The Legion of Mary - Rochester Comitium
Instructions for Secretaries of Praesidia

1. The primary duty of the Secretary (and all officers) is attendance at the monthly Comitium meetings. Officers of Praesidia form the Comitium and are responsible for the government, growth and development of the Legion in the area. This includes the making of Comitium decisions - motions or disapprovals; also participation on various Comitium committees, i.e. Extension, Visitation, Publicity and Function Committees. Remember that the Praesidium officers are the Comitium. If you are not present, then there is no Comitium and part of Our Lady's work is left undone and there is no time for that because precious souls are involved.

The Comitium provides the link of communication in the Legion system. It is therefore essential that the Praesidium officers take notes at the Comitium meeting and report back to the Praesidium members on all matters and business considered at the Comitium meetings.

2. Assists the President. The Secretary presides at the meeting in the absence of the President and Vice-President.

3. Records the minutes of the Praesidium meetings. The minutes should be recorded in ink or typed in a book of good quality. No one should be excluded from officership if they can't type or use a computer, etc., as long as their handwriting is neat and clear.

4. Reads the minutes at each Praesidium meeting; makes any corrections and has the President sign the minutes.

5. Is responsible for any correspondence of the Praesidium.

6. Helps prepare the Praesidium Annual Report with the other officers. Types or writes the Annual Report. Brings copies to the Comitium and gives a copy of the report to the Spiritual Director and/or Pastor and files the original.

7. Maintains all writing supplies, i.e., Legion letterhead paper, envelopes, stamps, etc.

8. About a month before the date of the Acies, with the help of the other officers and members, sends out letters inviting auxiliary members to the Acies, giving date, name and address of the Church, starting time and whether a social will

follow. This time can also be an occasion for one of the visits which the Praesidium should be making to its Auxiliaries.

9. Maintains the files of the Praesidium. The following is a guide to file retention:

a. Minutes - keep initial organizational minutes and material giving the formation or background of the Praesidium. Save minutes covering at least seven years which include the starting dates of any present officers' terms.
b. Save at least one copy of all Annual Reports.
c. File copies of any letters written or received by the Praesidium. Letters pertaining to officerships should be saved for seven years; others in accordance with their period of effectiveness, i.e., Acies invitations, discard when revised.
d. Review files annually for efficient maintenance and the disposal of material beyond the retention period.

The Secretary should specially keep in mind the confidential nature of the minutes of the Praesidium and should take care to keep them in a safe place. All of the officers, together with the President, should set a high degree of spirituality and zeal for the members. All the officers should work together as a team. They should meet together a few times a year, apart from the Praesidium meeting, to discuss the problems of the Praesidium and set goals for the coming year and try to find ways to accomplish those goals.

The Legion system is based on the spirituality of St. Louis Marie de Montfort. While the formal Consecration to Our Lady he described is not required from each Legionary, the Legion is built on its spirit. We are rarely asked to risk our life for Christ, but we are daily asked to make little sacrifices for Him and for the souls for whom He suffered (including our own). For officers and members these sacrifices include faithful attendance at, and participation in, Praesidium and Comitium meetings and the doing of assignments which we may or may not like. It also includes submission to appropriate authority and learning to not only get along with, but actually love, our fellow members and officers (as they may have to make a substantial sacrifice to get along with and love us). At the same time, it should be remembered that our Blessed Mother is not only Our Lady of Sorrows but also Cause of Our Joy. The officers should make special efforts to guide the others in this area. This can only be done by staying close to Our Lord and Our Lady by frequent (daily, if possible) attendance at Mass and reception of the Sacraments and by prayer. Our Blessed Lord and His Mother will see to it that our Legionary efforts will be fruitful. Remember that your efforts are for Our Lady and she is the one who will ask her Son to reward you, and she cannot be outdone in generosity.