

## LEGION OF MARY: DUTIES OF THE PRAESIDIUM PRESIDENT



1. Attend the Council Meeting.
2. Furnish the Praesidium with a report of the Council Meeting.
3. Conduct the Praesidium Meeting:
  - a. Start and end **on time**; an hour and a half **limit**.
  - b. Give an Allocutio in the absence of the Spiritual Director; always have an Allocutio prepared in advance, for emergency. It should not be a reading from the handbook or another source. While a commentary in your own words on a section in the handbook is ideal, it is permissible to read something you prepared..
  - c. Prepare the worksheet before the Meeting, **including assignments**. This avoids confusion and waste of time at the meeting. The work is approved by the priest ; the President **assigns** it. Keep track of follow-up cases and assign them regularly.
  - d. Call for reports. Train member to give interesting, audible reports, which are moderate in length and yet complete. If a report is incomplete, you might draw the member out by asking questions such as, "What did you say to the people you visited?" Every member is called on for a report, even though you may know they didn't do work that week. If a member was unable to do work they should give an excuse to the Praesidium. A member should not be interrupted while giving their report. Reports on work done in pairs are shared by both partners. After the complete report has been given, ask for discussion on the report. This is the time to question and comment on the reports. Do not permit irrelevant discussion to creep in. Keep the meeting moving.
  - e. See that each member is performing at least two hours of active, apostolic work each week. Make sure members contact you if they can't work that week. Arrange for another partner if possible.
  - f. Try to create a joyful atmosphere in the Praesidium. Speak as little as possible! If a question comes up, ask the Praesidium what they think of it before handling it yourself.
  - g. Explain Praetorian membership at least twice a year. (See Handbook, page 92).
  - h. Instruct and supervise the other Officers in the performance of their duties and the keeping of their records. Show the Vice President how to prepare the worksheet in case you ever have to miss a Meeting.
  - i. Set an example of spirituality and zeal to your fellow members, but not to the degree that you are doing work that others should be doing. Speak to an officer who is not doing their job, most are just unaware it is their responsibility. Delegate jobs to members.
  - j.
4. Consult the Council Officers if you feel the Praesidium is in trouble. Don't wait too long to do this. Council Officers have experience with many Praesidia and their problems; a problem you are struggling with for weeks may have been solved years ago in another group, and just a few words with the Council Officers might save you a lot of heartaches.
5. Presidents should remember they have the "**grace of state**". Even though you may feel you cannot handle the job, the Presidency itself carries graces with it. You are sitting in for Our Lady. She never lets anyone down.