

Knights of Columbus

Officers and Non-Officers Duties

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OFFICERS DUTIES

Grand Knight (GK) Duties

The Grand Knight is responsible for the welfare of the council. He presides over council meetings, acts as an ex-officio member of all committees, appoints a membership and program director, convenes officers for a monthly meeting, and ensures all necessary reports are submitted to the state and Supreme Council. He should also be aware of the council's financial status and ensure that his signature appears on all checks drawn. The grand knight is a member of the Advisory Board with general supervision of the council's Columbian Squire circle. For more specific duties and responsibilities, refer to the Grand Knight's Handbook (#915).

The GK shall be responsible for creating the Fraternal Year calendar, which will be displayed at the council's web page. This effort must be coordinated with the St. Patrick Assembly Faithful Navigator to eliminate scheduling conflicts.

Chaplain Duties

The chaplain is the spiritual advisor of the council. He is expected to make a report at council meetings on religious matters. The grand knight appoints a priest in accordance with any rules established by the bishop of the diocese to serve as council chaplain. For more specific duties, responsibilities and eligibility, refer to the Chaplain's Handbook (#945).

Deputy Grand Knight (DGK) Duties

The deputy grand knight is second in command. He assists the grand knight with council affairs and fulfills all duties assigned to him by the grand knight. Should the grand knight be absent from a council meeting, the deputy grand knight will preside. He is chairman of the council's retention committee and also a member of the Advisory Board charged with overseeing the council's sponsored Columbian Squire circle.

Chancellor Duties

The chancellor has a variety of responsibilities. Primarily, he assists the grand knight and the deputy grand knight in the execution of their duties and oversees the council in both their absences. He is charged with strengthening the members' interests in council activities. The chancellor is chairman of the admission committee and a member of the Columbian Squire circle ceremonial team.

Recorder Duties

The recorder is similar to a court reporter or a secretary. He is responsible for maintaining a true record of all actions of the council and its correspondence. A Recorder's Minute Book (#1403) is available from the Knights of Columbus Supply Department for keeping a record of council meetings.

Financial Secretary (FS) Duties

The financial secretary is appointed by the supreme knight, upon recommendation of the council. His main area of responsibilities is maintaining all financial and membership records. He collects and receives all moneys from all sources, including annual dues from council members. He also handles supply orders for the council officers and members, filing the Report of Officer (#185), and submitting all membership transactions to the Supreme Council. For more specific duties and responsibilities, refer to the Financial Secretary Handbook (#1410).

FS Specific Duties

1. This position requires some knowledge of computers and Internet accessing and it requires a three (3) year commitment
2. Complete Form 100 (Need Zip + 4)
3. Update FSPC program or Supreme's database with any modified information
4. Update file "**Address_List.xls**"
 - a. Knights List
 - b. No Email List
 - c. Birthdays
 - d. Deceased (if applicable)
 - e. Updates
 - f. Form 100
 - g. Badges Requirements
5. If a brother has died, move the deceased brother information to the 'Deceased' tab and keep the required information only. Remove deceased brother from birthday list. Add an entry to the 'Update' tab, and notify Supreme of his death.
6. Update email/no-email lists
7. Send completed Form 100s to Supreme
8. Send completed Form 100s to Field Agent
9. File Form 100s Council copy
10. Download the reports from Supreme's web page to verify changes submitted via Form 100
11. Verify monthly reports for address changes for members

12. Update check book ledger and verify balance with treasurer's ledger
13. Attend business meetings
14. Present the written FS's report at the business meeting
15. Attend degree exemplifications
16. Prepare ID cards for new and/or new degreed members
17. Retrieve council mail from Post Office Box. Coordinate this effort with the Treasurer to eliminate duplication of efforts. Notify the Treasurer of any dues checks that arrive.
18. Order badges for new and/or transferred members
19. Complete an "Orders on Treasurer" form for every check to be written. The form requires the FS signature and the Grand Knight
20. Email updated address list to the council officers and directors. Any other request for the address list must be approved by the Grand Knight
21. Order council supplies from Supreme
22. Complete and submit all required reports to KofC Supreme on time

Lecturer Duties

The lecturer is appointed by the grand knight to provided both educational and entertaining programs to the council. He is responsible for the "Good of the Order" portion of council meetings. In order to provide members with informative and educational programs, he must be knowledgeable and aware of all council programming.

