

# DUTIES OF COUNCIL OFFICERS

## Chaplain

- A priest chosen annually by the grand knight, deputy grand knight and trustees
- Serves as spiritual advisor to the brother Knights and families of that council
- Provides his message to members at the beginning of the meeting
- The chaplain should attend meetings of the council whenever his schedule allows, as his guidance is a great benefit

## Grand Knight

- Presides over all meetings
- Appoints program and membership directors
- Appoints committees as needed
- Countersigns checks and orders for payment
- Responsible for the council's Ceremonial Team
- Maintains working relationships with the council's chaplain, district deputy, insurance agent, as well as with other local service organizations (ie. food pantries, soup kitchens)

## Deputy Grand Knight

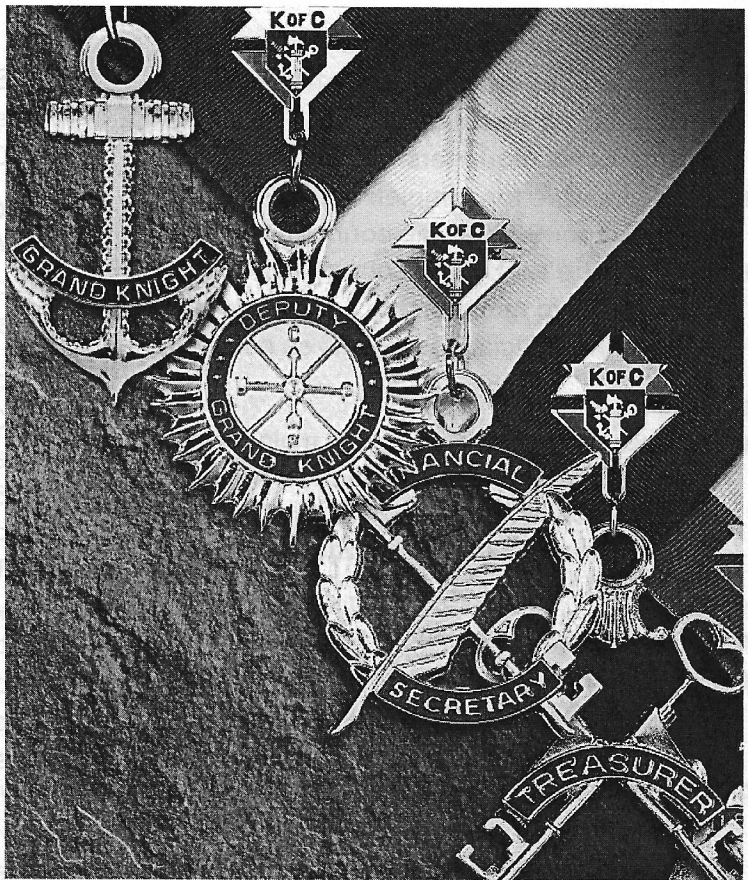
- Assists the grand knight with operation of the council and any other duties assigned to him by the grand knight
- In the absence of the grand knight, presides at council meetings
- Recommended to serve on the council's Retention Committee

## Chancellor

- Has the duty of strengthening the members' interest in council activities
- Assists the grand knight and deputy grand knight with their duties as assigned
- Recommended to serve on the council's Admission Committee

## Financial Secretary

- Upon recommendation of the grand knight and the trustees, the financial secretary is appointed for a three-year term that is approved by the supreme knight



- The prospective financial secretary must also complete and submit the *Application for Appointment as Financial Secretary* (#FS-101)
- Under Section 130 of the Laws of the Order, the financial secretary is automatically bonded in the amount of \$5,000. Additional bonding may be provided at a cost of \$7 per thousand by contacting the supreme secretary's office
- Collects money, in the form of dues, from members. Responsible for sending billing notices and initiating 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 membership records are updated and that new members sign the constitutional roll
- Receives from the Supreme Council Headquarters honorary and honorary life membership cards for distribution to qualified members