

*Suggested Duties for the Aides to the
Grand Commander of the
Knights Templar in Indiana*



Description of Duties for Aide to the Grand Commander

“An Aide has to be a secretary, companion, diplomat, bartender, caterer, author, and map reader as well as mind reader. He or she must be able to produce at a minutes notice - timetables, itineraries, the speeds and seating capacity of various aircraft, trains, surface transportation, know seating arrangements at all occasions and all settings. He or she must know the right type of wine for a meal, how many miles it is to Timbuktu, where to get the right information, and occasionally, how the boss’s steak or roast beef ought to be cooked. The Aide must always have a notebook handy, know how to make minor repairs on plumbing and heating gadgets, or where to get it done “RIGHT NOW!” He must keep a car handy with the right number of stars on the plate and be sure that the driver is awake. The Aide must provide raincoats if it rains, coats if it is cold, a map if in strange places, a pistol if in a hostile country and laugh at all “jokes.” The Aide must act as a buffer between the general and the staff, know who to let in and who to keep out, what papers are urgent, which should be pigeon-holed, where to find the original and back-up papers of all correspondence. Aides must know when it is OK to stick their neck out by answering questions and when to pull it back before it is chopped off, when to jump channels to find the person who can deliver information, and know who outranks whom. Aides have to be able to keep their temper, be able to write a speech, proofread unerringly, draft a letter, know everyone’s name and job, stand in receiving lines for hours with a big smile, always look fresh, always know what uniform to wear, know what is happening a week from today, have the latest weather report and, in their spare time, study to maintain military proficiency.” Taken from the Officer/Enlisted Aide Handbook “What is an Aide”. www.quartermaster.army.mil

An Aide to the Grand Commander would need to be active and able to attend all major functions (Incoming Conclave, Summer Picnic, Christmas Party, Newby-Avery-Vaught Banquet, Outgoing Conclave, and the Summer and Winter Meetings). It is strongly recommended that there are at least two active Sir Knights and Ladies as Aides. There are times that you’ll need to have one Aide in one location and another Aide in another location, especially at Conclaves. You will need to be incredibly organized, work in the background, and adapt to any give situation. Your primary job is to make the Grand Commander and his Lady look good.

You will need to understand the importance of the Hospitality Room and make sure that it is open and inviting for guests. The Hospitality Room is not about you, nor is it about the Grand Commander or his Lady. It is about making the Grand Commandery and the Grand Commander look good, making people feel welcome, and giving them a place to stay if needed. Typically, the Hospitality Room closes only for Installation, Divine Service, Social Hours, Banquets and the Ladies Luncheon, otherwise it is open from 7 a.m. to 10 p.m. The Hospitality Room is for guests. It is where people come to be social. It is where people come after they’ve checked out of their hotel room, but it’s too early for the banquet. It is where people come before their hotel room is ready. It is where people come to get a snack or a drink. It is where some people may come to change into formal clothes for the banquet (using the bathroom). It is where the Ladies gather while the Sir Knights are in meetings. The Hospitality Room plays an important role in Conclave, and must be made to feel like it. While the Hospitality Room is primarily run by the Aides of the Grand Commander’s Lady, you may be called upon to help if staffing is short. You will definitely be called upon to help move totes and/or coolers.

Grand Commander's Incoming Conclave

- This is the easiest event of the year. It's a good way to familiarize yourself with the people in the Grand line and the routine.
- There will likely be paperwork or gifts that need to be handed out to the Grand Line Officers. Become familiar with the Grand Line Officers before the event so you can identify them on sight. The Grand Commander may want to hand out the gifts himself, but talk about it before hand so you know what he wants you to do. If you are not handing out the gifts, you may need to make sure the SK's and Lady's gifts are easily accessible for the Grand Commander and his Lady to hand out their own gifts.
- You will need to help tear down the Hospitality Room at the end of Conclave. You may be asked to store the totes at your house, but your Grand Commander should ask you in advance. All of the totes will need to be removed from the Hospitality Room before midnight.

Summer and Winter Meetings

- Make sure that you attend both the Summer and Winter meetings. If you are unable to attend, let the Grand Commander know well in advance.
- Be ready to assist the Grand Commander with anything he needs - handing out paperwork, carrying in anything from the car, etc.
- You may need to organize refreshments and/or food and drinks. Talk to the Grand Commander in advance and know what you need to bring.

Summer Picnic

- Dress cool and comfortable. You will be working, bending over, and carrying things most of the day. You will also have time to socialize, but not as much as the guests.
- You will need to get there about an hour or an hour and a half before the event is scheduled to start. People always arrive early.
- Greet the guests as they arrive and offer to take their dishes from them.
- Work with the event staff to make sure you have everything you need.
- If there are guests with mobility issues, or too much to carry, offer to help them to their car.

