



## **Grand Knight**

- Presides over all meetings
- Appoints program and membership directors
- Appoints committees as needed
- Countersigns checks and orders for payment
- Responsible for the council's Ceremonial Team
- Maintains working relationships with the council's chaplain, district deputy, insurance agent, as well as with other local service organizations (i.e., SVdP, Habitat for Humanity, etc.)

## **Deputy Grand Knight**

- Assists the grand knight with operation of the council and any other duties assigned to him by the grand knight
- In the absence of the grand knight, presides at council meetings
- Recommended to serve on the council's Retention Committee

## **Chancellor**

- Has the duty of strengthening the members' interest in council activities
- Assists the grand knight and deputy grand knight with their duties as assigned
- Recommended to serve on the council's Admission Committee

## **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

## **Recorder**

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

## **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**

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