

INSIDE GUARD DUTIES

With the Warden and Outside Guard, the Inside Guard is responsible for the council meeting chambers and, except for funds; controls and guards the council's property. With the Outside Guard and the Warden, he is responsible for maintaining order and security in the chamber. He received training and direction from the Warden.

Meeting Chambers: With the help of the Inside Guard and the Warden, he sets up the meeting chambers and restores the chambers as necessary. This including arranging the tables and chairs, the location and placement of officers, and the distribution and collection of council jewels, officer name titles, and information sheets. Given the above tasks, he will need to arrive early enough to help set up the chambers and stay after to pickup and restore the chamber.

Meeting Responsibility: With the help of the Outside Guard and the Warden, he checks the membership cards of members and assuring that all present are valid members. If there is a membership question, he consults with the Warden to determine appropriateness of their participation in the meeting. In the absence of the Warden, he will assume the role of Warden. During the meeting and at the request of the Grand Knight, he may perform other functions.

Council Property: With the Warden and Outside Guard, he maintains charge of the Council's property, (except moneys), and keeps the property in proper condition for ceremonies of the Council.