



## RESPONSIBILITIES OF COUNCIL OFFICERS

Each Council (Curia/Comitium/Regia) officer has responsibilities on three levels:

1. The Praesidium
  2. The Curia or Comitium or Regia
  3. The Comitium or Regia or Senatus (i.e. the next higher Council)
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1. Praesidium: weekly meeting, weekly assignment.
  2. Curia/Comitium/Regia: monthly meeting, monthly officers meeting, participate in council work.
  3. Comitium/Regia/or Senatus: attend next 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
  - Sends a copy of the Council minutes, including, if possible, copies of the praesidium reports. With the minutes may be a cover letter in which the secretary can:

## **RESPONSIBILITIES OF COUNCIL OFFICERS**

- Comment on or clarify items in the minutes or reports
- Respond to the correspondent's questions or remarks
- Raise questions or discuss the Council's future plans
- Receives the correspondent's monthly letter and discusses it with the other Council officers or at a Correspondent Committee meeting.
- Reads parts of the correspondent's entire letter at the curia meeting (as with Senatus/Comitium Notes, someone other than the secretary could do this if desired).

### **Treasurer**

- The records maintained by the treasurer should consist of the following items:
  1. A ledger (bound book or electronic) which contains entries in ink for all income and expenditures. Electronic records shall be printed monthly and kept in an official binder.
  2. A bank statement for each month with a reconciliation done.
  3. Income ledger entries for all donations, cash and checks received and deposited.
  4. Documentation of cash donations from Praesidia (may be on front of manila donation envelopes).
  5. Bank deposit and withdrawal slips for all bank transactions.
  6. A copy of sales slips for all religious supplies sold.
  7. A sales slip, invoice or bill for religious supplies bought and for Legion business expenditures.
  8. Documentation of all donations made to Legion parent council, sub-councils or Praesidia.