



Legion of Mary

STAR OF THE SEA SENATUS MUMBAI

C/o. St. Pius College, Anand Road,
Goregaon (East), Mumbai - 400 063.

COUNCIL VISITATION FORM

- ❖ Visitation form should be filled and kept ready
- ❖ The following Books/Records/Registers/Files, etc. be made available.

President:

- ❖ Work sheet of Council and Executive meetings.
- ❖ Copies of Council plans for the year and Extension plans/Task assigned

Vice-President:

- ❖ Attendance register - giving attendance at Council meetings
- ❖ Register with date of appointment/term/expiry of office of Praesidia and election/term/expiry of office of Council officers.
- ❖ A copy of the schedule of Reports/Visitations of Praesidia/Councils
- ❖ Worksheet of Extension Consolidation Visitation Correspondent Panel.
- ❖ Record of visitations of Praesidia/Council, and file with follow up letters.
- ❖ Status file of Praesidia/Councils, plan for new Praesidia/Council if any.

Secretary

- ❖ Files containing minutes of the Council & Executive meetings
- ❖ Extension Consolidation Visitation Correspondent Panel minutes
- ❖ Correspondence to and from higher Council and other correspondence
- ❖ Files of individual Praesidia/outstation Praesidia/Councils
- ❖ Copies of Agenda for Council and Executive meetings

Treasurer

- ❖ Cash book for general and literature Accounts
- ❖ Register showing stock of literature in hand (item wise)
- ❖ Receipt books for contributions received and cash sale of literature
- ❖ File with voucher copies for expenses incurred and literature purchased
- ❖ Auditors' report / Outstanding Register for credit given
- ❖ Bank Account Pass Book/ or any other deposits or transaction /receipts

Council_____Place_____Diocese:_____

Spiritual Director_____Contact _____

Address _____

Post	President	Vice President	Secretary	<i>Treasurer</i>
Name				
Address				
Telephone				
Term				
Elected				
Term Expiry				

OFFICERS ATTENDANCE LAST 12 MONTHS

PR._____/12	VP._____/12	TR._____/12	SEC_____/12
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Local Councils Attendance of Officers at Comitium/Regia/Senatus meetings

President ____/12

Vice President ____/12

Secretary_____/12

Treasurer____/12

Membership:

Number of local Senior Praesidia _____ Are there any isolated Praesidia attached _____ If so, how many _____ If this Council is a Comitium, how many Councils are attached _____ Local _____ Outstation _____

Do attached Praesidia & Council have full set of officers Yes /No If not, how many vacancies exist in local Praesidia _____ Isolated Praesidia _____ Council _____ How many of these vacancies exist for up to 6 months _____ over 6 months _____

What steps are being taken to fill up the vacancies _____

What is the average membership of the attached Senior Praesidia _____

Juniors:

Is there a Junior Council attached? Yes /No.

If yes, how many Praesidia does it have _____

If no, how many local Junior Praesidia are directly attached _____

What is the average membership of the attached Junior Praesidia _____

What is being done for its development _____

Do attached Junior Praesidia & Council have full set of officers _____

If not, how many vacancies exist in local Junior Praesidia _____

Isolated Praesidia _____ Council _____ How many of these vacancies exist for up to 3 months _____ over 3 months _____

What steps are being taken to fill up the vacancies _____

Place of Council meetings _____

Day: _____ Week: _____ Time: _____ Meeting started at: _____ ended at _____ No. Present _____ of whom _____ were late and _____ left early.

Is the Council meeting held every month? Yes /No.

Participation of members at the Spiritual Discussion _____

How many reports were scheduled _____ How many presented _____

What is the extent of Comments on the Report _____

Are all Curiae represented at the Council meetings? Yes /No.

Allocutio If given by the Spiritual Director, state that fact and no more _____

Otherwise comment _____

Describe the meeting _____

Manner of saying Prayers _____

Executive meeting: Place of meeting _____

Day _____ Week _____ Time _____ Meeting started at _____ ended at _____

Is the Executive meeting held every month? Yes /No.

Is there a proper agenda, please refer and comment _____

Is proper planning done with follow-up for the different programmes _____

Are tasks assigned prepared and checked upon? Yes /No.

The President:

In what way does the President maintain team spirit among the officers _____

By what method does the President supervise other Council officers in the performance of their duties _____

Describe in detail the President's handling of the Council & Executive meetings

What steps are taken with regard to weak Praesidia/Councils

In case a vacancy on the executive arises, what procedure is adopted to fill it _____

Inspect and comment on the work-sheet: _____

Are all praesidia ensuring minimum of 2 hours work _____

If not what steps are taken to improve _____

The Vice-President:

Inspect and comment on Attendance Register _____

Are the following notified at Council meetings/please do check the Files:

Expiry of terms of office of Praesidium/Council officers _____

Appointments of Praesidium officers _____

Ratification of elections of Council officers _____

Affiliation of new Praesidia _____

What procedure is followed for appointment of officers (is there a form / please check and comment) _____

What procedure is followed for Affiliation of Praesidia / Council (is there a form/please check and comment) _____

What procedure is followed for Ratification of Council officers appointment (is there a form/please check and comment) _____

Attendance of Council Members during the last 6 months _____%.

