LEGION OF MARY: DUTIES OF THE VICE PRESIDENT

1. Attend the Council Meeting. You have the same responsibility to safeguard the Legion system and develop it as do the other Officers.

2. Preside in the absence of the President; acquaint yourself with duties of the President. This includes preparing an Allocutio and having one ready for an 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.

3. Train new members in Legion rules and spirit. Your job is to make new people feel at home. Show them how the prayers are said at the Meeting, etc. Afterwards explain the Standing Instructions, especially the rule of confidentiality, to them. Some Praesidia have a sheet of explanation for them to read during the week. Handbooks are loaned at the first or second meeting, usually. Once a member decides to stay, they must purchase the handbook. As the member progresses and takes assignments, instruct them in making a report; keep them under your wing for several weeks.

4. Call and mark the roll at each Meeting. Excuses should be made known to the Praesidium and recorded in the roll book as follows.

Notations:	P = Present,	Ex = Excused,	A = Absent, no excuse
	V = Vacation	S = Sick	
	W = Work	F = Family Obligation	

Keep a record of members' names, addresses, and phone; the date enrolled and the date of Promise. A Praesidium should have a roster which is updated periodically, and distributed to each member, the Spiritual Director and the pastor. It is usually done by the Vice President, but can be done by any member with a computer.

5. Inform the President privately when the three months' **probation** is completed, and give the President a record of their attendance and performance of assignments. Make sure the member is eligible to take the Promise. Excessive excused absences during the probationary period could be an indication that the member may not be able to fulfill the rule of regular attendance. Regular late coming should also be considered. You and the President should discuss the matter with the Spiritual Director if there is any question. You and the President (and the Spiritual Director if possible) should speak privately with the person about to make their Promise, to ensure that they are sincere and aware of what they are promising. The need to retake the Promise is based on the reason why an extended leave was taken, and will be determined on an individual basis.

6. Keep a record of all Auxiliaries including Adjutorians on separate pages - permanent, probationary, and Adjutorian. See that Auxiliaries are checked after their 3 months' probation and at least once a year after that. Invite them to the Acies and Days of Recollection during the year. When organizing names of Auxiliaries to **be checked, make** a list and give it to the President, who will assign a pair of Legionaries to visit them. Auxiliaries should always be contacted in person. Give them opportunity to subscribe to the Maria Legionis Magazine and join the Rosary Confraternity.

7. Follow up lax members and encourage regular attendance. If a new member does not show up the following week, call them up or visit them; ask whether they were sick, tell them you missed them, etc. If they still don't show up, follow them up again. It has been found that some of the best Legionaries were obtained after an effort on the part of the Vice-President.

8. During the Meeting, be aware that you are assisting the President and look out for details that may have been missed. You are free to observe, whereas the President can't be aware of all that is going on, since the President's mind is on conducting the Meeting. Be on the look-out for indications of loss of spirit or defects in the Praesidium - for example, partners who may not like to work together.

9. Keep in touch with sick members of the Praesidium.