

Who's Who in Your Council

Here is a guide to the leadership team of the St. Alphonsus Rodriguez Council No. 13294

Chaplain –

- Serves as spiritual advisor to the council.
- Provides a spiritual message to Knights during council meetings.

Grand Knight –

- Presides over all meetings.
- Appoints program and membership directors.
- Appoints committees as needed.
- Countersigns orders for payment.

Deputy Grand Knight –

- Assists the Grand Knight with operation of the council.
- Presides at council meetings in the absence of the Grand Knight.
- Serves on the council's Retention Committee.

Chancellor –

- Responsible for encouraging members' participation in council programs.
- Assists the Grand Knight and Deputy Grand Knight with their duties.

Financial Secretary –

- Collects dues from members. Responsible for sending billing notices and initiating retention measures.
- Ensures that the council membership records are updated and that new members sign the constitutional role.
- Files reports and membership/ insurance transactions with the Supreme Council Office.
- Keeps the seal of the council and affixes it to membership cards, resolutions and other official documents as necessary.
- Files annual IRS Form 990.

Recorder –

- Responsible for keeping and maintaining a record of council meetings and maintains all correspondence of the council.

- Oversees all council communications.

Treasurer –

- Responsible for handling council funds.
- Receives money from the Financial Secretary and deposits it in the proper council accounts.
- Responsible for paying all council expenses.

Lecturer –

- Responsible for providing suitable educational and entertaining programs during the "Good of the Order" section of council meetings.

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 Method of Conducting Council Meetings.
- Responsible for seeking legal assistance from the State Advocate when necessary.

Warden –

- Responsible for supervising and maintaining all council property.
- Sets up council chambers for meetings and degree exemplifications.

Inside/Outside Guards –

Attends the doors of the council chamber, checks current membership cards and allows entrance.

Board of Trustees –

- Supervises all financial business of the council and conducts semiannual audits.

Program Director –

- Works with the Grand Knight in scheduling council programs.

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- Manages chairmen and other Knights responsible for implementing council programs and activities.

Membership Director –

- Collaborates with the Grand Knight on council membership goals.
- Plans and coordinates the council's schedule of recruitment programs.

Retention Committee Chairman –

- Examines reasons why Knights become inactive and contacts members in danger of being suspended.