

- Files various reports and membership/ insurance transactions with the Supreme Council Headquarters
- Responsible for completing and submitting the proper 990 for the council (U.S. only)
- Keeps the seal of the council and affixes the same to membership cards, resolutions and other official documents as necessary

#### **Recorder**

- Responsible for keeping and maintaining a true and permanent record of all actions of the council and maintains all correspondence of the council

#### **Treasurer**

- Handles council funds
- Receives money from financial secretary and deposits it in the proper council accounts
- Responsible for paying all council expenses, including assessments from the Supreme Council
- Under Section 130 of the Laws of the Order, the treasurer is automatically bonded in the amount of \$5,000 when reported on the *Election of Officers form* (#185). Additional bonding may be provided at a cost of \$7 per thousand by contacting the supreme secretary's office

#### **Lecturer**

- Appointed by the grand knight
- Responsible for providing suitable educational and entertaining programs under the "Good of the Order" section of council meetings

#### **Advocate**

- Acts as parliamentarian for the council
- Should have a working knowledge of Robert's Rules of Order, Charter, Constitution & Laws, council by-laws, and parliamentary procedure
- When needed, will seek legal assistance from the state advocate

#### **Warden**

- Responsible for supervising and maintaining all council property

- Sets up council chambers for meetings and exemplifications
- Oversees inside and outside guards

#### **Inside/Outside Guards**

- Attend the doors of the council chamber, checking for current membership cards and allowing entrance

#### **Board of Trustees**

- Consists of grand knight and three other elected members
- Supervises all financial business of the council and conducts the semiannual audits
- Trustees are elected for terms of three years. At the first election of a new council, three trustees shall be elected, one to hold office for one year or until the next regular election, one for two years or until the second next regular election, and the other for three years or until the third next regular election, as determined by lot among themselves. Thereafter, at each succeeding election, one Trustee shall be chosen for a term of three years

#### **Membership Director**

- Appointed by the grand knight
- Collaborates with the grand knight and council leaders on council membership goals for the year
- Manages the Recruitment Committee, Retention Committee and Insurance Promotion Committee chairmen as they implement the council's membership activities
- Plans and coordinates the council's schedule of recruitment programs
- Ensures that *Membership Applications* (#100) are transmitted by the Financial Secretary to both the Membership Records Department at the Supreme Council and the general agent

#### **Program Director**

- Appointed by the grand knight
- Collaborates with the grand knight in setting the calendar of council programs for the year