

Responsibilities of an Assembly Officer

(Note: For the purpose of explanation the corresponding 3rd degree council officer titles are in parentheses.)

NAVIGATOR (GK)

- CEO – Must be a leader and delegate effectively
- Works closely with District Master and Council Grand Knights in Assembly area
- Attends State and Provincial 4th degree meetings
- Attends all Assembly meetings as presiding officer
- Sets focus for Assembly during the fraternal year.
- Schedule an officer meeting at least semi-annually to check on the progress of programs
- Utilizes the PFN committee as a resource
- Appoints Faithful Friar with approval of Bishop of Diocese.
- Appoints Color Corp Commander, Exemplification Chairman, Administrative Assistant, Patriotic Program Chairman, and Membership Chairman.

CAPTAIN (DGK)

- Supports efforts of Navigator
- Responsible for scheduling social events
- Oversees activity of Patriotic Program Chairman
- Attends all Assembly meetings and substitutes for the Navigator in his absence.

PILOT (Warden)

- Attends all business meetings
- Organizes Sentinels to arrange meeting chamber
- Responsible for meeting paraphernalia and scripts
- Serves as an active member on the Exemplification Committee

SCRIBE (Recorder)

- Attends all business meetings
- Maintains an accurate record of all discussions at business meetings.
- Develops and publishes Assembly newsletter monthly.
- Works with Patriotic Program Coordinator to complete required paperwork for State, Provincial and Supreme Awards

COMPTROLLER (FS)

- Maintains member status
- Mails dues statements and notices on a timely basis
- Reports delinquent members to Retention Committee Chairman (Admiral)

PURSER (Treasurer)

- Controls payments
- Submits monthly financial statement in coordination with Comptroller
- Prepares a budget no later than April for the following fraternal year. Budget indicates income and expense for the prior three (3) years and proposal for the next fraternal year.
- Purser may appoint an Assistant Purser for help with the approval of the Navigator.

ADMIRAL (Immediate PGK)

- Chairman of the Retention Committee – Committee consists of the Trustees.
- Chairman of the PFN Committee – Committee consists of all Past Faithful Navigators. The committee is utilized as a resource by the Navigator.
- Develops retention plan for current fraternal year focusing on activating previous members and maintaining current members.

SENTINELS (Guards)

- Report to the Pilot.
- Responsible for setting up the meeting room.
- Verify Sir Knight's membership cards upon arrival at the meetings.

TRUSTEES (Trustees)

- Performs semi-annual audit and submits the report on a timely basis.
- Actively participates on the retention committee

RESPONSIBILITIES OF A NON ELECTED OFFICIALS

FRAIR (Chaplain)

- Appointed by the Navigator with approval by the Bishop of the Diocese.
- Is present at the Installation of Officers
- Is present at any Exemplifications the Assembly may host.
- Makes himself available to the members if they feel the need of spiritual guidance.

COLOR CORP COMMANDER (Purple Cape)

- This appointment can be renewed or terminated by the Navigator.
- Responsible for, directly supervises and maintains order and decorum of Color Corp at wakes, church functions, patriotic events, etc.
- Trains and certifies Color Corp Participants (CCP)
- Develops list of CCP by parish
- Maintains diagrams of each parish for entrance, exit, and presentation during consecration at Mass.
- Utilizes patriotism in every event. (utilizes American & Papal flags at church)
- Maintains spare sets of paraphernalia (cape, chapeaux, sword)
- Establishes good communications with the area Pastors and knows what is acceptable decorum in each parish.

COLOR CORP PARTICIPANTS (CCP)

- Must have official attire (sword, cape, chapeau, tux, straight collar shirt, etc.)
- Must be certified by Color Corp Commander to participant
- Participant Groups
 - Honor Guard (must have tux, cape, chapeaux, sword)
 - Flag Corp (must have tux, cape, chapeaux)
 - Pallbearer (tux, social baldric)
 - Other Ceremonial (piper)
- Commit to participating at wake, funeral, church functions. (Min of 4 events per year)

EXEMPLIFICATION CHAIRMAN

- Proposes location, date, honoree, banquet for exemplification
- Oversees printing of banquet booklet including ad sales
- Works closely with the Degree Team Captain and Membership Chairman
- Verifies that team has parts memorized and schedules practices

MEMBERSHIP CHAIRMAN

- Acts as Membership Drive Coordinator. Has a membership team (3-5 active and excited Sir Knights) in each council serving and acts as a recruiting coordinator.
- When sufficient Form 4's (25 minimum) and money has been collected the chairman contacts the Navigator and Exemplification chairman to formally schedule an exemplification.

PAST FAITHFUL NAVIGATOR (PFN) COMMITTEE

- All PFN are assigned to the committee
- Committee is chaired by Admiral
- Committee is a resource for the Navigator

ADMINISTRATIVE ASSISTANT TO FAITHFUL NAVIGATOR

- Initial contact person for deanery priests and parishes.
- Working closely with Comptroller, Patriotic Program Coordinator and Scribe to verify that all forms (Supreme, Province, and State) are submitted timely.
- Acts as Protocol Chairman to monitor Assembly By-Laws, arrangements for dignitaries at Assembly functions.
- Chairman of Assembly phone tree
- Main assembly contact for florist

PATRIOTIC PROGRAM COORDINATOR

- Develops programs to qualify for 4th degree awards
 - Supreme (Civic)
 - Province (Award of Merit, Province Activity of Year)
 - District and/or State (4th Degree Assembly Award)
- Examples of Programs could be:
 - Presentation of flags to schools
 - Promoting an essay contest for a patriotic theme
 - Participate with local Veterans groups at National Cemetery, parades, etc.
 - Utilize radio and/or TV to distribute home flag sets on patriotic holidays
 - Distribute flyers to area clubs/social groups, schools on proper display of American Flag.
 - Set a goal to be a resource for the community concerning patriotic issues.

OFFICERS

NAVIGATOR	-	_____
CAPTAIN	-	_____
PILOT	-	_____
COMPTROLLER	-	_____
SCRIBE	-	_____
PURSER	-	_____
SENTINELS	-	_____
	-	_____
ADMIRAL	-	_____
TRUSTEES	-	_____
	-	_____
	-	_____

FAITHFUL NAVIGATOR APPOINTMENTS

FRAIR	-	_____
COLOR CORP COMMANDER	-	_____
EXEMPLIFICATION CHAIRMAN	-	_____
ADMIN. ASSISTANT TO NAVIGATOR	-	_____
PATRIOTIC PROGRAM CHAIRMAN	-	_____
MEMBERSHIP CHAIRMAN	-	_____