

# DUTIES OF COUNCIL OFFICERS

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Since a more informed member will most likely prove to be a more active and involved member, every new Knight should be introduced to council officers and Service Program directors as soon after his First Degree as possible, and a brief description of the office or position should be made at this time.

The following descriptions may be used to introduce new members to the variety of Knights who serve the local council. The duties of council officers are also found in the "Charter, Constitution and Laws," (#30), available in English, French and Spanish from the Supreme Council Supply Department at a small fee, the "Duties of Council Officers" flyer (#4241), or on "Those Who Serve," an informational VHS videocassette available at no charge, except for shipping and handling, from the Supreme Council Department of Fraternal Services.

## **GRAND KNIGHT**

The grand knight is responsible for the overall welfare of the council. Elected annually by the council membership, the grand knight must provide thoughtful and inspired leadership to the council officers, the Service Program directors, chairmen and members of the council.

More specifically, his duties include: presiding over council meetings, details of which are outlined in the flyer, "Method of Conducting a Council Meeting" (#1937); acting as an ex officio member of all committees; appointing the membership and program directors and working with them on the selection of Service Program activities chairmen and membership recruitment teams and retention chairmen; convening officers for a monthly meeting; appointing special committees not mandated by the laws of the council; overseeing the proper exemplification of the First Degree; and, finally, making sure that all reports and reporting forms required by the state or Supreme Council offices are submitted on time.

Another area of the grand knight's duties is overseeing the important work of the council's admission committee. Immediately after entering upon his term of office, the grand knight must appoint an admission committee composed of seven members. The grand knight monitors their work and makes sure their results are in line with the laws governing the actions of the committee.

The grand knight also interacts with the financial secretary and treasurer to ensure the council is meeting its financial obligations to the Supreme and state councils, and others. The grand knight countersigns all orders drawn and signed by the financial secretary and all checks drawn and signed by the treasurer. He also reads the vouchers from the financial secretary of moneys paid to the treasurer and from the treasurer of moneys deposited in the bank. By these procedures, the grand knight monitors the performance of the financial secretary and treasurer, working with them to help the council meet its financial obligations.

In accordance with section 130 of the "Charter, Constitution and Laws" (#30), each financial secretary, upon appointment by the supreme knight, is bonded automatically in the amount of \$5,000.00. Additional bonding may be provided at a cost of \$7.00 per thousand by contacting the office of the supreme secretary. The same will apply to the council treasurer when the "Report of Officers" (#185) is received at the Supreme Council office.

The grand knight is a member of the Advisory Board charged with general supervision of a Columbian Squires circle sponsored by his council.

Finally, the grand knight, together with the deputy grand knight and trustees, is responsible for recommending a chaplain to the ordinary of the diocese for his appointment

in accordance with section 128 of the “Supreme Charter, Constitution and Laws” (#30). He also appoints a lecturer.

## **DEPUTY GRAND KNIGHT**

The deputy grand knight is the second in command in the local council. He is also elected annually, assists the grand knight in the operation of council affairs and is responsible for any duties assigned to him by the grand knight. In the absence of the grand knight, the deputy grand knight presides at council meetings and functions as the grand knight would. The deputy grand knight is a member of the Advisory Board charged with general supervision of a Columbian Squires circle sponsored by his council. It is suggested that the deputy grand knight and the board of trustees serve on the council’s retention committee.

## **CHANCELLOR**

The chancellor is elected annually to serve the council in a variety of ways. Primarily, he assists the grand knight and deputy grand knight in the execution of their duties and takes charge of the council during the incapacity or extended absence of both.

With the cooperation and support of the grand knight, the chancellor has the important duty of strengthening the members’ interest in council activities. It is recommended that the chancellor serve as the chairman of the council’s Admission Committee.

The chancellor is also a member of the council’s Columbian Squires circle ceremonial team.

## **RECORDER**

The recorder is responsible for keeping a true record of all the actions of the council and maintains all correspondence of the council. He should use the “Recorder’s Minute Book” (#1403, available from the Supreme Council

Supply Department) to record the minutes of all council meetings.

## **FINANCIAL SECRETARY**

The financial secretary’s important role is underscored by the fact that he is not elected by the membership but, his appointment – upon the recommendation of the grand knight and trustees – is approved by the supreme knight for a period of three years. His work has a direct effect on council members, his fellow officers, the state council and the Supreme Council.

