Here is the breakdown of the responsibilities for each council officer based on the provided text:

Grand Knight

- **Overall Welfare:** Responsible for the overall welfare of the council and provides leadership to officers, directors, chairmen, and members.
- **Meetings & Committees:** Presides over council meetings and acts as an *ex officio* member of all committees.
- **Appointments:** Appoints membership and program directors, special committees, and the lecturer. He also appoints a seven-member admission committee and monitors their work.
- **Administrative Oversight:** Convenes officers for monthly meetings, oversees the proper exemplification of the First Degree, and ensures all state and Supreme Council reports are submitted on time.
- **Financial Oversight:** Countersigns all orders drawn by the financial secretary and all checks drawn by the treasurer. Reads vouchers of money paid and deposited to monitor the council's financial health.
- **Squires & Chaplaincy:** Serves on the Advisory Board for the sponsored Columbian Squires circle. Collaborates with the deputy grand knight and trustees to recommend a chaplain to the ordinary of the diocese.

Deputy Grand Knight

- **Assistance:** Serves as second in command, assists the grand knight in council operations, and handles any duties assigned to him.
- **Presiding:** Presides over council meetings and functions in place of the grand knight when the grand knight is absent.
- **Committees & Boards:** Serves on the Advisory Board for the Columbian Squires circle and is suggested to serve on the council's retention committee alongside the board of trustees.

Chancellor

- **Assistance & Leadership:** Assists the grand knight and deputy grand knight, and takes charge of the council if both are incapacitated or extendedly absent.
- **Member Engagement:** Strengthens members' interest in council activities.
- **Committees & Teams:** Recommended to serve as the chairman of the council's Admission Committee and serves as a member of the Columbian Squires circle ceremonial team.

Recorder

- **Record Keeping:** Keeps a true record of all council actions, specifically utilizing the "Recorder's Minute Book" to log minutes of all council meetings.
- **Correspondence:** Maintains all official correspondence for the council.

Financial Secretary

- **Financial Records:** Collects and receives all council moneys from any source, turning those funds over to the treasurer for deposit.

- **Dues & Retention:** Sends out billing notices before the start of the billing period and initiates retention measures to prevent member suspensions.
- **Membership Records:** Compiles membership records, ensures new members sign the constitutional roll during their First Degree, and applies for honorary/honorary life membership cards for qualified members.
- **Reporting & Supplies:** Handles member supply orders with the Supreme Council Supply Department, files the "Report of Officers," and reports membership/insurance transactions to the Supreme Council.

Treasurer

- **Fund Management:** Manages all council funds, receives money from the financial secretary, and issues receipts for those funds.
- **Deposits & Vouchers:** Deposits all money into the proper council accounts and provides a voucher or certificate of deposit to the grand knight for each transaction.
- **Payments:** Issues payments to the Supreme Council for assessments and fulfills all council orders.
- **Accounting:** Keeps accurate, up-to-date accounts of the general expense fund and any special funds, making these records available to the grand knight, financial secretary, or board of trustees upon request.

Lecturer

- **Programming:** Responsible for presenting suitable educational and entertaining programs (such as speakers or special presentations) during the "Good of the Order" section of council meetings.
- **Knowledge Base:** Must stay knowledgeable about all aspects of council programming to help build meeting attendance and benefit the membership.

Advocate

- **Parliamentarian:** Acts as the council parliamentarian and must be thoroughly familiar with the laws of the Order, council by-laws, "Robert's Rules of Order," and meeting methods.
- **By-Law Revisions:** Serves as the chairman of the revision committee when by-laws are being revised.
- **Legal & Trials:** Seeks legal assistance from the state advocate when needed, and prosecutes charges on behalf of the council in matters regarding the trial of council members.

Warden

- **Property & Chamber Setup:** Supervises and maintains all council property (except the financial secretary's property) and sets up the council chambers for meetings and degrees.
- **Guards:** Appoints and supervises guards for ceremonial exemplifications, and oversees the inside and outside guards to ensure they fulfill their duties.

Inside/Outside Guards

- **Door Security:** Attend the doors of the council chamber and check for current membership cards before allowing anyone to enter.

Board of Trustees

- **Financial Supervision:** Consists of the grand knight and three elected members who supervise all financial business, oversee the financial secretary and treasurer, and serve as auditors for semiannual audits.
- **Retention Committee:** Suggested to serve on the council's retention committee alongside the deputy grand knight.

Chaplain

- **Spiritual Guidance:** Acts as the spiritual advisor to the brother knights and their families, and acts as an advisor to the Church activities director and committee.
- **Meetings & Reports:** Expected to attend meetings and provide a chaplain's report (covering relative business matters and a brief religious talk), as well as a summation prior to the closing prayer.
- **Education & Leadership Training:** Exercises the teaching phase of his ministry to train members as Catholic leaders and helps clear up questions regarding religious information.
- **Community & Consultation:** Cooperates in conducting public Catholic affairs and acts as a consultant for council officers before the council takes a public position on controversial questions.
- **Squires:** Serves as a member of the Advisory Board for the council-sponsored Columbian Squires circle.