

# QUESTIONNAIRE FOR APPOINTMENT TO A PRAESIDIUM OFFICE

PRAESIDIUM: \_\_\_\_\_

CANIDATE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE & EMAIL: \_\_\_\_\_

OFFICE YOU WISH TO BE APPOINTED TO: \_\_\_\_\_

Have you ever held this office previously and been approved by the Curia? \_\_\_\_\_

Date you actually started the duties of this office: \_\_\_\_\_

(This may be different from the date of the Curia appointment)

PREVIOUS  
OFFICE HELD: \_\_\_\_\_ STARTING DATE: \_\_\_\_\_

PREVIOIUS  
OFFICE HELD: \_\_\_\_\_ STARTING DATE: \_\_\_\_\_

PREVIOUS  
OFFICE HELD: \_\_\_\_\_ STARTING DATE: \_\_\_\_\_

When you are asked to be an officer of the Legion of Mary, Our Lady will be entrusting to you a great honor and responsibility, that of seeing to it that her Legion continues to function as she wishes. As officers, you are guiding Legionaries, who like yourselves, are handling souls – souls so precious that they cannot be compared to anything of earthly value. You should accept this responsibility in the Spirit of the Legion.

\_\_\_\_\_ Have you taken the Legion promise? Date of Meeting: \_\_\_\_\_

ATTENDANCE AT THE MONTLY MEETINGS IS **THE FIRST DUTY OF EVERY OFFICER**. IT IS BETTER NOT TO ACCEPT THE OFFICE IF YOU CANNOT ATTEND THESE MEETINGS REGULARLY.

\_\_\_\_\_ Will you be able to attend the Curia monthly meetings?

All officers in the Legion are responsible for the preservation of the Legion system. Officers should be model Legionaries and are expected to comply with the rules and execute their duties properly. READ THE DUTIES OF THE OFFICE FOR WHICH YOU WIL BE APPOINTED AS WRITTEN IN THE HANDBOOK.

**DUTIES OF THE PRESIDENT:**

1. Attend the meetings of the Curia.
2. Furnish Praesidium with a report of the Curia meeting.
3. Conduct the Praesidium meeting.
4. Give the alocutio in the absence of the Spiritual Director.
5. Keep a work sheet which is prepared before the meeting.
6. Call for reports. Train members to give interesting and audible reports.
7. See that each Legionary is performing two hours of active apostolic work each week.
8. Make assignments.
9. Instruct and supervise the officers in the performance of their duties.
10. Set a high degree of spirituality and zeal to all fellow members.

**DUTIES OF THE SECRETARY:**

1. Attend meetings of the Curia.
2. Keep accurate minutes.
3. Read the minutes in an audible tone.
4. Handle correspondence of the Praesidium.
5. Furnish the governing council with any reports that are requested.
6. Keep weekly records of results.
7. Keep a record of points of uniformity secured at the Curia meeting.

**DUTIES OF THE VICE-PRESIDENT:**

1. Attend the meetings of the Curia.
2. Acquaint yourself with the duties of the President.
3. Train new members in the Legion rule and spirit.
4. Mark and call the roll at each meeting.
5. Inform President when three months probation is over for members.
6. Keep Auiliary records.
7. Keep Adjutorian membership records.
8. Look up any lax members and encourage their attendance.
9. Have Mass offered for deceased Legion members in November.
10. Take charge of Praetorian membership.

**DUTIES OF THE TREASURER:**

1. Attend meetings of the Curia.
2. Handle the secret bag collection at each meeting.
3. Explain the purpose and function of the secret bag.
4. Handle all money of the Praesidium and Make payments.
5. Suggest donations to next highest council Of surplus funds.

After reading the foregoing and the duties as outlined in the handbook, do you feel that you can fill the office to which you will be appointed, taking into consideration that the appointment is for a period of three years, and that you have a responsibility to complete the term to the extent of actual inability, due to unexpected illness or other circumstances? \_\_\_\_\_

---

Signature

---

Date of Appointment