

DEPUTY GRAND KNIGHT DUTIES

The Deputy Grand Knight acts in the absence of the Grand Knight and supports him in his functions. With the Grand Knight's consent, he has a responsibility for guiding and directing most of the program activities of the council. He performs this function by appointing, training and delegating members, attending special functions, communicating council goals and directing, monitoring, and evaluating council activities.

Appointing: He confers with the Grand Knight in the selection of appointees and committee members. He helps recommend a Council Chaplain, a Financial Secretary, and the Service Program directors including community, council, family, and youth activities

Directing: He supports the Grand Knight by attending all important meetings and function and is ready to take the place of the Grand Knight and make decisions for him when necessary. He helps develop and recommend an organization chart showing the appointments and positions in the council. He generally directs and participates in the special activities of committees.

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

Meetings: In the absence of the Grand Knight, he presides over business and planning meetings that are usually held monthly. He participates in the audit with trustees and Treasurer in January and July. He may call additional meetings with his Program Directors for coordination, training, directing or updating program activities.

Membership: He confers with the Grand Knight and Chancellor on organizing and implementing the council's admission, recruitment and retention plans and is a member of the Council's Admission Committee.

Communication: He supports the Grand Knight in keeping the council informed on council issues. He generally submits an article for the council bulletin on council performance. He helps identify council problems and proposes direction for improvement. He supports the Grand Knight in keeping the Supreme Council informed by assuring that forms such as the election of officers, the appointments, and awards are completed by appropriate council officials and forwarded.

Monitoring: He supports the Grand Knight in helping to monitor the council's performance toward achieving its goals including insurance and Service Program goals. He oversees preparation of annual reports from standing committees for council files and incoming officers

Special Functions: He supports the Grand Knight in attending special functions such as Chapter meetings, Supreme, and other necessary meetings. He may help support other special functions or meetings such as degree exemplification, Chapter meetings or other functions.