

THE CHAPLAIN



- Emblem is the Cross, worn on a black ribbon
- The robe is black, with black trimming and yoke, with white projecting collar. The cincture is black with silver fringe

- **Appointed By Grand Knight**
- **Responsible For The Moral And Spiritual well-being of the Council**
- **Offers Guidance To The Gk and Council Officers**
- **Officiates At Council Masses, Devotions, And Prayer Services**



Grand Knight

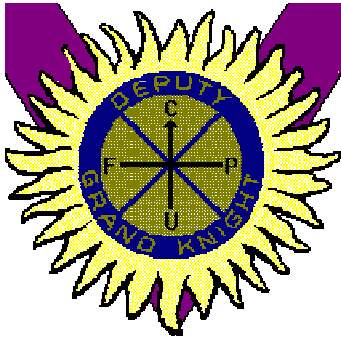


- His emblem, the Anchor carried on a purple ribbon, is indicative of Columbus, the Mariner. It has also been a variant form of the Cross for centuries.
- His is a royal purple robe with white cincture with silver fringe. A purple mantle with white roll collar is also worn.

- Primarily responsible for the successful conduct of his council.
 - Through proper delegation, must see that they are done properly and on time
 - Constant supervision of the work of all officers, directors and committees.
- Working with officers, set goal — “a better council.”
- Motivates council family
 - through generous and eager cooperation with the council’s official “family,” and
 - by voluntary participation of all members in the affairs of the council.
- Inspires mutual cooperation and voluntary service among the officers and members.
- Directly responsible for cooperation with other Columbian groups and leaders, which include: Columbian Squires, Fourth Degree assemblies, chapters, district deputy, other councils, state deputy and state council — its officers and representatives.



Deputy Grand Knight



- His emblem, the Compass, was also used by Columbus, the Mariner. The Knights of Columbus Compass, with its points being Charity, Unity, Fraternity and Patriotism, is known as the Compass of Virtue; its 32 flame-like rays represent the 32 virtues which may be possessed by men. It is hung from a purple ribbon.
- His robe is the same as the Grand Knight, but without the mantle.

Responsibilities

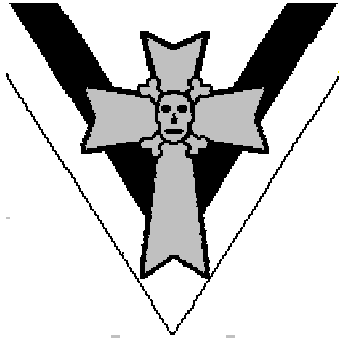
- ✓Second in command in the local council
- ✓Elected annually
- ✓Assists the GK in the operation of the council affairs
- ✓In the absence of the GK, presides at meetings and functions as the GK would do

Typical Skills

- ✓Leadership capabilities and willingness to serve
- ✓Organizational skills
- ✓Interpersonal skills
- ✓Communication skills
- ✓Planning skills
- ✓Loyalty to the GK and Council
- ✓High energy level
- ✓Patience and tolerance
- ✓Enthusiasm



Chancellor



- His emblem is the Isabella Cross, with Skull and Crossbones; it is worn on a black over white ribbon. The Cross is self-explanatory, while the Skull and Crossed Bones are symbolic of man's mortality.
- The Chancellor wears a black robe trimmed with white and a white cincture with silver fringe. He also wears a black mantle with white roll collar.

Responsibilities

- ✓Elected annually
- ✓Back-up support to the GK and DGK in the performance of their duties
- ✓Overall responsibility for maximum participation of council in all affairs and activities
- ✓Overall responsibility to contact members and their interests in new council activities
- ✓Special responsibility for new members, sick members and members in distress

Typical Skills

- ✓Organizational skills
- ✓Interpersonal skills
- ✓Communication skills
- ✓Planning skills
- ✓High energy level
- ✓Patience and tolerance
- ✓Enthusiasm



Financial Secretary



•The emblem is a Crossed key and quill. The key has always been associated with an officer concerned with money, safe-keeping and secrecy. The quill is the symbol of a “scribe” — a record-keeper — one who writes letters, documents, etc.

