Rochester Comitium Legion of Mary
Praesidium Visitation Form

Praesidium: _____
Parish: _____
President: _____ **Phone#:** _____
Meeting Place: _____
Meeting Day and Time: _____
Visitors: _____ **and** _____
Date of Visit: _____
Number of Members at Meeting _____ **Total # of Active Members** _____

Visitors: Please check Yes or No for each question. Comment wherever appropriate. It may be necessary to ask the Praesidium officers about some of the questions when you meet with them after the meeting to review their records (e.g. president's worksheets, vice-president's membership rolls, secretary's minutes and treasurer's records).

Yes	No	Meeting Time and Place	Comments
☐	☐	Is the meeting place adequate?	
☐	☐	Is the altar kept neat?	
☐	☐	Are supplies available?	
☐	☐	Was the President's worksheet prepared in advance?	
☐	☐	Did the meeting begin on time?	
		The Rosary	
☐	☐	Did members (that were able) kneel for the Rosary?	
☐	☐	Did each member use a Rosary?	
☐	☐	Did each member pray the Rosary reverently?	
		The Spiritual Reading	
☐	☐	Was the reading taken from the handbook?	
☐	☐	If not from the handbook, was it Legion related?	
☐	☐	Was the reading of a suitable length?	
		The Minutes	
☐	☐	Were the minutes written neatly in ink or typed?	
☐	☐	Were the minutes complete and written in full sentences?	
☐	☐	Did the reading of the minutes set a good tone for the meeting?	
		The Standing Instructions	
☐	☐	Are they read when guests present & on 1st meeting of month?	
		The Roll Call	
☐	☐	Was a roll call taken & recorded in an Attendance Book?	
☐	☐	If any members were absent, was an officer notified in advance?	
☐	☐	Do members have legitimate excuses when they miss a meeting?	

Yes	No	The Treasurers Report	Comments
☐	☐	Was a report made on the previous week's secret bag collection?	
☐	☐	Were any questionable expenses reported?	
☐	☐	Was the balance greater than $50?	
		Reports	
☐	☐	Were the reports adequate and audible?	
☐	☐	If two members worked together, did they divide report to avoid repetition?	
☐	☐	Did members use notebooks to record and report their work?	
☐	☐	Are back reports given when members miss a meeting?	
☐	☐	Was attention given to each report by all members?	
☐	☐	Do members respect confidential nature of certain Legion work?	
		The Catena	
☐	☐	Did everyone stand during the Catena?	
☐	☐	Was the Catena recited properly?	
		The Allocutio	
☐	☐	Was the Allocutio a talk and not a reading?	
☐	☐	Was it given on a Legion topic?	
		The Handbook Discussion	
☐	☐	Was a member assigned to lead the discussion?	
☐	☐	Did all members participate in the discussion?	
		The Assignments	
☐	☐	Was specific work assigned by the President?	
☐	☐	Was work assigned to be done in pairs?	
☐	☐	Was work assigned substantial?	
		Concluding Prayers	
☐	☐	Did members (that were able) kneel for the Concluding Prayers?	
☐	☐	Were additional prayers added before the end of the meeting? *(Note: Prayers for the sick, etc. may be recited, if desired, after the conclusion of the meeting.)*	

After the meeting the Visitors should meet with the Praesidium officers for a short while to examine records and address any items of mutual interest

Records to Review

Vice President's Records

Are the Attendance Records complete and up to date? _____
Are there records showing dates joined and dates Legion Promise taken? _____.
Is there a record of Praetorian members? _____
Are there records of officer's terms of office? _____.
Are there records for Auxiliary and Adjutorian members showing when signed up and when became permanent? _____.

Secretary's Records

Are the minutes complete and up to date? _____.
Are the minutes retained for 7 years? _____.
Are the Praesidium's Annual Reports kept permanently? _____.
Is Correspondence to and from higher Councils kept permanently? _____.

Treasurer's Records

Are monthly donations given to the Comitium? _____.
Is there a November Mass scheduled? _____.
Are funds used only for legitimate Legion purposes? _____.
Are Treasurer's records audited yearly? _____.
Are Treasurer's records retained for 7 years? _____.

President's Worksheets

Are worksheets retained 3 years, or as necessary, to ensure continuity of work? _____.

Possible Items of Mutual Interest

(Visitors: Although Yes or No is sufficient to answer the following questions, a discussion or elaboration might provide valuable information for both visitors and Praesidium.)

Do officers regularly attend the Comitium and report on it to the Praesidium? _____.
Does the Praesidium keep in contact with its auxiliary members? _____.
Does Praesidium have any functions for its auxiliary members? _____.
Do members seem to understand the Legion System? _____.
Does the Praesidium have an 'Outdoor', 'Praesidium' and /or other social function on a yearly basis to foster the development of a family spirit among Legionaries?_____.

Does the Praesidium have any concerns it would like to bring to the attention of the Comitium? ***(Use the space below, or back of page, to mention any concerns the Praesidium would like to bring before the Comitium.)***