Basically, the financial secretary’s duties revolve around two key areas of council activities: financial records and membership records. The financial secretary collects and receives all moneys that come into the council from any source. He then turns that money over to the treasurer for deposit in the council account.

In accordance with section 130 of the “Charter, Constitution and Laws” (#30), each financial secretary, upon appointment by the supreme knight, is bonded automatically in the amount of \$5,000.00. Additional bonding may be provided at a cost of \$7.00 per thousand by contacting the office of the supreme secretary.

One main function of the financial secretary is to collect money, in the form of dues, from members. He sends out billing notices before the start of the billing period and initiates retention measures to prevent members from being suspended for nonpayment of dues.

The compilation of membership records is another of the financial secretary’s important roles. He must ensure that new members sign the constitutional roll of membership at the time of their First Degree. The financial secretary also applies to the Supreme Council office for honorary and honorary life membership cards for qualified members.

Besides these two major responsibilities, the financial secretary has several others. They include: handling supply orders for members with the Supreme Council Supply Department; filing the "Report of Officers" (#185) with the Supreme Council office; and reporting all membership/insurance transactions to the Supreme Council office in a timely and correct manner.

When a financial secretary wishes to retire from his office, he should send a brief statement of resignation to the supreme knight. The statement should designate a final date by which the resignation is to be effective according to the wishes of the financial secretary. It is to be remembered, however, that every financial secretary has been appointed on the condition that he will remain in the office, if needed, until the supreme knight has been able to appoint the new financial secretary. Upon receipt of the financial secretary's letter of resignation at the Supreme Council office, the appropriate forms for the nomination and appointment of the new financial secretary will be forwarded to the grand knight.

Because the duties and responsibilities of the financial secretary are so varied and complex, a Financial Secretary's Handbook (#1410) and an audiovisual production, The Financial Secretary—Our Answer Man, available at no charge, except postage and handling, from the Supreme Council Department of Fraternal Services, have been created to help him and council members understand his task more completely.

The Supreme Council also makes available personal computer software and associated reports and supplies to assist financial secretaries to automate record keeping/billing tasks. Information on hardware requirements and ordering information for the software and supplies may be obtained by contacting the Supply Department or the Department of Membership Records.

(See the "Financial Secretary Personal Computer" section on page 52 for more information.)

## **TREASURER**

The treasurer is the elected official in charge of handling all council funds. He receives money from the financial secretary and issues a receipt for such. He is also responsible for depositing all money in the proper council accounts and providing a voucher or certificate of deposit to the grand knight for each transaction.

The treasurer is also responsible for issuing payments to the Supreme Council on all assessments made by it to the council and for all orders of the council.

Finally, the treasurer is responsible for keeping accurate accounts of the monies in the general expense fund of the council and the amount of money in any special funds established by the council. He must be able to provide up-to-date records on these accounts to the grand knight, financial secretary or board of trustees.

In accordance with section 130 of the "Charter, Constitution and Laws" (#30), the treasurer is automatically bonded in the amount of \$5,000 upon receipt of the "Report of Officers" (#185) at the Supreme Council office. Additional bonding may be provided at a cost of \$7.00 per thousand by contacting the office of the supreme secretary.

## **LECTURER**

The lecturer is appointed by the grand knight to provide suitable educational and entertaining programs under the "Good of the Order" section of the council meeting. The "Good of the Order" may include such items as speakers, presentations on special topics, etc. The lecturer is responsible for presenting the "Good of the Order" section at council meetings. The lecturer must be knowledgeable of all aspects of council programming in order to provide

members with informative and entertaining programs. If the meetings have been conducted in accordance with the ceremonials and the agenda, there will be ample time at each meeting for the lecturer to present a

worthwhile program that will help build meeting attendance and provide benefits to the membership that is present.

## **ADVOCATE**

The advocate is the parliamentarian for the council. He need not be a member of the legal profession; however, he should be thoroughly familiar with all of the laws of the Order as stated in the “Charter, Constitution and Laws” and with the council by-laws. When a by-law is to be revised, the advocate serves as chairman of the revision committee.

The advocate should also have a working knowledge of “Robert’s Rules of Order,” and the Supreme Council flyer, “Methods of Conducting a Council Meeting” (#1937). An understanding of both of these will help keep meetings on track.