- Help the Grand Commander carry anything to the car that is needed.

Receptions

- You may be asked to be a traveling companion to the Grand Commander and his Lady.
- During your year as Aide to the Deputy Grand Commander, you will need to attend as many Receptions as possible to see how they work, and notice the differences between Battalions.
- During your year as Aide to the Grand Commander, you will need to attend as many Receptions as possible to help the Grand Commander with his tasks.

Christmas Party

- Dress comfortably, but appropriately. You will be working, bending over, and carrying things most of the day. You will also have time to socialize, but not as much as the guests.
- You will need to get there about two hours before the event is scheduled to start. People always arrive early, and you have a lot to do before they get there.
- Set up the tables and chairs however the Grand Commander's Lady would like them.
- Start a fire in the fireplace and keep it stoked throughout the day. Make sure it's out before you leave.
- Help the Ladies keep an eye on the drinks and make sure there is fresh coffee for the guests.
- Greet the guests as they arrive and offer to take their dishes from them.
- Some guests may bring a canned food for a donation to a food bank. Collect these on the bench behind the desk just inside the door. These will need to be carried out to the Grand Commander's or the Grand Prelate's car at the end of the day.
- Make sure all of the White Elephant gifts are labeled "Sir Knight" or "Lady".
- Make sure each person who brought a gift receives half of a ticket for the drawing. The other half of the ticket will go in a bag or basket. It is easiest to take care of the tickets at the desk just inside the door.
- Before the prayer is said, make sure that there are drinks still available in the drink dispensers.
- Go through the line after everyone else is served, and check to make sure there are still enough drinks for refills before you sit down.

- After everyone has eaten lunch, they will move over by the Christmas tree for the gift exchange.
- Make sure the Grand Commander has the tickets for the drawing.
- After the gift exchange, you will need to take down the table decorations and clean the tables.
- Take down the tables and chairs and stack them on the racks where they belong.
- Help the Grand Commander and his Lady get everything loaded in their car.
- Make sure the trash is emptied before you leave.

Newby-Avery-Vaught Banquet

- You may want to arrive in street clothes so you can work then change into your formal before the event begins.
- You will need to arrive about an hour and a half before the Banquet to help set up.
- The tables will need to be decorated with centerpieces, wine glasses, favors (optional), programs, and sparkling cider. You may need to help the Ladies with this.
- You should have received the head table seating chart from the Grand Commander about a week in advance - ask for it if you haven't. This will need to be done in advance so it can be typed in a large font and be legible. If you and the Grand Commander are unsure of the correct titles for a guest, email the Grand Recorder for help. You'll need at least two copies.
- Make sure the Emcee also has a head table seating chart complete with their correct titles for introductions - just hand it to them when they arrive, or put it on the podium and let them know it's there.
- There will be place cards to put at the Head Table. These are important for the guests to know where to put their things before they are introduced. You may be asked to make the place cards - ask to make sure. If you are asked to make them, make sure they are printed in a large, legible font using the seating chart as your guide. Their names and office should be on the place cards, but it is unusual to be able to fit their titles and awards on there too. Print their name in bold and anything else in regular font. Make sure to include "S.K." or "Lady". FYI - a Lady never sits on the outside end of the row.
- After the meal, you will need to help take down all the table decorations. You may need to help the Ladies with this. Someone may want the extra sparkling cider.
- Help the Grand Commander's Lady take the decorations and anything else to their car.

Divine Service

- You may need to help hand out programs. Coordinate with the Grand Prelate and see what is needed.
- Make sure there are at least two chapeaus in the room for the offering. You may be asked to “pass the hat” for the offering - ask the Grand Prelate before the service begins.

Outgoing Grand Commander’s Banquet

- You may want to help set up in street clothes so you can work then change into your formal clothes before the event begins.
- You should have received the head table seating chart from the Grand Commander about a week in advance - ask for it if you haven’t. This will need to be done in advance so it can be typed in a large font and be legible. If you and the Grand Commander are unsure of the correct titles for a guest, email the Grand Recorder for help. You’ll need at least two copies of this list.
- Make sure the Emcee also has a head table seating chart complete with their correct titles for introductions - just hand it to them when they arrive, or put it on the podium and let them know it’s there.
- Help the Grand Commander’s Lady take the decorations and anything else to their room or car.

