

GRAND KNIGHT DUTIES

What are you supposed to do?

1. Establish your program for the next year. How? Your council chair officers-elect should be your advisors. They are part of your team and need to be included in this process.
2. Sit down with the programs from the last year and determine which programs were successful and sufficiently far ranging to satisfy all your council members, which ones need to be improved and which ones need to be dropped. Use your Columbian Form, not only as a reporting tool for the council's activities at the end of the fraternal year, but also as a planning tool at the beginning of the upcoming fraternal year.
3. **Remember**, there is always room for new programs. Try them!!! The Council may like them and don't forget that programming your council activities needs to include all program areas, i.e. council, church, community, family, youth, charity programs and membership.
4. **Remember**, membership is a program!!! Plan 1st degrees, major degrees and your recruitment program. Include things like open houses, one-on-one recruitment or invitation programs or whatever you think will be the best membership activities to recruit and retain your members. Membership does not happen automatically, you have to plan for it.
5. To execute these programs your Deputy Grand Knight should be your program director. **Remember**, when your term is over, in most cases, he will be next to take your position. It will be his job to follow up with the chairman regarding their program and the needs of the committee and their budgets.
6. To assist the Deputy Grand Knight, establish time frames and dates for the standard functions in advance and assist him with committee selection. Let the council know of your plans for the success of the council and ask them to help you achieve that success. Set the dates, change what needs to be changed, then let them get to work.
7. **Remember**, most of this and the planning is to take place before you officially take office. That allows you to get the bulk of the upcoming year's planning done, ready and waiting for action. It is important to remember that successful teams always have a game plan before taking the field.
8. **Concerns** – Most councils who are successful remember that chair progression is important. The establishment of the practice of expecting candidates for each office to progress through the various chair positions is for the ultimate good of the Council. By the time a man becomes Grand Knight, he has worked all areas of the council and knows exactly what is expected of him. It is not a good practice to bring a man into the Order in March, electing him to Deputy Grand Knight in May and Grand Knight the following year. This practice is not fair to the member nor does it help the council be successful.

DEPUTY GRAND KNIGHT DUTIES

The Deputy Grand Knight of a Council serves as the Grand Knight's right hand. He should familiarize himself thoroughly with the procedures for conducting meetings and Robert's Rules of Order, the order, state and council by-laws, council programs, Knights of Columbus protocol and council finances.

The Deputy Grand Knight serves as the presiding council officer in the absence of the Grand Knight. The Deputy Grand Knight also performs other functions as designated by the Grand Knight. These functions may include chairing or serving as a member of any of the programs, committees, membership committee, admissions committee, etc.

The Deputy Grand Knight and Trustees often serve as the council's retention committee.

The Deputy Grand Knight should attend the state convention and any leadership training sessions that may be available if possible. A close relationship should be built between the Deputy Grand Knight and the Council's District Deputy.

**CHANCELLOR
DUTIES**

1. The Chancellor assumes duties of the Grand Knight when the Grand Knight and Deputy Grand Knight are both absent.
2. The Chancellor serves as the Council's troubleshooter, researching and finding answers for council problems relating to protocol, conduct of business meetings and assists the Lecturer in preparing programs for the "good of the order".
3. If the Council sponsors a Columbian Squires Circle, the Chancellor serves on the ceremonials team.
4. The Chancellor's duties also include:
 - a. Acts as Chief Advisor to the Grand Knight;
 - b. Develops programs for members who are sick or in distress, i.e. sending cards or flowers to members or a family in the case of death, illness, marriage, etc.;
 - c. Take special interest in new members;
 - d. Help keep members active through personal contact;
 - e. Take special interest in widows of deceased members and invite them to all Memorial masses and family activities of the Council; and
 - f. Perform other duties as assigned by the Grand Knight.

**ADVOCATE
DUTIES**

The Advocate serves as the legal advisor to the Council. Matters which may be affected by or administered by the rules and by-laws of the order and or with local/city/state/federal or territorial laws and regulations will be reviewed and ruled upon by the council advocate.

