

Scottish Rite of Freemasonry
 Orient of North Carolina
 Valley of New Bern

Job Description

STANDARD PROCEDURE	
TITLE: First Knight	NUMBER: ONC-VNB-A2.5
BODY: Knights of Saint Andrew	ORIGINAL DATE: 1/14/13
Reports to: Advisory Conference	REVISION DATE:
	REVISION:

JOB DESCRIPTION:

GENERAL PURPOSE:

DUTIES:

1	Presides at all regular and special meetings of the Valley of New Bern Knights of Saint Andrew Chapter and rules on all matters that shall come before the Chapter.
2	Present at annual communication, an annual report of the work of the KSA.
3	Shall be one of the officers who may sign vouchers on behalf of the KSA.
4	Shall see that all books, reports, and certificates required by law are properly kept or filed.
5	Appoints all standing and ad hoc committees and fills such vacancies as may arise in the officer line, in accordance with the By-Laws of the Chapter, subject to the approval of the Sovereign Grand Inspector General.
6	Attends the Advisory Conference meetings as an observer.
7	Present a summary of activities at each stated communication of the Lodge of Perfection.
8	Attends and participates in the Reunions and other special functions within the Valley of New Bern. Directs the Knights of St. Andrew to assist in areas which are identified by the Director of the Work, General Secretary, or SGIG Personal Representative.
9	Assures that the Ancient and Accepted Scottish Rite as well as this Chapter is above all disturbances and commotions.
10	Works with and assist other chapters of Knights of St. Andrew in special functions within the Orient of North Carolina.