Serves as spiritual leader of council.
- Supervises the councils religious activities.
- Provides spiritual comfort in difficult times.
- Work and supervise religious development of spiritual programs for the members.



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Grand Knight

- Elected annually by members.
- Responsible for overall welfare of council.
- Provides thoughtful and inspiring leadership.
- Presides over all council meetings.
- Ex-officio member of all committees.
- Appoints membership and program personnel.



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Grand Knight

- Appoints special committees as needed.
- Convenes monthly officer meetings.
- Oversees exemplification of First Degree.
- Ensures that all reports are submitted on time.
- Appoints and oversees admissions committee.
- Interacts with Financial Secretary and Treasurer to insure that all council obligations are met.



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Grand Knight

- Countersigns all orders and checks.
- Reads all vouchers from the Treasurer.
- Member of the advisory board of Squires Circle.
- Recommends a Chaplain and appoints a Lecturer.
- Performs all duties the order imposes on him.
- Membership growth and activities are a priority.



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Deputy Grand Knight

- Elected annually by members.
- Assists Grand Knight in his duties.
- Presides over council meeting in absence of Grand Knight.
- Member of advisory board of Squires Circle.



**THE KNIGHTS
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Deputy Grand Knight

- Presides over member retention committee.
- Training position for Council Grand Knight.
- May serve as council Program Director.
- All other duties assigned by Grand Knight.



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Chancellor

- Elected annually by council members.
- Assist the Grand Knight and Deputy Grand Knight with their duties.
- Third in line of progression.
- Encourages members to take an active role in activities of the council.
- Chairman of the welcoming committee.



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Chancellor

- Presides over the admissions committee.
- Works with Council Vocations Director.
- Reminds members of fraternal responsibilities, such as visit the sick and members in distress.
- Member of Squires Circle Ceremonials Team.
- All other duties assigned by Grand Knight.



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Recorder

- Elected annually by members.
- Keeps accurate minutes of meetings and reads minutes of previous meeting.
- Responsible for an accurate account of councils activities, reports, discussions, motions as well as any decrees.
- Any other duties assigned by Grand Knight.



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Financial Secretary

- Appointed by Supreme Knight for 3 year term.
- Can be reappointed upon favorable review.
- Reports to the Grand Knight
- Reports all membership transactions to Supreme.



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Financial Secretary

- Keeps record of all members of the council.
- Collects fees, dues and all other funds of the council.
- Transfers all monies to Treasurer.
- Prepares all vouchers for obligations of council.
- Maintains certain records of council finances.



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Financial Secretary

- Submits supply and material orders.
- Monitors timely filing of all council forms and reports.
- Keeps all member financial records secure.
- Assists the audit committee with council audit.
- Any other duties assigned by Grand Knight.



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Treasurer

- Elected annually by council membership.
- Pays all council approved bills and expenses.
- Report financial status of council at each meeting.
- Deposits all money from the Financial Secretary in a council approved bank and returns deposit slip to Grand Knight.



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Treasurer

- Maintains records of council bank account.
- Assists Financial Secretary and Trustees in conducting Council Semiannual audit.
- Causes all money in his possession to be secure.
- All other duties assigned by Grand Knight.



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Advocate

- Elected annually by council members.
- Legal representative of the council.
- Interprets Knights of Columbus regulations.
- Be familiar with order Construction and By-laws.



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Advocate

- Keep current and administer council by-laws.
- Well versed on conducting a meeting and Robert's Rules of Order.
- All other duties assigned by Grand Knight.



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Warden

- Elected annually by council members.
- Prepares room for meeting.
- Prepares and sets up indispensable objects.
- Instructs and oversees the Inside/Outside guards.
- Insures the security of all Degree paraphernalia.



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Warden

- Responsible for and maintains all council property.
- Insures that at all business meetings members are in possession of a current membership card.
- All other duties assigned by Grand Knight.



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Guards

- Elected annually by council members.
- Both work with warden in their duties.
- Guards stationed at entrance to meeting room.
- Verify the validity of membership cards upon entering a business meeting or degree ceremony.
- Any other duties assigned by Grand Knight.



