

Duties of Council Officers

Grand Knight: Preside at all meetings, appoint committees, act as Chaplain in absence of the regular Chaplain, countersign orders, countersign checks, read vouchers and communications, and perform other duties as the Order may impose.

Deputy Grand Knight: In the absence or inability of the Grand Knight (G. K.), preside at all meetings and execute all duties of the Grand Knight. Also shall perform other duties as the Order may impose.

Chancellor: Shall assist the G. K. and Deputy G. K. in the performance of their duties and shall take charge of the council during the incapacity or extended absence of both. Shall exercise a special interest in new members and those members who are sick or in distress. Shall perform other duties as the G. K. may assign.

Recorder: Shall keep a true record of the doings of the council. Shall conduct all correspondence of the council and shall perform such duties as the council or the Order may direct.

Treasurer: Shall be the custodian of all funds of the council obtained from any source. At each meeting of the council receives from the Financial Secretary (F. S.) all moneys received by the F. S. at such meeting or between meetings, and shall give a written receipt to the F. S. specifying the funds to which the same shall be credited. Deposit all moneys received in the council account, pay all bills or orders drawn and signed by the F. S. and the G. K. Keep accurate account of all moneys placed in his hands by the council or the officers and retain all orders of the G. K. as his vouchers.

Advocate: Shall be the attorney of the council in case of trial and investigation of any matter whatsoever of interest to the council.

Warden: Shall be present at all meetings of the council. Shall have charge of all the council property except moneys and account and record books of officers.

Guards: The Inside Guard shall attend the entrance to the council chamber, through its inner door; the Outside Guard, the entrance through the outer door.

Board of Trustees: The Board of Trustees shall consist of the G. K. and three members to be elected by the council. The G. K. shall be its chairman. The Trustees shall have supervision of all the financial business of the council and their approval shall be necessary for the payment of all monies except demands of the Supreme Council, State council, and the regular and usual stated payments of the council, and payments authorized by the council. They shall audit the accounts of the F. S. and Treasurer at least every six months.

Financial Secretary is appointed by the Supreme Knight at the recommendation of the Board of Trustees. Chaplain and Lecturer are appointed by the Grand Knight.