Officer: Who is in charge of the council? What are the officers and their roles?

The Grand Knight oversees the council. The grand knight is the council's chief executive officer. He is responsible for setting council goals and ensuring that all officers fulfill their duties in reaching these objectives. He presides over all meetings; appoints program and committee directors as needed; fills officer roles in the event of vacancies; countersigns checks and orders for payment; and oversees the council’s degree team. Ideally, the grand knight should be a junior so that as a senior he can serve as a mentor for the next grand knight. The grand knight must complete the Safe Environment training.

The deputy grand knight serves as the grand knight's right-hand man and fills in for the grand knight when he is not present. Some deputy grand knights serve as their council's program director. Ultimately, he assists the grand knight in leading the council and reaching council objectives. In some councils, the deputy grand knight role might be used to groom a possible grand knight candidate for the following year. Finally, the deputy grand knight may serve as a liaison between the council and other groups that share similar interests (i.e. Newman Club, pro-life club, etc.).

The chancellor assists both the grand and deputy grand knights in leading the council by engaging and strengthening the council's membership. His primary responsibilities include recruiting and retaining members and to this end he should set up events that display the values and principles of the Knights of Columbus. The chancellor should participate in the council's degree team and should serve on both the Admission and Retention committees.

The treasurer is responsible for managing the council funds, whether in bank or school accounts. He receives money from the financial secretary and deposits funds into council accounts. He is also responsible for paying all council expenses. He also balances and verifies the ledger and keeps the updated budget approved by the council.

The advocate acts as council parliamentarian. He should be knowledgeable in Robert's Rules of Order and Protocol, Meetings, and Ceremonials. He may seek legal assistance from the state advocate, should issues arise. The advocate should be able to take on additional responsibilities as the council deems necessary.

The recorder has the responsibility of recording all meetings and events held by the council. He should record minutes, conversations, and other information helpful to the council and prepare them to be distributed to the membership in a timely manner. Additionally, he should help with council event notifications, council meeting reminders, and assist with council social media responsibilities.

The warden is responsible for the property owned by the council. He is also in charge of setting up meetings and leads both the inside and outside guards. Many college councils utilize the warden and guards as custodians of the campus ministry property which may include raking leaves, shoveling snow and assisting with interior maintenance.

The inside and outside guards carry out tasks given to them by the grand knight and follow the warden's orders. They are responsible for checking membership cards and allowing entrance to meetings. Councils should consider appointing additional inside and outside guards, especially among promising freshmen, as this provides early leadership opportunities.

The council has three trustees, and they advise the grand knight, supervise the council's financial matters, and conduct the semiannual audits. Usually, the immediate past grand knight will serve as a trustee. Some college councils utilize alumni members and/or university faculty members as the other two trustees to provide additional oversight and support. Others have recommended the trustees to help create the proposed slate of officers for elections.

Many councils follow the “chair” system, where council members will work their way up through the chair system, gradually moving into higher responsibility officer roles. The order is usually:

Outside Guard

Inside Guard

Warden

Treasurer (some councils have this as an appointed position)

Advocate (some councils have this as an appointed position)

Recorder (some councils have this as an appointed position)

Chancellor

Deputy Grand Knight

Grand Knight

Trustee (some councils have each officers move through each trustee position so they are trustee for at least 3 terms)

The chaplain is the spiritual leader of the council. He nurtures the faith in council members particularly through the sacraments but also through spiritual direction, retreats and other events and support. The grand knight should meet regularly with the council chaplain to see how the council can best support the Catholic community on campus.

The financial secretary is chosen by the trustees and the officers of the council for a three-year term and approved by the supreme knight. He provides continuity in the council and has the responsibility of collecting dues as well as ensuring that the council's financial recordings are kept up to date. Additionally, he ensures that membership records are current, issues membership cards, files regular reports to the district, regional, state and supreme offices and submits the annual 990 to the IRS.

The lecturer provides brief spiritual discourses and reflections during business meetings for the “Good of the Order”. If the lecturer cannot be present, he should appoint a council member to give a reflection for him.

