GRAND COMMANDERY OF KNIGHTS TEMPLAR OF MINNESOTA

GRAND OFFICER DUTIES AND RESPONSIBILITIES

Last updated: 29 October 2026

> This material is designed for the newly elected Grand Officers to provide some assistance and guidance to just what he is supposed to do. It is not the final word, and when written is not meant that it could not be changed, but as things are now, what is outlined is meant to be a guide for you in your years to come in the Minnesota Grand Commandery line.

General Instructions for All Grand Commandery Officers

LET US COMMUNICATE – IN WRITING

In order that we may better organize, implement, instruct and coordinate our activities, certain rules should be followed by all. A copy of all reports should be sent to the Deputy Grand Commander and the Grand Recorder. As much as is practical, keep the other Grand Officers informed of special events in your area. If Knights Templar is to be a live, vital organization in Minnesota, our Grand Commandery Officers must provide the leadership to make it so.

- All Grand Dais Officers and the Grand Recorder are required to attend the North Central Department Conference as well as the GEKTUSA Triennial session.
- All other Grand Officers (elected and appointed) are strongly encouraged to attend the North Central Department Conference and various Conclaves of the North Central States.

Annual State Conclaves

Dates current but subject to change

Event / Jurisdiction	Schedule & Frequency	Upcoming Details / Location
North Central Department Conference	Held fourth Friday & Saturday of October	23–24 October 2026, Sioux Falls, SD
Iowa Conclave	June of each year	Annual Conclave
Minnesota Conclave	June of each year	June 26, 2027 – St. Cloud, MN
Nebraska Conclave	April of each year	April 1–3, 2027 – Kearney, Nebraska
North Dakota Conclave	September	26 Sep 2026 – Carrington, ND
South Dakota Conclave	September	19 Sep 2026 – Huron, SD
Wisconsin Conclave	June	19 Jun 2027 – Milwaukee, WI

Grand Commander Duties and Responsibilities

Direct the overall activities of the Grand Commandery. Delegate specific duties to others and expect results and reports. (A copy of all reports should go to the Deputy Grand Commander and Grand Recorder.)

A. Visit neighboring Grand Conclaves within the North Central Department, representing Minnesota or appoint his official proxy.

B. Attend the North Central Department Conference.

C. Visit Minnesota Grand Lodge, Grand Chapter, Grand Council, and special events in Constituent Commanderies in Minnesota.

D. Attend his own Commandery and other Masonic Bodies as much as possible.

Deputy Grand Commander Duties and Responsibilities

Substitute for the Grand Commander when requested. Be in charge of and coordinate administration of all Officers, which includes ritualistic work, inspections, and membership drives. Make emergency assignments as needed if the Grand Commander is unavailable. Provide names of Grand Chapter and Grand Council District Officers to the Grand Commandery Officers so they may have the utmost cooperation in all Divisions with a minimum of conflicts. Attend special events.

A. Serve on the FINANCE COMMITTEE as its Chairman.

B. Attend Special Masonic Events (Anniversaries, 100 Year Observances, etc.).

C. Attend Board Meetings

D. Attend the North Central Department Conference wherever held.

E. Strive to attend the Grand Conclaves of the various States of the North Central Department.

F. Promote UNITY between the Masonic Bodies.

G. Be ready to represent the Grand Commander, if asked, at various meetings, Commanderies or other Masonic Bodies wherever directed.

H. Assist the Grand Commander in the discharge of his duties and in his absence to preside.

I. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

Grand Generalissimo Duties and Responsibilities

Promote Templary at every opportunity throughout the State. Serve as a substitute Division Commander if called upon. Attend special events within the State always promoting the Knights Templar Eye Foundation. Attend his own Commandery and other Masonic Bodies as much as possible. Send monthly reports of all activities to the Grand Commander, Deputy Grand Commander and the Grand Recorder.

A. Serve on the KNIGHTS TEMPLAR EYE FOUNDATION as its chairman; being responsible to make contact with the constituent commanderies, through correspondence, visitation, whatever it takes to raise funds. To keep records of such a campaign and other correspondence regarding the annual national fundraising drive.

B. Attend all special events (inspections, recognition nights, 100 year anniversaries, etc.) as available held within the State to promote Templary and promote Knights Templar Eye Foundation.

C. Attend foreign jurisdictions holding conclaves – Wisconsin, Iowa, North Dakota, South Dakota, Nebraska if at all possible.