Responsibilities

- ✓Appointed by the Supreme Knight, upon recommendation of the council
- ✓Maintain all financial and membership records
- ✓Collects and receives all moneys from all sources, including annual dues from members
- ✓Handles supply orders for the council officers and members
- ✓Files Report of Officers and all membership transactions to Supreme

Typical Skills

- ✓Organizational skills
- ✓Interpersonal skills
- ✓Communication skills
- ✓Planning skills
- ✓High energy level
- ✓Patience and tolerance
- ✓Enthusiasm



Warden



- His emblem, an Axe Bound with Rods, known as a Faces, was traditionally carried by the guards or protectors of Roman magistrates as a symbol of authority. The Warden ideally has and exercises that authority. The ribbon is colored red over black.
- His robe is black trimmed with scarlet with a scarlet cincture with silver fringe..

Responsibilities

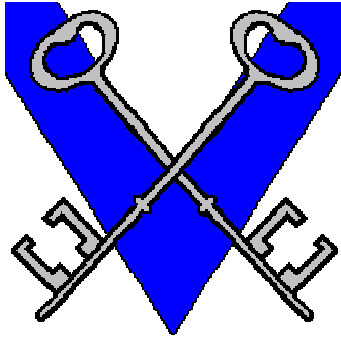
- ✓Elected annually
- ✓Accountable for all council property (except money)
- ✓Supervision / Instruction of Guards
- ✓Preparation of Chambers for official functions
- ✓Reinforcement of meeting protocol (with GK)

Typical Skills

- ✓Leadership capabilities and willingness to serve
- ✓Organizational skills
- ✓Interpersonal skills
- ✓Communication skills
- ✓Planning skills
- ✓Thoroughness and attention to details
- ✓Patience and tolerance
- ✓Enthusiasm
- ✓Follow up tendencies



Treasurer



- Crossed Keys worn on a blue ribbon are symbolic of his complete authority over funds, particularly responsibility for their safekeeping.
- His robe is black, trimmed with black, and a white cincture with silver fringe.

Responsibilities

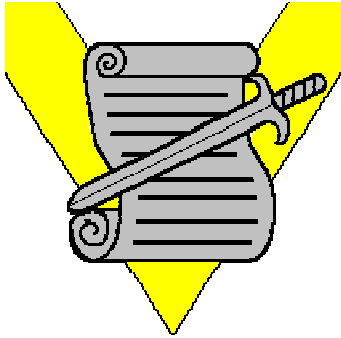
- ✓Elected annually
- ✓In charge of handling all council funds
- ✓Receives monies from the FS and issues a receipt
- ✓Responsible for depositing all monies
- ✓Responsible for issuing payments to Supreme Council on all assessments and orders for the council
- ✓Responsible for keeping accurate accounts of the monies in the general and special accounts
- ✓Provides up to date records to GK, FS and Trustees

Typical Skills

- ✓Leadership capabilities and willingness to serve
- ✓Organizational skills
- ✓Interpersonal skills
- ✓Communication skills
- ✓Planning skills
- ✓Thoroughness and attention to details
- ✓Patience and tolerance
- ✓Enthusiasm
- ✓Follow up tendencies



Advocate



- His emblem is the Scroll with Crossed Sword hung from a yellow ribbon. The Scroll is emblematic of legal literature and law, while the Sword indicates the power to defend and enforce the law.
- The Advocate's robe is black with golden yellow trim and yellow cincture with silver fringe.

Responsibilities

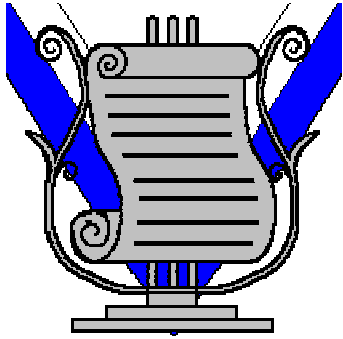
- ✓ Elected annually
- ✓ Legal representative of the council
- ✓ Serves as council's attorney in case of trial or investigation of matters of interest to council
- ✓ Need not be a member of the legal profession
- ✓ Should be familiar with all laws of the order and council by-laws
- ✓ Serves as chairman of any by-law revision committee
- ✓ Should have a working knowledge of Robert's Rules of Order
- ✓ Should have a thorough knowledge of conducting a proper meeting

Typical Skills

- ✓ Leadership capabilities and willingness to serve
- ✓ Organizational skills
- ✓ Interpersonal skills
- ✓ Communication skills
- ✓ Planning skills



Lecturer



- His emblem consists of Lyre and Scroll. These are traditionally symbols of music and literature and the arts. Hence, the Lecturer is in charge of entertainment. His ribbon is white over blue.
- The Lecturer wears a black robe with national blue trimming and blue cincture with silver fringe.

