Praesidium Visitation Form for the President

Praesidium Name/Parish _____

Meeting Day and Time: _____

Will be visited by:

Name: _____ **phone #:** _____

Name: _____ **phone #:** _____

On Date: _____

Praesidium President: Please fill in the following information and give the form to the visitors when they attend your meeting.

Membership:

Name of President: _____

Phone # and Email address: _____

Name of Spiritual Director: _____

Number of senior active members: permanent: _____ probationary: _____

Number of juniors: _____

Number of auxiliary members: permanent: _____ probationary: _____

Number of members who subscribe to Maria Legionis: _____

Functions: How many members attended the:

Acies	_____ members
Summer Outdoor Function	_____ members
September Function	_____ members
Annual Retreat	_____ members
Annual General Reunion	_____ members

Vice President: Please have your VP attendance book available for the visitors after the meeting.

Treasurer: Please have your Treasurer's book available for the visitors after the meeting.

Secretary: Please have your Secretary Minutes book available for the visitors after the meeting.

Works: List your major assigned works and indicate approximately how often they are done.

Questions to answer:

- Was an annual audit of the Treasurer's book completed? Yes___ No___
- Will any Officer's terms be completed in the coming months?
- How is the Praesidium recruiting new members?

Problems: List any problems or concerns you would like to discuss with the visitors.