**GENERAL DUTIES OF ALL PRAESIDIUM OFFICERS:**

1. Attend the monthly meeting of your Council (Curia or Comitium or Regia or Senatus).
2. Follow the “Standing Instructions” per Chapter 18 of the Handbook.
3. Attend the weekly Praesidium meeting and perform a weekly assignment.
4. Organize the September “Praesidium Function”.
5. Assist the other Officers in any way needed.

**SPECIFIC DUTIES OF OFFICERS:**

For the **President**:

* Preside at weekly meeting; prepare the agenda beforehand.
* Assign the work and check that it is being done in the right spirit.
* Provide the Allocutio in the absence of the Spiritual Director.
* Occasionally break new ground in assignments.
* Communicate and build teamwork in the praesidium.
* Look out for and train a replacement.
* Be docile to legitimate authority.

For the **Vice-President**:

* Preside at the meeting when the President is absent.
* Keep the roll book: mark the attendance at the meeting.
* Keep records of all active, praetorian, auxiliary, adjutorian and probationary members.
* Look after membership: welcome and mentor new members, be mindful of absent and sick members.

For the **Secretary**:

* Record the minutes of each praesidium meeting.
* Furnish all information and reports which may be required by your Council.

For the **Treasurer**:

* Make and record all income and expenditures of the praesidium.
* Make the “secret bag” collection at the meeting.
* Secure supplies for the praesidium as requested.
* Make sure an annual audit of the Treasurers records is completed.

Note: For a fuller explanation, see Chapter 34 of the Legion Handbook “Duties of Officers of Praesidia”.