Outgoing Conclave - *the end*

- You may choose to keep the Hospitality Room for the rest of the day, or you may choose to turn it over to the Incoming Grand Commander. Have this discussion at least a month in advance and be aware of times if you are turning it over.
- If you are keeping the Hospitality Room, you will need to tear it down at the end of Conclave. All of the totes will need to be removed from the Hospitality Room before midnight. About a month ahead, make sure the incoming Grand Commander’s Aide know there are large totes and have plan for their storage.

While most of your duties are directed toward helping the Grand Commander, know that the Grand Commander’s Lady will also depend on you to help get things done, particularly with carrying or moving things.

When you are at banquets, it is helpful to sit at the back of the room or near a door so you can run errands if necessary. It is also helpful to let the Grand Commander and his Lady know where you are sitting so they can find you quickly if they need you.

You will be working closely with the hotel staff. They can make your life so much easier. Remember they work hard, and they work in the background too. Be kind and courteous to them and tip them if possible. Even the guy who empties the trash cans will work harder for you if they know you appreciate their effort.

During your year as an Aide, it is likely that the Grand Commander will ask for your advice or opinion on any given topic. Always be honest and remember your place. It is not your job to tell them what to do, but you can always share your opinion.

Most Grand Commanders want to know how they are perceived by local Sir Knights. People may be more open with you than anyone in the Grand Line. If you hear anything that the Grand Commander may want to address, be sure to let him know.

During your year as Aide to the Deputy Grand Commander, or even before, you need to be present at all major events. You need to talk to the people running the Hospitality Room and find out how to do it. Spend time in the Hospitality Room watching how it's done. You need to talk to the Aides of the Grand Commander and get any tips they have to offer.

Compiled by Tony and Monica Peterson
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Suggested Duties for the Aides to the Grand Commander's Lady



Description of Duties for Aide to the Grand Commander's Lady

“An Aide has to be a secretary, companion, diplomat, bartender, caterer, author, and map reader as well as mind reader. He or she must be able to produce at a minutes notice - timetables, itineraries, the speeds and seating capacity of various aircraft, trains, surface transportation, know seating arrangements at all occasions and all settings. He or she must know the right type of wine for a meal, how many miles it is to Timbuktu, where to get the right information, and occasionally, how the boss's steak or roast beef ought to be cooked. The Aide must always have a notebook handy, know how to make minor repairs on plumbing and heating gadgets, or where to get it done “RIGHT NOW!” He must keep a car handy with the right number of stars on the plate and be sure that the driver is awake. The Aide must provide raincoats if it rains, coats if it is cold, a map if in strange places, a pistol if in a hostile country and laugh at all “jokes.” The Aide must act as a buffer between the general and the staff, know who to let in and who to keep out, what papers are urgent, which should be pigeon-holed, where to find the original and back-up papers of all correspondence. Aides must know when it is OK to stick their neck out by answering questions and when to pull it back before it is chopped off, when to jump channels to find the person who can deliver information, and know who outranks whom. Aides have to be able to keep their temper, be able to write a speech, proofread unerringly, draft a letter, know everyone's name and job, stand in receiving lines for hours with a big smile, always look fresh, always know what uniform to wear, know what is happening a week from today, have the latest weather report and, in their spare time, study to maintain military proficiency.” Taken from the Officer/Enlisted Aide Handbook “What is an Aide”. www.quartermaster.army.mil

An Aide to the Grand Commander's Lady would need to be active and able to attend all major functions (Incoming Conclave, Summer Picnic, Christmas Party, Newby-Avery-Vaught Banquet, Ladies Luncheon, Outgoing Conclave, and possibly the Summer and Winter Meetings). It is strongly recommended that there are at least two active Sir Knights and Ladies as Aides. There are times that you'll need have one Aide in one location and another Aide in another location, especially at Conclaves. You will need to be incredibly organized and work in the background. Your primary job is to make the Grand Commander's Lady look good.

You will need to understand the importance of the Hospitality Room and make sure that it is open and inviting for guests. The Hospitality Room is not about you, nor is it about the Grand Commander or his Lady. It is about making the Grand Commandery and the Grand Commander look good, making people feel welcome, and giving them a place to stay if needed. Typically, the Hospitality Room closes only for Installation, Divine Service, Social Hours, Banquets and the Ladies Luncheon, otherwise it is open from 7 a.m. to 10 p.m. It is recommended that there are two of you working the Hospitality Room - one of you can go help the Grand Commander's Lady, or change into your formal while the other one is hosting the room, then switch. If, for some reason, there are not two of you, ask some of the Grand Ladies for help. The Hospitality Room is for guests. It is where people come to be social. It is where people come after they've checked out of their hotel room, but it's too early for the banquet. It is where people come before their hotel room is ready. It is where people come to get a snack or a drink. It is where some people may come to change into formal clothes for the banquet (using the bathroom). It is where the Ladies gather while the Sir Knights are in meetings. The Hospitality Room plays an important role in Conclave, and must be made to feel like it. You may ask guests to leave when it is time to close, but be polite about it.