The program director is appointed by the grand knight and oversees the Faith in Action areas of Faith, Family, Community and Life. In some councils this may be the duty of the deputy grand knight. The program director ensures that all his subordinate committees meet regularly and plan appropriate events. He communicates individual committee reports to the grand knight. Keeps accurate record of council programs for reporting on the Annual Survey of Fraternal Activity (#1728) and the Columbian Award Application (#SP-7). He must complete required Safe Environment training.

The faith director is appointed by the grand knight and reports to the program director. Responsible for all faith-based council programs. He should develop relationships with other catholic student center ministries to advance the needs of the whole campus ministry community at the pastor’s direction.

The family director is appointed by the grand knight and reports to the program director. Responsible for all family-based council programs. Knowing that most college knights do not have families of their own, the Supreme Council offers 5 college-specific family programs. Must complete required Safe Environment training and background check.

The community director is appointed by the grand knight and reports to the program director. Responsible for all community-based council programs. He directs programs that support and encourage service to the community that fight poverty, aid the individual, promote athletic events, and sponsor larger programs and campaigns. He should be comfortable contacting and coordinating with organizations that align in key areas of community assistance. Must complete required Safe Environment training and background check.

The life director is appointed by the grand knight and reports to the program director. Responsible for all life-based council programs. The individual appointed to this position should be comfortable discussing and planning efforts within the context of supporting and affirming life in all stages and in all conditions. Notably, he strives to promote programs that support and encourage the advancement of the pro-life movement, people with intellectual disabilities, and persecuted Christians.

The membership director serves as the head of the Admission Committee and works to grow the council's membership through new and transfer members. He should actively identify potential recruits, plan recruitment programs, host informational meetings and encourage council members to seek candidates. In addition, the membership director should ensure that a council has access to frequent degree exemplifications (whether its own or local councils) and should work that each member reaches at least the third degree in a timely manner.

The retention chairman works to keep the council's members active. implements programs and practices that provide mentors for new members and regularly communicates with the members to encourage their participation. At times when a council wishes to suspend members, they must have the retention chairman reach out to members and ask them to keep their membership or to transfer to another council.

Officer: Is the Grand Knight in charge of the Fourth Degree?

No, the Grand Knight oversees the council. The Assembly is the “council” for the fourth degree knights and has different officers. While the assembly likely contains members and officers of the council, and assembly officers may even be officers in the council, it is not a requirement.

Officer: What are the officers of the Assembly?

The officers of the assembly are:  
Faithful Navigator – This is the assembly equivalent of the Grand Knight. Must be a leader and delegate effectively. He works closely with District Master and Council Grand Knights in Assembly area. Attends State and Provincial 4th degree meetings. Attends all Assembly meetings as presiding officer. Sets focus for Assembly during the fraternal year. Schedules an officer meeting at least semi-annually to check on the progress of programs. Utilizes the PFN committee as a resource. Appoints Faithful Friar with approval of Bishop of Diocese. Appoints Color Corp Commander, Exemplification Chairman, Administrative Assistant, Patriotic Program Chairman, and Membership Chairman.

Faithful Captain – This is the assembly equivalent of the Deputy Grand Knight. Supports efforts of Navigator. Responsible for scheduling social events. Oversees activity of Patriotic Program Chairman. Attends all Assembly meetings and substitutes for the Navigator in his absence.

Faithful Pilot - This is the assembly equivalent of the Warden. Attends all business meetings. Organizes Sentinels to arrange meeting chamber. Responsible for meeting paraphernalia and scripts. Serves as an active member on the Exemplification Committee.

Faithful Admiral – This is usually the immediate Past Faithful Navigator. Chairman of the Retention Committee – Committee consists of the Trustees. He is usually the Chairman of the PFN Committee – Committee consists of all Past Faithful Navigators. The committee is utilized as a resource by the Navigator. Develops retention plan for current fraternal year focusing on activating previous members and maintaining current members.

Faithful Comptroller – This is the assembly equivalent of Financial Secretary.