What steps are being taken to improve attendance at Council meetings:

To check late coming/early departure, if any _____

Is there a schedule of visitations of Praesidia/Councils?

Yes / No

Is each Praesidium visited twice a year?

Yes / No

Please check and confirm Visitation during the year _____

Is each Council visited at least once a year? Yes / No

Does at least one Council officer go on each visitation? Yes / No

Are follow-up letters sent to Praesidium/Council after the visit Yes / No

If there are outstation Legionary bodies attached, is contact maintained with them on a regular basis_____

Have Correspondents been appointed for these bodies and do the Correspondents write to them at least once a month, irrespective of whether they receive the minutes or not _____

Are the outstation Praesidia Affiliated and put on reporting schedule _____

If any of these outstation bodies do not correspond, what steps are taken _____

Does the Legion exist in all the parishes in the territory of the Council _____
If no , how many parishes have yet to start the Legion_____ what is being done about them_____

During the last one year how many new Praesidia were started _____

Are all Praesidia affiliated _____ if not give reasons _____

Has any Praesidia been closed _____ if yes give reasons _____

During the last one year, how many of the following projects were organized
Extension trips Outstation/where _____
Legion Sundays Local/where _____

Does the Council have the following Panels if not give reasons

Extension:_____

Visitation:_____

Correspondence:_____

The Secretary:

Comment on the quality of the minutes and the manner in which they are read _____

How soon after the meeting are the minutes dispatched to the higher Council _____

Are minutes of the Executive meeting sent to the higher Council _____

Is the agenda for the meeting sent in advance to each President _____

Are the following files maintained

Minutes of the Council meeting:	Yes/No
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Minutes of the Executive meeting:	Yes/No.
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Correspondence file:	Yes/No.
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Separate file for each Praesidium/Council:	Yes /No
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Is any bulletin of the Council Circulated to the attached bodies?	Yes/No
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Is there a schedule of reports of attached Legion bodies?	Yes /No
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Are reports usually presented on schedule?	Yes / No
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What is the frequency of reporting attached Praesidia _____Council.

The Treasurer:

Inspect and comment on the Treasurer's Books _____

Where are the funds lodged _____
In whose name _____

If in a bank, how many signatories are required to operate the Accounts _____

State whether the following are being prepared and filed

1. Vouchers for expenses incurred : Yes / No
2. Receipts/cash memos for payments received : Yes / No

Are the following accounts being maintained -

1. General Cash Account : Yes / No
2. Literature Cash Account : Yes / No
3. Individual Praesidia/Council Account : Yes / No
4. Literature on Credit Account : Yes / No
5. Literature Stock Account : Yes / No
6. Literature Stock Register : Yes / No

How many months of buffer stock of literature is maintained: _____

Does the council print any of its own literature/s, is permission sought from Higher Council _____

Is Ecclesiastical permission sought where required _____

Does the Council organise copies of Maria Legionis _____

Has the annual audit taken place please do get a copy, check on the suggestions made _____

Out standings due to the higher council ,If so give details _____

When was the last contribution made to the higher council _____
mention the amount _____ what is the present Balance _____

Legion Functions:

Which of these Functions were held during the year.

Give dates / Attendance; (a)Acies _____ (b)Outdoor Function _____
(c)Annual General Reunion_____ Any other functions _____

Are expenses for (b) and (c) generated from the members only or are Council funds utilised _____

When was the Legion Congress last held_____

General Developments:

Spiritual development of members_____

Retreats are they organised if not give reasons _____

Training & Development of member's _____

Cause of Edel Quinn / Frank Duff / Alfie Lambe_____

Apostolate to people of other faiths:

How many Praesidia regularly have at least one pair on this work

How many Praesidia have gone on Exploratio Dominicalis projects/give reasons

Has the PPC project been undertaken during the last one year, if not, give reasons _____

Where are the files records etc. kept _____

Are the council officers accessible to the members and is there a place where Legionaries can meet them to discuss problems and / or obtain literature requirements_____

How many planned projects failed to materialize during the last one year?
Give reasons for each failure _____

What steps are being taken to prepare successors to the present Council Officers _____

Suggest names of Prospective/Future Council Officers

What is being done for their Development _____

What is the General Standard of the Council? _____

Have all suggestion been implemented from the Last visitation, if not give reasons _____

Pending Suggestions _____

Current Suggestions made: _____

Council Officers	Name	Signature
President		
Vice President		
Secretary		
Treasurer		
VISITORS		
VISITORS		

Date of Visitation: ____ / ____ / ____

To be filled of very Council/Directly/Outstation Praesidia

Name of the Council: _____

Date/Year of Inception_____

Senior Praesidia : _____ Vac _____ Junior Curia_____ Vac _____

Junior Praesidia: _____ Vac_____

Isolated Praesidia _____ Vac_____

Isolated Councils _____ Vac_____

Name /Contact:

PR_____ VP_____

SEC_____ TR_____

ECVC meetings held: Yes / No

STATUS DATA:

[illegible]