Advocate Duties

The advocate is the legal representative of the council and serves as the council's attorney at trials and investigations of any interest to the council. While he does not need to be a member of the legal profession,

he should be familiar with the council by-laws, the Order's Charter, Constitution and Laws (#30), Methods of Conducting a Council Meeting (#1937), and Robert's Rules of Order.

Inside & Outside Guards Duties

The guards have similar responsibilities, but distinct differences. The outside guard tends to the outer door admitting visitors and members to the inner door. Once at the inner door, the inside guard checks to make sure that their membership cards are current.

Treasurer Duties

The treasurer is responsible for the safekeeping and maintaining records of all council funds and accounts. He is responsible for depositing money into the council's accounts and provides a certificate of such deposits to the grand knight. He is also responsible for payment of all expenses.

Treasurer Specific Duties

1. This position requires some knowledge of computers and business. The present records are in Excel
2. Attend business meetings
3. Present the written treasurer's report at the business meeting
4. Attend officers meetings
5. Make fund deposits at the bank in a timely basis
5. Write checks to pay the bills
7. Retrieve the council mail from the PO Box. Coordinate this effort with the Financial Secretary (FS) to eliminate duplication of efforts. Notify the FS of any dues checks that arrive.
8. Prepare financial reports for all council activities (i.e. AMWAY, Bowling, BudgetActuals, CitizensWithDisabilities, Donations,

Dues, Golf, Installation, LentenDinners, Newsletter, StPatsDinnerDance, VolunteerMonthlyHours)

9. The above mentioned reports are to be presented at the officers and business meetings
10. Obtain change from the bank for all council activities. Check the “**Bank**” tab in the treasurer ledger for more information on this subject
11. Retrieve the 50/50 receipts and food donations from every meeting
12. Update check book ledger and verify balance with the financial secretary
13. Assist the Financial Secretary in the preparation of the Supreme bi-annual report.
14. Prepare the annual budget and attend the budget meeting
15. On the “**Treasurer.xls**” file, there are six (6) tabs
 - Ledger** – contains all the checks written and present account balance
 - Combined** – contains the balances of the Building Fund and Fr. Paul Scholarship Fund
 - Calculator** – contains a quick summary and the outstanding checks for easier comparative balance with the bank
 - Bank** – lists the amount of money that needs to be obtained from the bank for a particular activity to be used as an initial bank
 - Codes** – contains the accounting codes for the income, donations, and expenditures of the council
 - FS Stipends** – maintains a running count of the dues received, so the financial secretary can be paid
16. Prepare and submit form 990-N to the IRS once a year.

Board of Trustees Duties

The board of Trustees consists of three members elected by the council and the grand knight, who serves as chairman of the board. They oversee the work of the financial secretary and treasurer, and with the deputy grand knight serve on the council’s retention committee. During council elections, only the three-year trustee is voted on, with the others moving on to become two- and one-year trustees, respectively.