The Advocate shall serve as the legal advisor to the Council in legal matters dealing with members and non-members as directed by the Grand Knight.

As required, the Advocate shall serve as the legal advisor to individual council members engaged in council business with non-council members and entities.

Familiarity with Supreme, State and Council by-laws, Roberts Rules of order and “Methods of Conducting a Council Meeting” (Supreme Council flyer #2937) are necessary tools for the Council’s Advocate.

TREASURER
DUTIES

The Treasurer is charged with handling all council funds. He collects, records, deposits, disburses and maintains accountability of the council's general funds. The Treasurer prepares records and assists council officers in the conduct of semi-annual council audits.

RECORDER DUTIES

The Recorder takes and maintains an accurate record of the Council's actions and are his primary responsibility. The Recorder should also maintain the Council's correspondence records. The Supreme Council "Recorder's Minute Book" (#1403) should be used to record and maintain business meeting minutes.

TRUSTEES DUTIES

The Trustees are elected to serve for a three-year period with one Trustee being elected at the beginning of each fraternal year. In many councils, the immediate Past Grand Knight will serve as a Trustee when his term as Grand Knight is completed. The collective function of the Trustees is to serve as advisors to the Grand Knight and function at meetings to approve bills and advise on programs.

The Trustees and Deputy Grand Knight normally serve as the Council's membership retention committee.

The Trustees and the Grand Knight are also responsible for the semi-annual audit and the audit reports of the Council's accounts.

LECTURER DUTIES

The Lecturer position in the Council is by appointment by the Grand Knight. His duties include:

1. Providing suitable educational programs and entertainment for the “good of the order” part of the meetings plus social meetings. The Lecturer should be familiar with all Knights of Columbus programs that the council sponsors or participates in through the fraternal year;
2. Develop sources that are available for use by the Council for programs, i.e. VCR and audio tapes available from Supreme, “live” programs presented by area religious, members of local groups such as “Special Olympics”, half-way houses, shelters, etc.

WARDEN AND GUARDS DUTIES

The Warden and Guards are responsible for maintaining order within the council during business meetings. They are responsible for council property, organize the meeting site in preparation for the business meetings, issue and retrieve jewels, setting up the colors, prepare for ceremonials, etc.

At the beginning of each business meeting, the Warden ensures each attendee is in possession of the current membership card. Each Guard must be fully aware and familiar with the duties of the Warden so that they may assume the Warden's responsibilities in his absence. The Inside Guard should check membership cards before allowing entry to the Council Chambers. The Outside Guard tends to the outer door of the Council Hall and admits visitors as far as the Inside Guard.

RETENTION COMMITTEE
DUTIES

The Retention Committee normally consists of the Grand Knight, Trustees and the Membership Chairman or it can be wholly appointed by the Grand Knight. The principle duty of the Retention Committee is to exercise an aggressive policy of assuring that the membership remains active. The Membership Chairman and Financial Secretary should keep close track of the membership and their dues status. Should the on-going work of these individuals to maintain current dues status for member be frustrated, the Retention Committee assumes the responsibility to investigate the reason for the lapse in the member's payment of dues. Personal contact with the member is an absolute essential.

Should the Retention Committee's efforts to re-establish the member's dues to be current, the Grand Knight and Financial Secretary shall be notified.

FINANCIAL SECRETARY DUTIES

The Financial Secretary's position is an appointment by the Supreme Knight for a period of 3 years. His work has a direct effect on the council's membership, his fellow officers, the State and Supreme Councils.

The Financial Secretary's duties revolve around two key areas, financial records and membership records. The Financial Secretary collects and receives all monies that come into the Council from any source and turns that money over to the Treasurer for deposit in the Council's account.

In accordance with Section 130 of the "Charter, Constitution and Laws" (#30), each Financial Secretary, upon appointment by the Supreme Knight, is bonded automatically in the amount of \$2,500. Additional bonding may be provided at a cost of \$7.00 per thousand by contacting the office of the Supreme Secretary.