Grand Commander's Incoming Conclave

- This is the easiest event of the year. It's a good way to familiarize yourself with the people in the Grand line and the routine.
- There will likely be paperwork or gifts that need to be handed out to the Grand Ladies. Become familiar with the Grand Ladies before the event so you can identify them on sight. The Grand Commander's Lady may want to hand out the gifts herself, but talk about it before hand so you know what she wants you to do.
- You will likely need to take over the Hospitality Room from the outgoing Grand Commander's Lady. Make these arrangements a month or so ahead of time so you know where you need to be and when.
- You will need to help the Grand Commandery's Lady with table decorations and favors for the banquet. One of you will need to stay in the Hospitality Room while the other is helping with tables.
- You will need to tear down the Hospitality Room at the end of Conclave. You may be asked to store the totes at your house, but your Grand Commander should ask you in advance. All of the totes will need to be removed from the Hospitality Room before midnight.

Summer Picnic

- Dress cool and comfortable. You will be working, bending over, and carrying things most of the day. You will also have time to socialize, but not as much as the guests.
- You will need to get there about an hour or an hour and a half before the event is scheduled to start. People always arrive early.
- Greet the guests as they arrive and offer to take their dishes from them.
- Arrange the tables so the desserts are in one area, drinks are together, and the side dishes are together. Cut all the desserts and place serving spoons next to each dish. It is likely that the guests will bring serving utensils with their dishes, but have a few extra in case they're needed. Keep all dishes covered until after the prayer. Quickly uncover all the dishes and put the serving utensils in just after the prayer. If there are a lot of flies, cover the dishes as best as possible after everyone has gone through the line for the first time. They can uncover the dishes as they get second helpings.
- Work with the event staff to make sure you have everything you need.
- After the meal, you will need to help make sure all the dishes are covered. Remove any remaining trash from the tables.

- Help the Grand Commander's Lady carry anything to the car that is needed.

Summer and Winter Meetings

- While you will likely not have any responsibilities during the Summer and Winter meetings, it may be necessary for the Ladies to have a place to be and something to do. It can be as simple as light refreshments and a game of cards. Talk to the Grand Commander's Lady and know what she wants to do.
- During the Deputy Grand Commander's year, this might be a great time to get together with the Deputy Grand Commander's Lady and talk about what she wants to accomplish during her year. It is easiest to start the planning process by going through each event as it's own entity.

Christmas Party

- Dress comfortably, but appropriately. You will be working, bending over, and carrying things most of the day. You will also have time to socialize, but not as much as the guests.
- You will need to get there about two hours before the event is scheduled to start. People always arrive early, and you have a lot to do before they get there.
- Set up the tables and chairs however the Grand Commander's Lady would like them.
- Decorate the tables.
- Set out the plates, napkins and silverware however the Grand Commander's Lady would like them.
- The Grand Commander's Lady will bring the main dish. Make sure that it goes in the oven at the correct time to make it ready for the meal. Don't forget to preheat the oven.
- Make the drinks - tea, lemonade and coffee. Make sure there is ice. Don't forget the creamers and sweeteners.
- Greet the guests as they arrive and offer to take their dishes from them.
- Make sure all the desserts are cut and all dishes have a serving utensil.
- Before the prayer is said, make sure that there are drinks still available in the drink dispensers.
- Go through the line after everyone else is served, and check to make sure there are still enough drinks for refills before you sit down.
- After everyone has eaten lunch, they will move over by the Christmas tree for the gift exchange.

- After the gift exchange, you will need to take down the table decorations and clean the tables.
- You will need to wait a couple of minutes to allow people to opportunity to cover and pack up their own dishes, including their serving utensils. They should be able to do that while you are taking down the table decorations.
- Once most people have had the time to take their own dishes, start to cover and wash any remaining utensils.
- Tear down the drink station and wash the drink dispensers and coffee pots.
- There will be dishes in the kitchen to wash too. Be sure to leave the kitchen clean, neat and orderly. Put away any dishes that have been used during the day.
- Help the Grand Commander and his Lady get everything loaded in their car.

