

LEGION OF MARY: DUTIES OF THE SECRETARY



1. Attend the Council Meeting. You have the same responsibility to safeguard the Legion system and develop it as do the other Officers.
2. Keep accurate minutes, typed or written in ink. Keep minutes in a binder or a bound book.
3. "Shout" the minutes! You set the tone of the Meeting.
4. Handle correspondence.
5. Furnish higher Councils with any reports needed, for example the Annual Report and the annual Bishop's Report. All Officers should work together on the Annual or Semi-Annual Report. Call an Officers' Meeting for this.
6. To make it easier to prepare reports need, such as the Annual Report and the Annual Bishop's Report, keep a weekly summary of work at the end of your minutes or on the sheets provided, broken down into the categories of work and the number of calls and contacts; for example:

<u>Shut-ins/Sick at Home:</u>	10 attempts (to visit), 5 visits, 12 contacts (people spoken with)
<u>Census/Door to Door:</u>	45 attempts (to visit), 25 visits, 37 contacts (people spoken with)
<u>Nursing Home Visitation:</u>	15 visits (of different rooms), 18 contacts (people spoken with)
7. Minutes are confidential and should be kept where no one will have access to them.
8. Minutes should not be too long, but a good summary of reports should be given, since the minutes are the most permanent record of the Praesidium.