One main function of the Financial Secretary is to collect money in the form of dues. He sends out billing notices before the start of the billing period and initiates retention measures to prevent members from being suspended for non-payment of dues. In conjunction with the collection of dues, the Financial Secretary prepares and issues new membership cards to each member at the beginning of each calendar year.

The compilation of membership records is another of the Financial Secretary's important roles. He must ensure that new members sign the Constitutional roll of membership at the time of their 1st Degree. The Financial Secretary also applies to the Supreme Council office for honorary and honorary life membership cards for qualified members.

Besides these two major responsibilities, the Financial Secretary has several others. They include handling supply orders for members with the Supreme Council Supply Department; filing the "Report of Officers" (#185) with the Supreme Council office; and reporting all membership/insurance transactions to the Supreme Council office in a timely and correct manner.

When a Financial Secretary wishes to retire from his office, he should send a brief statement of resignation to the Supreme Knight. The statement should designate a final date by which the resignation is to be effective according to the wishes of the Financial Secretary. It is to be remembered, however, that every Financial Secretary has been appointed on the condition that he will remain in the office, if needed, until the Supreme Knight has been able to appoint the new Financial Secretary. Upon receipt of the Financial Secretary's letter of resignation at the Supreme Council office, the appropriate forms for the nomination and appointment of the new Financial Secretary will be forwarded to the Grand Knight.

Because of the duties and responsibilities of the Financial Secretary are so varied and complex, a Financial Secretary's Handbook (#1410) and an audiovisual production, "The Financial Secretary - - Our Answer Man," is available at no charge, except for postage and handling, from the Supreme Council Department of Fraternal Service, has been created to help him and council members understand his task more completely.

The Supreme Council also makes available personal computer software and associated reports and supplies to assist Financial Secretaries to automate record keeping and billing tasks. Information on hardware requirements and ordering information for the software and supplies may be obtained by contracting the Supply Department or the Department of Membership Records. The Financial Secretary's Handbook is a useful guide and can be ordered from Supreme.

Got to Have List

Things you need:

1. Ledgers – one for cash, one for cash expenditures
2. Order on Treasurer booklet (forms 157)
3. Membership file and records (manual or FSPC)
4. Seal
5. Filing cabinet or equivalent
6. FS supplies – stationary, stamps, forms, membership blank (#154, #2724, #2725), blank certificates. Order on Requisition Form #1, have six month supply on hand. Emergency requests may be telephoned at 203-772-2130 ext 214, 451 or 244.
7. Current council roster
8. Secure place for cash and checks on hand.
9. K of C supply Catalog (#1264)
10. K of C Promotional and Gift Catalog (#1427)

Files

1. Individual membership records with pertinent data
2. Official Council Roster – Twice annually, Supreme sends the FS a membership update showing losses and gains, changes in address/insurance, etc.
3. Correspondence relating to your appointment as Financial Secretary
4. Monthly Council statements from Supreme.
5. Other outstanding billings or invoices requiring payment
6. Council audit reports (Maintain audits for a minimum of 6 years)
7. Receipts, Treasurer to Financial Secretary
8. Information relative to the Council's bank account.

How Do I Organize for Success

1. Establish an annual calendar and keep it updated to include report due dates, audit due dates, dates of meetings and events, etc.;
2. Inventory your supplies, order ahead of time.
3. Work closely with the Treasurer, Grand Knight, Membership Chairman and other Council officials.

Handling Financial Matters

The duties of the Financial Secretary are broken down into the general areas of billings and receipts. The financial matters of the Council's Home Association are separate and handled by the Home Association.

1. Billings
 - A. From Supreme
 1. Per Capita Tax
 2. Catholic Advertising Fund
 3. Billings for goods and supplies
 - B. From State
 1. Per Capita Tax
 2. Special Assessments
 - C. Billings from members, suppliers, vendors, etc.