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Board of Trustees

- Consist of Grand Knight and three other members elected by council members annually.
- Audit records kept by Financial Secretary and Treasurer to insure accountability and safety of all council funds.
- Report Audit findings semiannually.
- Responsible for financial health and condition of the council.



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Board of Trustees

- Develops plans to insure adequate income for the council to operate and contribute to charity.
- Monitors and reviews all council expenditures.
- Serves on the retention committee under the direction of the Deputy Grand Knight.
- All other duties assigned by Grand Knight.



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Lecturer

- Appointed by Grand Knight.
- Provides inspirational programs and entertainment for the pleasure of the members at council meetings.
- Utilizes appropriate films and has guest lecturers attend for the purpose of making presentations.
- All other duties assigned by the Grand Knight.



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Directors

Responsibilities



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Directors

Along with elected and appointed officers the Grand Knight appoints several directors and chairman to conduct the programs and activities of the council as well as to insure continuous membership growth.



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Directors

Interesting and effective programming will create a high level of pride in the council and will enhance the ability to attract more interest in our Order from men and their families.



**THE KNIGHTS
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Grand Knight

❖ Program Director

❖ Church

❖ Community

❖ Council

❖ Family

❖ Youth

❖ Culture of Life



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Program Director

- Has overall responsibility for the planning, supervision and successful completion of all council programming activities.
- Insures a balanced and effective program of events that have the interest of all members.
- Motivates others and reflects a positive attitude for all members especially those working on activities.



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Directors

Each local council appoints six directors to work with the council program director. Each is assigned to one of the program categories promoted in “Surge, With Service” programming material; Church, Community, Council, Family, Youth and Culture of Life.



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Directors

Each director may have several committees and special projects chairmen working with him to conduct additional activities.



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Church

Responsible for conducting religious and spiritual activities of the council.

Plans spiritual retreats, religious education and prayer services.



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Community

Develops, plans and conducts activities related to community needs. Examples: activities in support of the mentally handicapped, highway clean-up and other community needs.



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Council

Plans, oversees and conducts council activities. Plans activities for the fraternal enjoyment of the membership, as well as works with the officers and directors to coordinate effective council activities



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Family

Supervises council family activities and insures that family activities effectively meet the needs of families in the council and in the parish. Sponsors family fun time and religious opportunities.



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Youth

Develops, plans and oversees enjoyable and educational activities for youth in the parish and the community. Also works with the Squires Chairman and with Boy Scout units.



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Culture of Life

Plans oversees and conducts Culture of Life activities such as Ultrasound Initiative, March for Life, Day of the Unborn Child, Assist the elderly and other programs .



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All Directors

Must plan and coordinate all projects with the council program director to produce an effective and balanced program calendar for the council.



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Grand Knight

- Membership
 - Recruitment
 - Retention
 - Insurance



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Membership Team

Membership growth, retention and insurance promotion is under the leadership of the council membership director. Assisting him is the recruitment committee, the retention committee and the insurance promotion segment of council operations.



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Membership Team

The membership team works with the insurance representative to provide him assistance in offering insurance coverage to the members and their families.



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Membership

- Plans and oversee all council membership recruitment activities. Coordinates semi-annual church drive and conducts open house/information nights for prospective members.
- Guides the membership on recruitment and retention techniques and provides the necessary tools for successful recruitment.
- Informs council members of recruitment results and status. Also, may serve on the council admissions committee.



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Recruitment

The recruitment team is responsible for council membership growth and recruitment activities within the council.



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Retention

Has responsibility for insuring all members are active and involved. May need to call on members in arrears on dues.

Works with trustees.



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Insurance

Works with insurance representative to promote the Order's insurance program.
Informs members of fraternal benefits and promotes these products.



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Council Leadership Resources

Other Resources

Charter
Constitution
Laws of the
Order #30

Grand Knights
Handbook
#915

How to Conduct
a Meeting #483

Other Resources

Chaplain's
Handbook
#945

Financial
Secretary's
Handbook
#1410

Other Resources

Surge, With
Service #962

Leadership
Guide for
Membership
Recruitment



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Council Officer and Chairmen Responsibilities

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