

FINANCIAL SECRETARY DUTIES

The Financial Secretary, upon the recommendation of the Grand Knight and Trustees, is approved by the Supreme Knight for a period of three years. His duties revolve around financial and membership records. He collects and receives all moneys that come into the council from any source. He then turns that money over to the treasurer for deposit in the council account.

Finance: One of his main functions is to collect money in the form of dues from members. He sends out billing notices before the start of the billing period and initiates retention measures to prevent members from being suspended for nonpayment of dues. In collecting dues, he keeps an account of the indebtedness of each council member in books provided for such purpose.

Membership: Another function is the compilation of membership records. He must ensure that new members sign the constitutional roll of membership at the time of their First Degree. He also applies to the Supreme Council office for honorary and honorary life membership cards for qualified members.

Other Duties: The Financial Secretary has others duties including handling supply orders for members with the Supreme Council Supply Department; filing the "Report of Officers" with the Supreme Council office; and reporting all membership/insurance transactions to the Supreme Council office in a timely and correct manner.