

**The Correspondent**

The correspondent system can play an essential role in strengthening ties between the comitium and the attached curiae. The correspondent represents the comitium through his monthly letter, while the curia secretary, through minutes and cover letters speak for the curia body and officers.

Briefly the mechanics of the correspondent system are:

**Correspondent**

1. Receives from the curia secretary a copy of the minutes for the past meeting and a cover letter commenting on special points, asking or answering questions, etc.
2. Reviews the minutes and letters, and reports on them at the monthly committee meeting.

This report should include:

* + Details of praesidia reports, types of work done, etc.
  + Functions planned or reported on
  + Extension efforts, progress of organizations
  + Questions or comments from the secretary’s letter
  + Anything conspicuous by its absence, for example, no mention of required functions or Acies at appropriate times, no attendance figures for curia meeting.
  + Outlines to the committee the letter he plans to send to the curia. The letter should compliment work well done and ask questions on items needing clarification. Suggestions or directives received from senatus may also be passed on to the curia. Those at the committee meeting make suggestions on the content of the letter.
  + Writes and send the letter to the curia secretary, highlighting sections that should be read to the curia body. The correspondent keeps a file copy of the letter.
  + Visits the curia with a comitium officer at least once a year.

**Curia Secretary**

1. Sends a copy of the curia minutes, including, if possible, copies of the praesidium reports. With the minutes should be a cover letter in which the secretary can:

* Comment on or clarify items in the minutes or reports
* Respond to the correspondent’s questions or remarks
* Raise questions or discuss the curia’s future plans

1. Receives the correspondent’s monthly letter and discusses it with the other curia officers (or legionaries at the committee meeting).
2. Reads parts of the correspondent’s entire letter at the curia meeting (as with Comitium Notes, someone other than the secretary could do this if desired). This is particularly important, since it allows the curia body to directly receive the comitium’s congratulations, suggestions, or directives every month. The curia officers can comment on the letter and take questions or comments from the floor.