Responsibilities

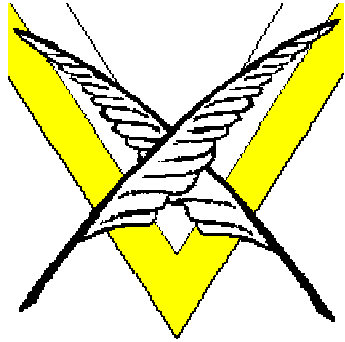
- ✓Appointed by the Gk to provide suitable educational and entertaining programs for the council
- ✓Responsible for presenting the “Good of the Order” section at council meetings
- ✓Knowledgeable of all aspects of council programming in order to provide members with informative and entertaining programs
- ✓Programs may include
 - ✓ guest speakers (Insurance Agents, members of law enforcement and legal professions, etc.)
 - ✓ Trivial contests on religious history among members

Typical Skills

- ✓Leadership capabilities and willingness to serve
- ✓Organizational skills
- ✓Interpersonal skills
- ✓Communication skills
- ✓Planning skills



Recorder



- Crossed Quills hung from a white over yellow ribbon are symbolic of his responsibilities for letter and document (records) writing and preservation.
- His robe is black, trimmed with black, with a white cincture with silver fringe.

Responsibilities

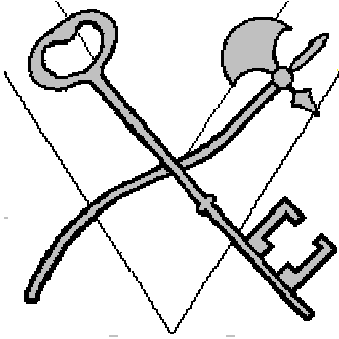
- ✓Elected annually
- ✓Responsible for keeping true records of all doings of the council and for conducting all correspondence of the council
- ✓Uses the Recorders Minute Book to record accurate minutes of all meetings

Typical Skills

- ✓Leadership capabilities and willingness to serve
- ✓Organizational skills
- ✓Interpersonal skills
- ✓Communication skills
- ✓Planning skills
- ✓Persistence
- ✓Enthusiasm



Guards – Inside and Outside



- Their emblems, Crossed Key and Axe hung from a white ribbon, represent their power as sentries at the door.
- Their robes are gray with black trim and yoke. The cincture is also black with silver fringe.

Responsibilities

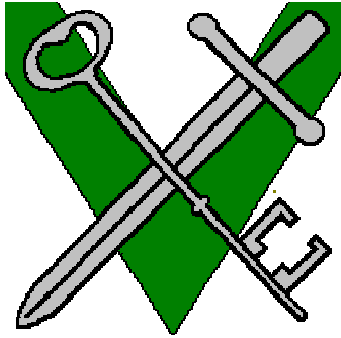
- ✓ Elected annually
- ✓ Inside guard attends to the Inner door, checking on paid membership cards before allowing entrance to council chambers
- ✓ Outside guard tends the outer door, admitting all visitors to the Inner door
- ✓ Assist the Warden in meeting the duties of his Office.

Typical Skills

- ✓ Leadership capabilities and willingness to serve
- ✓ Organizational skills
- ✓ Interpersonal skills
- ✓ Communication skills
- ✓ Planning skills
- ✓ Persistence
- ✓ Enthusiasm



Trustees



- Their emblems, Crossed Key and Sword, indicate this financial authority and are worn on green ribbons.
- Trustees wear black robes trimmed in green.

Responsibilities

- ✓ Serve as the “Watchdogs” of a Councils assets
- ✓ They will exercise close supervision of all council financial matters.
- ✓ Audit the accounts semi-annually
- ✓ Approve all council bills for payment with exceptions
- ✓ Question any bill that seems excessive
- ✓ Careful scrutiny shall be placed on auditing the FS records
- ✓ Looked upon the membership as leaders of the council
- ✓ Trustees are usually PGK’s who know the working of the order and council.

Typical Skills

- ✓ Leadership capabilities and willingness to serve
- ✓ Organizational skills
- ✓ Interpersonal skills
- ✓ Communication skills
- ✓ Planning skills
- ✓ Persistence
- ✓ Enthusiasm

