

Duties of District Deputy Grand Commanders

- Being the personal representative of the Right Eminent Grand Commander
- Being familiar with The Constitution and Statutes of the Grand Commandery of Knights Templar of SC. **(If you do not understand something or you are unable to answer a question, do not give an answer which may be wrong, just say I don't know but I will get an answer and contact the Right Eminent Grand Commander for clarification).**
- Visiting all Commanderys in your District. You are expected to conduct an official visit of every Commandery in your District. Notify the Eminent Commander and/or the Recorder of the planned date of your Official visit and what books and records you will need to examine. **(This visit should be on a date other than the planned visit by the Grand Heads).**
- Examine the books and records of each Commandery in your District. You should check each of the following items of the Commandery to assure that the records are being kept up to date and that the required controls are in place:
 - Minute Book
 - Membership ledger
 - Cash Books of the Recorder
 - Vouchers and Receipts of Recorder and Treasurer
 - Bank Account: **(make sure it is not in the name of an individual and that only the Treasurer or the Treasurer and the Eminent Commander are authorized to draw on it)**
 - Examine the last annual audit report and discuss any discrepancies
 - Review the sign in register, note the number of members in attendance for meetings **(if number is below constitutional number of**

- nine (9) then review minutes to make sure no votes were taken on candidates, spending funds not required to maintain space rental, that no changes were approved to By – Laws and that elections and installations were not held)
- Assure that the IRS 990 form has been filed and a copy sent to Grand Recorder
 - Make sure the Eminent Commander has a current copy of his Commandery By Laws and a copy of The Constitution and Statutes of the Grand Commandery of Knights Templar of SC
 - Determine the condition of the Commandery in all respects
 - Resolve issues and conflicts which may arise within your District in a harmonious and brotherly manner
 - Give instructions in matters pertaining to The Constitution and Statutes of the Grand Commandery of Knights Templar of SC
 - Work with District Deputy from the Chapter and Council in your District to appoint recruiting representatives and to conduct:
 - Recruiting programs at Lodges in your York Rite District
 - District Instructional Programs or District study groups or establish District degree teams
 - Report in writing the condition of each Commandery in your District to the Right Eminent Grand Commander and send a copy to the Grand Recorder. Reports may be by email or by letter and are due to Right Eminent Grand Commander by May 1st; August 1st; November 1st; February 1st
 - To perform services and execute duties as you may be instructed to do by the Right Eminent Grand Commander and/or the Grand Commandery