



Council Officer Roles and Responsibilities

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 responsibilities of office of our Order. 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.

Chaplin – Council Officer (appointed position)

- A priest is 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).

Grand Knight – Council Officer (elected position) – Safe Environment Training Required

- 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 Charity, Unity and Fraternity exemplification Team and the scheduling of frequent Charity, Unity and Fraternity exemplification 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.



Council Officer Roles and Responsibilities

Deputy Grand Knight – Council Officer (elected position)

- 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).

Chancellor – Council Officer (elected position)

- 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 recommended for the chancellor to be familiar with the Order's qualifications for membership, the Membership Document (#100) and the [Member/Prospect Interest Survey](#) (#1842).

Recorder – Council Officer (elected position)

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

Treasurer – Council Officer (elected position)

- 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.



Council Officer Roles and Responsibilities

Financial Secretary – Council Officer (appointed position)

- 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).
 - Link = https://www.kofc.org/un/en/forms/council/101_p.pdf
- 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.
- 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 \(#5093\)](#) and the [Summary of Financial Secretary's Responsibilities #10238](#).

Lecturer – Council Officer (appointed position)

- 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.

Advocate – Council Officer (elected position)

- 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 of the Knights of Columbus \(#30\)](#).
- Has access to Officers Online and Officers Desk Reference.
- Seeks legal assistance from the state advocate as needed (But worked through the District Deputy).
- Performs other such duties as the grand knight may direct.



Council Officer Roles and Responsibilities

Warden – Council Officer (elected position)

- Supervises and maintains all council property.
- Arranges the council chambers for meetings and Charity, Unity and Fraternity exemplifications.
- Oversees inside and outside guards.
- Performs other such duties as the grand knight may direct.

Inside / Outside Guards – Council Officer (elected position)

- Attend the doors of the council chamber, checking for current membership cards and allowing entrance.
- Assists the Warden as required.
- Performs other such duties as the grand knight may direct.

Board of Trustees – Council Officer (elected position)

- 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.
- Performs other such duties as the grand knight may direct.