

ZION COMMANDERY No. 2 OFFICERS DUTIES

COMMANDER – To uphold all of the vows in the obligation and office description at installation.

Uphold the laws of the Constitution and Statutes of the Grand Commandery of Minnesota and the Grand Encampment and to see that they are upheld by the other Sir Knights.

To make committee appointments, set a calendar for the year and make officer appointments upon election.

Oversee all committees.

Hold an officers meeting every month at a time before that months Stated Conclave.

Conduct the Conclaves according to the ritual and by laws.

GENERALISSIMO – To uphold all of the vows in the obligation and office description at installation.

To be prepared for the upcoming year, should he be elected as Commander.

In charge of handling the recruitment of Sir Knights for any flag presentations and informing interested bodies that were are available for that.

Prepare a program, with the Prelate, for the Easter, Ascension and Christmas presentations.

Making sure all dignitaries and other visiting Sir Knights are welcomed and introduced.

Organize a One Day to Templary event in the year. Organize other Orders if needed throughout the year.

CAPTAIN GENERAL – To uphold all the vows in the obligation and office description at installation.

In charge of the Inspections, practices and guard assignments. Assign a Past Commander as a “Commander General” to assist in the Inspection instruction.

Submitting the Ralph Kirk Award and making sure that events are scheduled to utilize this program.

SENIOR WARDEN – To uphold all the vows in the obligation office description at installation.

Organize a rusty armor event to help instruct the Sir knights who have not attended a Conclave for awhile and to refresh the officer line and regular attending Sir Knights in the sword manual.

In charge of the Order of Lotus at the Grand York Rite Session.

Chairman of the Membership Committee.

JUNIOR WARDEN – To uphold all the vows in the obligation and office description at installation.

In charge of the KT Eye Foundation and collecting the donations and handing them into the Recorder. To receive and present information about the KT Eye Foundation to the Sir Knights at a time during the year.

Supply officer and in charge of the Commanderies regalia for the officers, guards and Orders and making sure all supplies are in order.

PRELATE – To uphold all the vows in the obligation and office description at installation.

Prepare a program, with the Generalissimo, for the Easter, Ascension and Christmas presentations.

In charge of the Holy Land Pilgrimage Fund and collecting the donations and handing them into the Recorder. To present information about the Holy Land Pilgrimage to the Sir Knights at a time during the year.

TREASURER – To uphold all the vows in the obligation and office description at installation.

To make sure that the books are in order for Inspection.

RECORDER - To uphold all the vows in the obligation and office description at installation.

To make sure that the dues notices and cards are sent out in a timely manner.

That the annual report is done and handed into the Grand Recorder before the required deadline.

To make sure all proper paperwork is filled out and all books are prepared for the Inspection.

STANDARD BEARER - To uphold all the vows in the obligation and office description at installation.

In charge of the set up, take down and closing up of the Asylum at all Conclaves and other Zion events at our home. Assign a Sir Knight to assist in this duty.

SWORD BEARER - To uphold all the vows in the obligation and office description at installation.

Assist the Junior Warden in being the supply officer. In charge of the up keep of the sword inventory: cleaning, repair and supply.

Sargeant in arms, Quarter Master

WARDER - To uphold all the vows in the obligation and office description at installation.

GUARDS – To be at all Inspection practices and other meetings required by the Commander or Captain General.

To be familiar with the sword manual and the communications across the lines for Inspection.

To assist in the set up of the asylum for each Conclave.

SENTINEL – To make sure that the asylum is set up in suitable array for each Conclave, with the assistance of the Guards.