Newby-Avery-Vaught Banquet

- You may want to arrive in street clothes so you can work then change into your formal before the event begins.
- You will need to arrive about an hour and a half before the Banquet to help set up.
- The tables will need to be decorated with centerpieces, wine glasses, favors (optional), programs, and sparkling cider.
- You should have received the head table seating chart from the Grand Commander about a week in advance - ask for it if you haven't. This will need to be done in advance so it can be typed in a large font and be legible. If you and the Grand Commander are unsure of the correct titles for a guest, email the Grand Recorder for help. You'll need at least two copies.
- Make sure the Emcee also has a head table seating chart complete with their correct titles for introductions - just hand it to them when they arrive, or put it on the podium and let them know it's there.
- There will be place cards to put at the Head Table. These are important for the guests to know where to put their things before they are introduced. You may be asked to make the place cards - ask to make sure. If you are asked to make them, make sure they are printed in a large, legible font using the seating chart as your guide. Their names and office should be on the place cards, but it is unusual to be able to fit their titles and awards on there too. Print their name in bold and anything else in regular font. Make sure to include "S.K." or "Lady". FYI - a Lady never sits on the outside end of the row.
- After the meal, you will need to help take down all the table decorations. Someone may want the extra sparkling cider.

- Help the Grand Commander's Lady take the decorations and anything else to their car.

Ladies Luncheon and/or Ladies Program

- One of you will need to remain in the Hospitality Room while the other is helping with table decorations and programs.
- You will need to dress appropriately. You may choose to help set up for the luncheon and/or program then change into your dress.
- The Hospitality Room may or may not close for the Ladies Luncheon and/or program - ask the Grand Commander what he prefers. If it stays open, one of you will need to be there. If it closes, it will likely close only during the luncheon then open again immediately following the luncheon.
- After the luncheon, table decorations will need to be taken down, and the Hospitality Room will need to re-open.

Divine Service

- You may need to help hand out programs.

Outgoing Grand Commander's Banquet

- You may want to help set up in street clothes so you can work then change into your formal before the event begins.
- The tables will need to be decorated with centerpieces, favors, and programs (optional). You are trying to make a good impression, so make sure everything is straight and all the tables match. Make sure all the decorations are set up in the same way. Don't forget to decorate the Head Table.
- You should have received the head table seating chart from the Grand Commander about a week in advance - ask for it if you haven't. This will need to be done in advance so it can be typed in a large font and be legible. If you and the Grand Commander are unsure of the correct titles for a guest, email the Grand Recorder for help. You'll need at least two copies.
- Make sure the Emcee also has a head table seating chart complete with their correct titles for introductions - just hand it to them when they arrive, or put it on the podium and let them know it's there.

- There will be place cards to put at the Head Table. These are important for the guests to know where to put their things before they are introduced. You may be asked to make the place cards - ask to make sure. If you are asked to make them, make sure they are printed in a large, legible font using the seating chart as your guide. Their names and office should be on the place cards, but it is unusual to be able to fit their titles and awards on there too. Print their name in bold and anything else in regular font. Make sure to include "S.K." or "Lady". FYI - a Lady never sits on the outside end of the row.
- After the meal, you will need to help take down all the table decorations and collect any remaining favors.
- Help the Grand Commander's Lady take the decorations and anything else to their room or car.

Outgoing Conclave - *the end*

- You may choose to keep the Hospitality Room for the rest of the day, or you may choose to turn it over to the Incoming Grand Commander. Have this discussion at least a month in advance and be aware of times if you are turning it over.
- If you are keeping the Hospitality Room, you will need to tear it down at the end of Conclave. All of the totes will need to be removed from the Hospitality Room before midnight. About a month ahead, make sure the incoming Grand Commander's Aide know there are large totes and have plan for their storage.

While most of your duties are directed toward helping the Grand Commander's Lady, know that the Grand Commander will also depend on you to help get things done.

When you are at banquets, it is helpful to sit at the back of the room or near a door so you can run errands if necessary. It is also helpful to let the Grand Commander and his Lady know where you are sitting so they can find you quickly if they need you.

You will be working closely with the hotel staff. They can make your life so much easier. Remember they work hard, and they work in the background too. Be kind and courteous to them and tip them when possible. Even the guy who empties the trash cans will work harder for you if they know you appreciate their effort.

During your year as Aide to the Deputy Grand Commander's Lady, or even before, you need to be present at all major events. You need to talk to the people running the Hospitality Room and find out how to do it. You need to talk to the Aides of the Grand Commander's Lady and get any tips they have to offer. During this year, you may be asked to help with designing the table decorations, programs, favors, etc. It is easier to have all of this planned well in advance.

During your year as an Aide, it is likely that the Grand Commander's Lady will ask for your advice or opinion on any given topic. Always be honest and remember your place. It is not your job to tell them what to do, but you can always share your opinion.

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