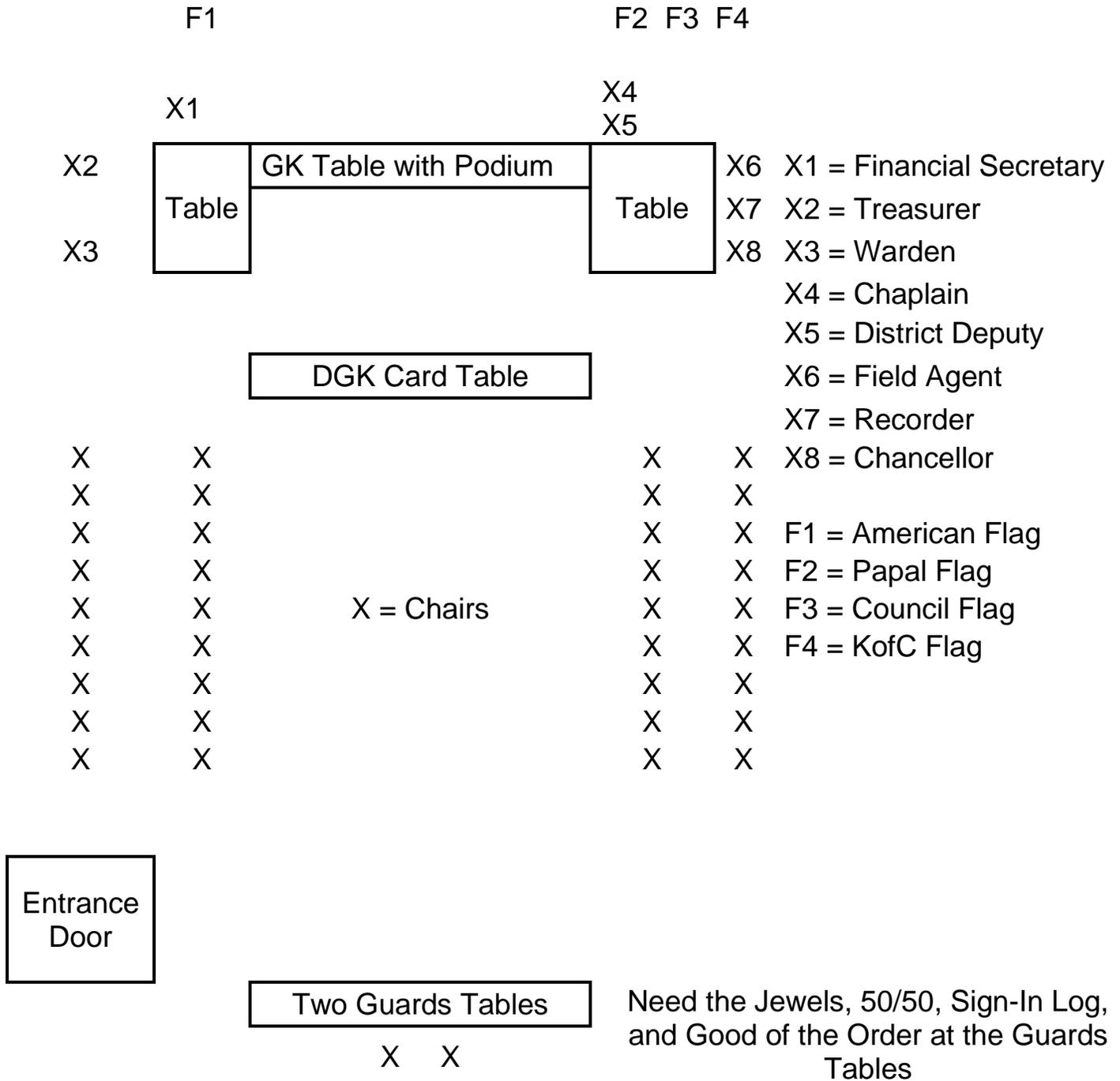
Warden Duties

The warden is the “watchdog” for council property and degree paraphernalia, except the property of the financial secretary, treasurer and recorder. He is also responsible for setting up the council chambers for meetings and ceremonial work. During ceremonial exemplifications, he will appoint and supervise guards.

