

Council 11759 – Duties of Officers

Grand Knight: Presides over meetings; appoints committees; acts as Chaplain in absence of regular Chaplain; countersigns orders and checks; reads vouchers and 4th Degree notices, and performs other duties as the Council imposes.

Chaplain (appointed): Attends to the religious services of the Council, leads the prayers at meetings, acts as Spiritual advisor, and reports to the Council as necessary.

Deputy Grand Knight: Presides over meetings in the absence or inability of the Grand Knight and performs other duties as the Council imposes.

Chancellor: Assists the Grand Knight and the Deputy Grand Knight in the performance of their duties and takes charge of the Council in the absence or inability of both, takes charge of total participation of the membership in the activities of the council; takes special interest in new members and those members who are sick or in distress, and performs other duties as the Grand Knight directs.

Recorder: Keeps a true record of the doings of the Council, conducts all correspondence of the Council, and performs other duties as the Council directs.

Financial Secretary (appointed): Collects and receives all monies due the Council, keeps accounts of the indebtedness of each member, pays all monies received to the Treasurer, keeps roll of the membership with initiation dates, ages, residences, etc., causes members to subscribe to the by-laws of the Order and Council, notifies Supreme Secretary of names and addresses of Council officers, keeps records of members, notifies Supreme Secretary of suspensions, etc., acts a chief accountant of the Council, notifies other Councils of degree candidates receiving the degree in his Council, keeps the seal of the Council, notifies the 4th Degree Assembly's Comptroller of 4th degree members in his Council, and performs other acts required by Council laws.

Treasurer: Acts as custodian of Council funds, receives monies given to the Financial Secretary, pays to the Supreme Council monies assessed by it, pays all orders drawn on him that are signed by the Financial Secretary and countersigned by the Grand Knight, keeps accounts of monies placed in his hand for general expense funds and special funds of the Council, and retains all orders of the Grand Knight as his vouchers.

Lecturer (appointed): Endeavors to devise means to entertain his Council during the meeting's "Good of the Order," and performs other duties as the Council directs. Chairs all meeting meal functions of the council.

Advocate: Acts as attorney of the Council in case of trial and investigates any matter of interest to the Council.

Warden: Shall be present at all meetings and degrees to set up the room, takes charge of all Council property except monies and records of other officers, instructs his Guards in their duties and appoints them for ceremonial degrees, and performs other duties as imposed by the Council.

Inside Guard / Outside Guard: Attend to the entrance of the Council chamber, through its inner door and outer door, and perform duties as the Council's Warden directs.

Trustees: Supervise the financial business of the Council and audit the accounts of the Financial Secretary and Treasurer of the Council every six months, reporting thereof each July and January.

* Adapted from Charter Constitution Laws: Knights of Columbus - Year 1995.

Note: Duties are also presented in printed form at the annual officer installation.