D. You are required to attend the North Central Conference wherever held.

E. Serve on the FINANCE COMMITTEE – remember next year you are the Chairman.

F. Attend Board Meetings.

G. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

Duties and Responsibilities of the Grand Captain General

A. Attend Board Meetings.

B. Perform the duties of a Division Commander when requested.

C. Serve and advise on the KNIGHTS TEMPLAR EYE FOUNDATION COMMITTEE.

D. Serve on the FINANCE COMMITTEE.

E. Required to attend the North Central Conference wherever held.

F. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

G. Serve as Chairman of the Awards and Honors Committee

Duties and Responsibilities of the Grand Senior Warden

A. Attend Board Meetings.

B. Perform the duties of a Division Commander when requested.

C. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

D. Serve on the KNIGHTS TEMPLAR EYE FOUNDATION COMMITTEE.

Duties and Responsibilities of the Grand Junior Warden

A. Attend Board Meetings.

B. Perform the duties of a Division Commander when requested.

C. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

Duties and Responsibilities of the Grand Standard Bearer

A. Attend Board Meetings.

B. Be thoroughly familiar and proficient with your position.

C. Be in charge of equipment and materials belonging to the Grand Commandery.

1. Arrange pick up from storage and transport to and from the Grand York Rite Sessions wherever held. See that they are in turn handed over to the "new" Standard bearer at the next Grand Conclave in good order.

- Grand Commandery of Knights Templar of Minnesota Charter
- American Flag and Flagpole
- Canadian Flag and Flagpole
- Beauceant Stands
- Grand Standard
- Grand Commandery Beauceant
- 3 Flag Stands
- Grand Commandery Bible and Accessories (Square and Compass, Cross, Two Swords)

D. Be familiar with proper flag etiquette and instruct any and all in proper flag etiquette.

E. Maintain a written inventory of all current Grand Commandery property and accessories.

F. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

Duties and Responsibilities of the Grand Sword Bearer

A. Attend Board Meetings.

B. Be thoroughly familiar and proficient with your position.

C. Perform the duties of a Division Commander when requested.

D. Assist in maintaining equipment belonging to the Grand Commandery and transporting to the Annual Grand Conclave wherever held.

E. Be proficient with sword drills and etiquette and able to instruct others in the proper ceremonial use of the sword.

F. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

Duties and Responsibilities of the Grand Warder

A. Attend Board Meetings.

B. Be thoroughly familiar and proficient with your position.

C. Perform the duties of a Division Commander when requested.

D. Assist in maintaining equipment belonging to the Grand Commandery and transporting to the Annual Grand Conclave wherever held.

E. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

Duties and Responsibilities of the Grand Sentinel

A. Attend Board Meetings.

B. Be thoroughly familiar and proficient with your position.

C. Perform the duties of a Division Commander when requested.

D. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

Duties and Responsibilities of Division Commander

A. Upon being appointed a Division Commander you should write to every Commandery in your Division, introduce yourself and inform them when you are going to visit their Commandery (by notifying the Commandery of the time and place you can avoid any embarrassment).

1. Perform the annual inspection as laid out by the Grand Commander at each Commandery in your Division.
2. Inquire if they are able to participate in an Inspection:
   - On their own, or
   - In conjunction with other Commanderies within your Division
   - Remind your Commanderies of their ability to compete for the RALPH KIRK Award and the MATHISON TRAVELING BIBLE Award by participating in Inspections
3. Inquire if there are any special needs or problems.

B. INSPECTIONS, if you are setting up dates check with and then 'clear' with the Deputy Grand Commander so that we can eliminate any conflict of dates. Please confirm your dates by letter and/or email rather than by phone. Phone calls are convenient but mistakes can be made.

C. AS THE INSPECTING OFFICER, be sure and fill out your reports promptly!! If you wait time goes by and important events are forgotten. Then send copies to: Deputy Grand Commander, Grand Recorder, and one for your file. I do believe that it would be appropriate to send one to the Commander as a memento of his efforts.

D. AS DIVISION COMMANDER, you are to provide instruction on how the Inspection should be done using our Tactics Manual. Help in the conferring of our Orders. Keep track of the Sir Knights that can help you put on the Orders in the various Commanderies.

E. CARRY A YORK RITE PETITION, it is far better to have carried one and not needed it than to need one and not have one.

F. CARRY A KNIGHTS TEMPLAR CROSS OF HONOR NOMINATION FORM, in your possession as a reminder that if there is a deserving Sir Knight, that the Constituent Commandery should recommend him. They should be sent to the Grand Recorder no later than 90 days before the Grand Conclave.

G. Maintain a record of your official activities and send them in every two months to the Deputy Grand Commander and Grand Recorder.

H. COMMUNICATE with your fellow Officers, keep them informed of any special events that are happening or will be in the future so that the Grand Commandery can attend this event and show support.

I. BE FAMILIAR, with the Constitution, Rules and Regulations of the Grand Commandery.

AND LAST BUT NOT LEAST, WE ARE HERE TO SERVE THE COMMANDERIES, NOT THEM TO SERVE US. Reward and encourage with kind words, criticism can dampen and disenchant those that work.