

GRAND KNIGHT: Responsible for overall leadership of Council. Chairs meetings. Signs Warrants upon the Treasury, K of M or F of M Certificates, etc. Appoints Service Program Directors, Lecturer, Chaplain.

DEPUTY GRAND KNIGHT: Assists Grand Knight in operation of council as needed. Chairs meeting when GK is not available. Also can sign Warrants upon the Treasury, as well as signing other things that GK normally signs. Acts as Chairman of the Service Program.

CHANCELLOR: Assists GK and DGK as needed. Can chair the meetings. Can sign Warrants upon Treasury in the incapacitation or extended absence of GK and DGK. Also acts as Chairman of the Retention Committee.

RECORDER: Responsible for keeping a record of minutes of council meetings, and reads them at the next meeting for approval of council.

WARDEN: Responsible for setting up council meeting area, responsible for council property other than moneys and treasury books. Ensures that all members at a meeting are valid Knights of Columbus (unless a waiver is given for a guest or observer).

ADVOCATE: Responsible for researching Laws of the Order if such a question comes up in council meetings or there is a dispute over the Law of the Order between members.

TRUSTEES: Serve as auditors of the semi-annual council financial audit, and also sign such items as the “Knight Alert” letter to members who are late in paying their dues. Also, along with GK, must sign the recommendation to Supreme for further service of the Council F.S. When appointed as a Committee by GK, can be the ones to obtain a slate of nominated officers for the next year.

INNER GUARD: Over-watches the entrance to the council meeting, checking membership cards when they enter if he does not recognize them as a brother knight, and stopping non-Knight visitors who might want to enter the meeting, unless they were invited to attend as a guest.

LECTURER: Appointed by GK. Provides a few moments of spiritual guidance at the end of the council meetings, usually in the form of a Bible reading, or a reflection as to the holyday. Also assists the GK in remembering to present “Good of the Order” at the end of the meetings.

CHAPLAIN: Appointed by GK. Serves as spiritual advisor to the membership & their families. Serves also as advisor/POC to the council’s “Church Director” (One of Programs). Normally this duty is parish priest.

TREASURER: Responsible for keeping the Treasurer Book, and a record of all Warrants and transactions for review. Issues checks on the account for payment of bills or reimbursements after receiving the Warrant. Responsible in depositing funds received from the Financial Secretary to the council’s bank account.

FINANCIAL SECRETARY: Collects and receives ALL incoming monies to the Council. Keeps the Book of Warrants upon Treasury, that he and GK must sign to pass to Treasurer for any checks issued. Responsible for initial prep of council audits, sending out of membership dues notices, and control of membership application information to Supreme. Appointed for three years at a time by Supreme Knight, upon recommendation of council GK and Trustees.