

GRAND KNIGHT DUTIES

The Grand Knight guides and directs the council. He performs this function by appointing and delegating members, scheduling and conducting meetings, holding ceremonial, attending special functions, communicating council activities and directing, monitoring, and evaluating council activities.

Appointing: He confers with his Deputy Grand Knight in the selection of appointed officers and committee members. He submits a recommendation to the Ordinary of the Diocese for appointment of a Council Chaplain. He recommends to Supreme for the appointment of the Financial Secretary and appoints the Lecturer. He confirms or appoints Service Program directors including Church, community, council, family, and youth activities. He may make or modify other appointments, as he deems necessary.

Directing: He attends the important functions of the council. He coordinates with the District Deputy particularly on the installation of the council officers at the beginning of the year and attends meeting called by the District Deputy. He interacts with the Financial Secretary and Treasurer and oversees audits to assure the council is meeting its financial obligation. He approves and signs the checks drawn by the treasurer. He develops or approves an organization chart showing the various appointments and positions in the council. While an ex officio member of all committees, he generally directs the activities of committees through delegation. In concert with the Chancellor, he arranges for wakes and memorial services for deceased brothers.

Ceremonials: He awards certificates and gives recognition to new, honorary and other deserving members. He recognizes the Past Grand Knights usually with a Past Grand Knight Dinner. He is the ceremonial officer for activities such as Clergy Appreciation

Dinner, the Christmas Party, the Memorial Service and other council functions.

Meetings: He schedules and presides over monthly business and planning meetings. With the help of the Advocate, he maintains proper conduct of the meetings. He calls semiannual audits promptly after each January 1 and June 30. He conducts the audit with trustees, the Deputy Grand Knight and Treasurer. He schedules and conducts ad hoc meetings as necessary for other council functions.

Membership: He confirms or appoints chairman to organize and implement the council's admission, recruitment and retention plans. He generally appoints the Chancellor to be the head of the Admission Committee, which includes the three trustees, the Grand and Deputy Grand Knight the Chancellor and the Financial Secretary. He appoints or confirms a Degree Team Captain to organize a Degree Team and schedule appropriate degrees. He confers with District Deputy for Second and Third Degrees.

Communication: He is responsible for keeping the council informed on performance. At the regular Grand Knight Message, he identifies council problems, set direction for improvement and acknowledges progress toward goals. His message is also published in the Bulletin. He keeps the Supreme Council informed by assuring that forms such as the election of officers, the appointments, and forms are completed by appropriate council officials and then forwarded.

Monitoring: He regularly monitors the council's performance toward achieving its goals including membership, insurance and Service Program goals. He oversees preparation of annual reports from officers and standing committees for council files and incoming officers

Special Functions: He attends special functions such as Chapter, Supreme, and other necessary meetings. He may hold special functions or meetings such as degree exemplification, Chapter meetings or other functions.

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