Membership and Degrees

1. First Degree – Candidates for 1st Degree must accept or decline insurance offer in Section 5 on the front of Form 100. If married, the candidate must do the same for his wife.
 - A. Insurance declined – Upon completing 1st Degree, distribute Form 100 with top copy to Supreme, 2nd copy to General Agent and 3rd copy to Council file.
 - B. Insurance accepted-All seven sections on the reverse must be filled out. Collect monies and after 1st Degree, send 1st and 2nd copies to the General Agent and retain the 3rd for the Council files.
 - C. Dues and Initiation fees
2. Second and Third Degrees – complete Form 100 and forward 1st and 2nd copies to Supreme and retain a copy in membership files.
3. Juvenile to Adult – handle insurance as above.
4. Reinstatement – Applies only if membership has been terminated for less than 3 months and can only take place in the council from which the member was suspended or took the withdrawal. To re-instate, member pay the Financial Secretary all monies in arrears and a Form 100 is filled out and forwarded to Supreme.
5. Readmission – (3 months to 7 years). Applicant may be re-admitted to a council of his choice pending favorable council action, and payments as follows:
 - A. If applicant has withdrawal card, attach to Form 100 and collect future dues only. Forward Form 100 and withdrawal card to Supreme.
 - B. If applicant suspended from another council and applying for membership in your council, collect \$7.50 in lieu of all monies in arrears, Form 100 is sent to Supreme who will bill the Council \$7.50.
 - C. If applicant suspended from your council, collect all monies in arrears up to but not exceeding \$7.50 and deposit in Council treasury. Forward Form 100 to Supreme.

6. Reactivation – applies to inactive insurance members. If member left with a withdrawal card, no fee is collected. If member suspended for non-payment of dues, \$5.00 is collected and forwarded with Form 100 to Supreme.
7. Reapplication – 7 years or greater. Form 100 is filled out and sent to Supreme.
 - A. Withdrawal – Future dues only are collected and retained by the Council.
 - B. Suspension - \$7.50 plus future dues is collected. Supreme will bill the Council \$7.50 upon receipt of Form 100.
8. Transfer gain – Members apply for transfers between councils via a Form 100. Transfer applications are only initiated by the receiving council. Forward Form 100 to Supreme, second copy to General Agent and Supreme will provide the Account Adjustment for Transfer Form #142 to both gaining and losing councils. Collect or credit the member’s account as indicated on the Form 142.
9. Withdrawal – Members in arrears are not eligible for withdrawal. Member in good standing terminates membership by completing and submitting the Form 100 to the Financial Secretary. Once Form 100 is received by Supreme, Council is billed .50. Councils remain responsible for Supreme and State assessments for Inactive Insurance members. Supreme offsets the assessment by giving a \$9.00 credit to the council’s account on the month following the anniversary date of the inactive insurance member’s insurance policy.
10. Suspension Non-payment. Member must be in arrears for 3 or more months before suspension action is permissible. Suspended members are carried as inactive members on council rolls until suspension action is completed, plus Supreme and State assessments continue.
11. Death – Complete and forward Form 100 as soon as possible. Include month, day and year of death and survivor information. No additional assessments will be made by Supreme or the State.
12. Disability – Relief from Payment. Member must complete Form #1831 and provide it to the Financial Secretary. Form must be counter-signed by the Grand Knight, Financial Secretary and District Deputy and then forwarded to Supreme. All disability waivers expire on December 31 of each year and must be renewed between 1 October and 31 December of the same year. If total disability is claimed, evidence supporting the claim must accompany the Form #1831. Disabled members are issued membership card #154 on an annual basis. If disabled member qualifies for honorary life, complete Form 100 and forward to Supreme. Upon completion of processing, honorary life membership card is forwarded to the Financial Secretary for issuance.

Dues and Assessments

1. Honorary Life Members – 50 consecutive years or being 70 years of age with 25 consecutive years with submission of Form 100 to Supreme. Exempt from further payment of dues, per capita charges and assessments.
2. Honorary Members – Age 65 with 25 years consecutive years with submission of Form 100 to Supreme. Exempt by Supreme from general fund charges except payment of \$10 per annum which shall include state and Supreme Council per capita charges and levies.

