

## **CHANCELLOR DUTIES**

The Chancellor is the third officer in charge of the council. In the absence of the Grand and Deputy Grand Knight, he acts on their behalf in running the council. He has an advisory role to the Grand and Deputy Grand Knight as part of the team of Officers. He supports the Grand and Deputy Grand Knight in their functions and is expected to attend all the meetings and significant council functions. He also has a major responsibility for membership, Church activities of the council and may act on behalf of the Chaplin.

With the Grand and Deputy Grand Knight's consent, he is the Program Director for Church activities of the council including parish liaison, vocations, Religious Appreciation, Memorial Mass, and keep Christ in Christmas. He performs this function by appointing, training and delegating committee members, attending committee functions, communicating council goals and directing, monitoring, and evaluating religious council activities.

Admission Committee: He may be given additional responsibility when deemed appropriate by the Grand Knight including head of the Admission Committee. The Admission Committee advises the council on the appropriateness of prospective members and works with the Deputy Grand Knight in involving new members in council functions.

Appointing: He confers with the Grand and Deputy Grand Knight in the selection of the Church Program appointee and committee members. He helps recommend a Council Chaplain and in the absence of the Chaplin, leads the council in prayer.

**Directing:** He supports the Grand and Deputy Grand Knight in most of their duties by attending important meetings and functions and is ready to take their place and make decisions for them when necessary.

**Ceremonials:** In the absence of the Grand and Deputy Grand Knight, he awards certificates and gives recognition to new, honorary and other deserving members.

**Meetings:** In the absence of the Grand and Deputy Grand Knight, he presides over the monthly business and planning meetings. He may call Church committee meetings for coordination, training, directing or updating Church program activities. He may also call an Admission Committee meeting to resolve membership problems.

**Communication:** He helps support the Grand Knight and Deputy Grand Knight in keeping the council informed on performance in Church activities and proposes direction for improvement. He generally submits an article for the council bulletin. He helps in the preparation of annual reports from Church committees for council files and incoming officers.

**Monitoring:** He monitors the Church activities and call for Church Committee reports during the monthly business meeting.

**Special Functions:** He may need to support the Grand Knight in attending special functions such as Chapter meetings, Mass for departed brothers, Supreme, and other necessary meetings. He may help support other special functions or meetings such as degree exemplification, sponsoring Chapter meetings or other functions.