When needed, the advocate shall seek legal assistance from the state advocate. In matters of trial of council members, the advocate shall prosecute the charges on behalf of the council.

## **WARDEN**

The warden is responsible for supervising and maintaining all council property, except that which belongs to the financial secretary.

He sets up the council chambers for meetings and degrees and appoints and supervises guards for ceremonial exemplifications. The warden should also oversee the inside and outside guards and make sure they are fulfilling the duties assigned to them.

## **INSIDE/OUTSIDE GUARDS**

The guards attend the doors of the council chamber, checking on current membership cards before allowing entrance.

## **BOARD OF TRUSTEES**

The board of trustees consists of the grand knight and three members elected by the council. Trustees supervise all financial business of the council. They serve as auditors for the semiannual audits and oversee the work of the financial secretary and treasurer. The grand knight is the chairman of the board. It is suggested that the board of trustees and the deputy grand knight serve on the council’s retention committee.

Trustees are elected for terms of three years, two years and one year. At each regular election, the position of each trustee will be voted upon, and the current three and two year trustees move on to become two and one year trustees, respectively.

## **CHAPLAIN**

The priest chosen to serve the council as chaplain will primarily act as spiritual advisor to the brother knights and families of that council. Since he will more than likely have a fulltime ministry demanding the major part of his time and effort, no specific duties with regards to running the council have been assigned to him. He is expected, however, to make a report at council meetings. The chaplain’s report, scheduled in the “Method of Conducting a Council Meeting” (#1937), consists of any business matters relative to his office and a brief talk by him on any religious matters. The chaplain should also serve as an advisor to the Church activities director and members of that committee.

Section 128 of the Laws explains that “the grand knight, deputy grand knight and board of trustees may annually select a priest to act as chaplain, but such selection must

be made in accordance with any rules established by the bishop of the diocese in which the council is located.” It is the responsibility of the grand knight to follow any established rules of the diocese. If questions arise, the grand knight should contact the state deputy or the chancery’s office of the diocese.

Deacons and religious brothers cannot serve as a council chaplain, but may be designated as the “spiritual director” of the council.

After the selection of the chaplain, the grand knight, the program director and the director of Church activities should conduct a meeting with the council chaplain to outline the work of the council in the field of Church activity for the fraternal year.

In addition, as early as possible after the election of officers, there should be a meeting of all council officers including the council chaplain to discuss particular programs in which the chaplain will participate.

Since the chaplain is a priest, it is expected that the council officers will provide him with as many opportunities as possible to exercise the teaching phase of his ministry for the benefit of the council members themselves, their families and the community. Every opportunity should be provided the chaplain to help train the members of the council in their rightful positions as Catholic leaders. Through such a program the chaplain can make a great contribution to the development of a better informed Catholic leadership by clearing up any questions which the members may have and by interpreting religious information which comes to them through secular newspapers, the radio, television, etc. The chaplain should also cooperate with the council in conducting public affairs of a Catholic nature — such as lectures, special religious services, publication of Catholic advertisements and assistance to the clergy in the community through intelligent and trained Catholic manpower.

Occasionally there arise in a community, in a jurisdiction or on a nationwide basis controversial questions in which the position of the Church or of Catholics is involved. Before any public action is taken with regard to such a matter, the council officers and the committee chairmen involved should sit down with the chaplain and discuss the matter thoroughly, so that if the council does take a position, or if it should ask its members to take a position, the question will be thoroughly understood and handled properly.

A copy of the Surge . . . with Service’ program manual (#962), the Chaplain’s Handbook (#945), the Vocations Handbook’ (#1942) and the Knights of Columbus Memorial Service (#2942) should be given to the council chaplain in order that he may familiarize himself with the organized programs of the Order and be in a position to assist the council, particularly in the development of Church activity programs.

Following the order of business outlined in the “Method of Conducting a Council Meeting” (#1937) and to give greater importance to the role of the chaplain at council meetings, the chaplain will report to members immediately after the grand knight’s report or whenever he so desires. He is also provided an opportunity for a summation just prior to the closing prayer.

Council chaplains can enhance the interest at council meetings by arranging to conduct special informational programs for a specified time period during the chaplain’s report section of the council meeting. The advice and counsel of the chaplain are often needed by the officers and members and, therefore, his presence at as many meetings as possible would be most helpful.

The chaplain is also a member of the Advisory Board charged with general supervision of a Columbian Squires circle sponsored by his council.