Warden Specific Duties

1. Check identification cards of incoming brothers (No card - No admission)
2. Answer during roll call of officers
3. Set-up room (chairs - tables - podium) as per layout provided
4. Retrieve four (4) flags and bases from closet
5. Set-up an entrance table. Place the attendance book (retrieved from the closet) at the table. Verify incoming brothers sign the attendance book
6. Set-up jewels (retrieved from the closet) at entrance table. Make sure officers wear their assigned jewels
7. Set-up 50/50 tickets (retrieved from the closet) at entrance table. Verify one of the incoming guards sell the tickets
8. Purchase and chill refreshments
9. Verify 50/50 winner
10. After the meeting, retrieve the jewels from the officers and store them in the closet
11. After the meeting, store the flags and their bases in the closet

Council Meeting Room Layout



NON-OFFICERS DUTIES

WebMaster Duties

The webmaster shall be responsible for maintaining our council and assembly Web Page Site: <http://www.annunciationkofc.org> which is hosted by Host: catholicweb.com.

The specific duties include but are not limited

1. Monthly Updates

a. Modify "**index.html**" to display this month upcoming events, the next three months of activities, the **donations** and **volunteer hours**, and update the "**Last Updated**" date. Whenever it is applicable, you must change the "**Membership Director**" and "**Insurance Information**". The copyright year has to be changed at the beginning of the year.

b. Update "**Newsletter.html**" to incorporate the last newsletter. Keep only the last 12 newsletters at the web page

c. Modify "**assembly.html**" to display the next three months of assembly upcoming events. When applicable, modify the assembly officer's names, past faithful navigators, and Sir Knights of the Year.

d. Modify "**members.html**" to include the "**Knight of the Month**"

e. If applicable, modify "**KofCEventsOutlinefor2013-2014.xls**" to include any changes. Save in pdf format also, since that is the way it is displayed at the web page "**calendar.html**".

f. If applicable, modify "**Duties.doc**" to include any changes. Save in pdf format also, since that is the way it is displayed at the web page "**officers.html**".

2. Page Updates (.html files)

ack - Does not require changes. This page give thanks to the people that provided some information for the web page creation

altamontesprings - Does not require changes. This page contains a map of our Parish location and Altamonte Springs City Hall location. It also contains a link the Diocese of Orlando, a picture of our Parish façade and main window inside the church.

assembly - Monthly updates required. This page contains all information about the Saint Patrick Assembly 2883

calendar - This page only require changes once a year. It contains links to the Yearly Fraternal Calendar.

index - Monthly updates required. This is the main page for this web site. The copyright year has to be changed at the beginning of the year.

kcinsurance - This page contains a link to the Supreme Council Insurance information and a point of contact for the assigned Field Agent. Whenever a new Field Agent is appointed, this page must be changed.

kcmembershipinfo - This page only require changes when a new membership director is elected. This page contains information about the KofC and some important religious information.

links - This page only require changes if we add and/or change links to other web sites.

members - The page contains a list of members that have requested their names to be displayed. It also contains a list of the awards for "**Knight of the Year**" and "**Knight of the Month**". It must be changed to include new award winner's names

newsletter - Monthly updates required. This page contains links to the last 12 months of KofC newsletters.

officers - This page contains a list of the council officers, past Grand Knights, and Council Directors. It must be modified every time an officer and/or director changes.

Council Photographer Duties

Maintains the council face picture album, which includes taking face pictures of the new members to the council, updating the album index located at the front of the album, printing a hard copy of the picture and inserting it in the album. He must also maintain an electronic copy of the pictures in a CD.

Photograph the council and assembly events and submit the pictures to the newsletter editor for publication.

Certificates Preparation Duties

The member that prepares the certificates must create and/or maintain the templates associated with the certificates, keep track of the number of certificates available, and keep track of the number of frames available.

He must notify the FS if more certificates are needed, and purchase extra frames as required.

Council Emailer Duties

1. Retrieve the email addresses from the latest address list to generate file “**Email_List.txt**”, which will be used for all council general membership emailing
2. Retrieve the officers and directors email addresses from the latest address list to generate file “**Email_List_Officers.txt**”, which will be used for all officers and directors emailing
3. Maintain the file “**EmailNewsletter.txt**” to include the widow of our departed brothers. This file is used to mail the newsletters to our friends of the knights
3. Email the council communications after approval from Grand Knight. All communications sent out must be sent with the “**Blind Copy**” option to ensure the members privacy