

## Officer Duties of the Knights of Columbus

Grand Knight	The Grand Knight is responsible for the welfare of the council. He presides over council meetings, acts as ex-officio member of all committees, appoints a membership and program director, 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. The grand knight is a member of the Advisory Board with general supervision of the council's Columbian Squire circle. For more specific duties and responsibilities, refer to the Grand Knights Handbook (#915).
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.
Chaplain	The chaplain is the spiritual advisor of the council. He is expected to make a report at council meetings on religious matters. 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).
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 member's interests in council activities. The chancellor is chairman of the admission committee and a member of the Columbian Squires circle ceremonial team.
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.
Financial Secretary	The Supreme Knight, upon recommendation of the council appoints the financial secretary. His main area of responsibility is maintaining all financial and membership records. He collects and receives all moneys from all resources, including annual dues from council members. He also handles supply orders for the council officers and members, filing the Report of Officer (#185), and submitting all membership transactions to the Supreme Council. For more specific duties and responsibilities, refer to the Financial Secretary Handbook (#1410).
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.

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

#### Warden

The warden is the "watchdog" 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.

#### Trustees

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