

## **Circle Officers & Their Duties**

**The Chief Squire:** The chief squire is the chief executive of the circle. He presides at all meetings, selects members to chair each of the four permanent committees. He also appoints the marshal and sentry, as well as an arm captain and pole captain to assist during ceremonials.

**Deputy Chief Squire:** As “second-in-command”, the deputy chief squire should keep current with all facets of committee work and with chief squire’s long-range planning schedule.

**Notary:** The notary uses a *Notary’s Record Book* (Form #465) to record the proceedings of all circle meetings and is responsible for keeping the state circle and the supreme council department of fraternal services informed of the circle’s status. The notary is required to keep an attendance record of all meetings and also maintain an inventory of all circle equipment and ceremonial paraphernalia.

**Bursar:** As the circle’s treasurer, the bursar collects income from fund-raising projects.

**Father Prior:** Serves as chaplain of the circle and if possible, oversees all of its religious activities; serves as the circle’s spiritual activities committee counselor; acts as the circle’s spiritual advisor; counsels and advises the squires in personal and religious matters.

**\*Marshal:** The marshal is responsible for ceremonial robes and paraphernalia. He is required to prepare circle chambers for regular meetings and to clean and maintain all equipment when necessary. He also checks membership cards of those present.

**Sentry:** The sentry guards the entrance to the business chamber during meetings and investitures and refuses entry to anyone who is not properly identified.

**\*Arm & Pole Captains:** The arm captain and the pole captain assist the marshal in the investiture ceremony; each is assigned by the marshal to lead a group of candidates. The arm & pole captains serve as assistants to the marshal as he fulfills his duties A responsibilities.

**\*Committee Chairmen:** There are four standing (permanent) committees: spiritual, service, circle and membership. Chairmen are appointed by the chief squire for a period of one year. Each chairman selects squires as committee members with the approval of the chief squire. Together, they are responsible for

developing & conducting activities in their area of responsibility. As projects are completed, committee chairmen should file a report with the circle for future reference.