Faithful Scribe – This is the assembly equivalent of the Recorder.

Faithful Purser – This is the assembly equivalent of the Treasurer.

Faithful Inner Sentinel – This is the assembly equivalent of the Inner Guard. Report to the Pilot. Responsible for setting up the meeting room. Verify Sir Knight’s membership cards upon arrival at the meetings.

Faithful Outer Sentinel – This is the assembly equivalent of the Outer Guard. Report to the Pilot. Responsible for setting up the meeting room. Verify Sir Knight’s membership cards upon arrival at the meetings.

Trustee (3) - Performs semi-annual audit and submits the report on a timely basis. Actively participates on the retention committee.

Faithful Friar – This is the assembly equivalent of the Chaplain. Appointed by the Navigator with approval by the Bishop of the Diocese. Is present at the Installation of Officers Is present at any Exemplifications the Assembly may host. Makes himself available to the members if they feel the need of spiritual guidance.

Color Corp Commander - This appointment can be renewed or terminated by the Navigator. Responsible for, directly supervises and maintains order and decorum of Color Corp at wakes, church functions, patriotic events, etc. Trains and certifies Color Corp Participants. Develops list of Color Corp participants by parish served. Maintains diagrams of each parish for entrance, exit, and presentation during consecration at Mass. Utilizes patriotism in every event. (utilizes American & Papal flags at church). Establishes good communications with the area Pastors and knows what is acceptable decorum in each parish.

Color Corp participants/Honor Guard participants - Must have official attire (sword, baldric, uniform suit, straight collar shirt, etc.) Must be certified by Color Corp Commander to participant. Commit to participating at wake, funeral, church functions as possible.

Exemplification Chairman - Proposes location, date, honoree, banquet for exemplification. Works closely with the District Master, his registrar(s) and degree team for successful planning of the exemplification. Some assemblies do not maintain this position.

Membership Chairman - Acts as Membership Drive Coordinator. Has a membership team (3-5 active and excited Sir Knights) in each council serving and acts as a recruiting coordinator. Some assemblies do not maintain this position.

Past Faithful Navigator (PFN) Committee - All PFN are assigned to the committee. Committee is chaired by Admiral. Committee is a resource for the Navigator. Some assemblies do not maintain this committee though they do have multiple PFNs who are a resource as needed.

Administrative Assistant to the Faithful Navigator - Initial contact person for deanery priests and parishes. Working closely with Comptroller, Patriotic Program Coordinator and Scribe to verify that all forms (Supreme, Province, and State) are submitted timely. Acts as Protocol Chairman to monitor Assembly By-Laws, arrangements for dignitaries at Assembly functions. Chairman of Assembly phone tree Main assembly contact for florist. Some assemblies do not maintain this position.

Patriotic Program Coordinator - Develops programs to qualify for 4th degree awards such as:

* Supreme (Civic)
* Province (Award of Merit, Province Activity of Year)
* District and/or State (4th Degree Assembly Award)
* Examples of Programs could be:
* Presentation of flags to schools
* Promoting an essay contest for a patriotic theme
* Participate with local Veterans groups at National Cemetery, parades, etc.
* Utilize radio and/or TV to distribute home flag sets on patriotic holidays
* Distribute flyers to area clubs/social groups, schools on proper display of American Flag.
* Set a goal to be a resource for the community concerning patriotic issues.

Some assemblies do not maintain this position.

If the assembly is independent of the council, what knights make up the assembly?

The assembly is made up of knights who have achieved the fourth degree by attending a fourth degree/patriotic exemplification ceremony. Most assemblies are made up of members from multiple councils in a local geographic area, usually 2-4 councils.

What is the structure of the fourth degree?  
The assembly is supported and reports to their District Marshal first. He is a fourth degree knight who is appointed to serve and oversee multiple assemblies in a larger geographic area. The District Marshal is appointed by the District Master, who is the highest Fourth Degree knight in a District. A district is usually a state, though some larger states have multiple districts due to geography.