

**RESPONSIBILITIES OF CURIA/COMITIUM OFFICERS**

Each officer has responsibilities on three levels:

1. The Praesidium
2. The Curia or Comitium
3. The Comitium or Senatus
4. Praesidium: weekly meeting, weekly assignment.
5. Curia/Comitium: monthly meeting, monthly officers meeting, participate in council work.
6. Comitium/Senatus: attend higher council meeting.

Council Works:

1. Extension and Organization of new praesidia: grow the Legion, recruit and develop new officers and members
2. Visitation of praesidia: raising standards, training the members, dealing with problems
3. Functions: Acies, Reunion, Outdoor, Congress, Days of Recollection, Annual Retreat

**DUTIES OF OFFICERS**

**President**

* Preside at meeting, prepare the agenda beforehand
* Assign the work: delegate
* Break new ground
* Build the team, communicate
* Groom a replacement

**Vice President**

* Interview/instruct new officers
* Present new officers to council for appointment/ratification
* Keep records: officers of each group, terms of office, attendance, roll

**Secretary**

* Minutes: recording, typing, reading at council, send to higher council
* Correspondence: with higher council
* Mail agenda to all officers

**Treasurer**

* Funds, accounts, books
* Supplies