

COMMANDER

- The Post Commander should be familiar with the policies and traditions of the post and of The American Legion.
- The Post Commander shall run a formal meeting, especially if a post has strayed from the Manual of Ceremonies.
 - The American Legion is a respected organization, and its meetings should reflect that with appropriate formality and impressiveness.
 - Omitting parts of the custom does not save time.
 - While meetings can and should have some variation, following the prescribed structure and order of business should allow you to complete the agenda in about an hour
- The Post Commander shall preside at all meetings of the Post and have general supervision over the business and affairs of the Post, and such officer shall be the Chief Executive Officer of the Post.
- The Post Commander supervises the duties of all other officers of this post.
- Responsible for the success of the year's program. Post Commander must initiate and carry through programs to completion.
- The Post Commander shall see that this Constitution and By-Laws is observed.
- Assign a Finance Committee Chairman to establish and maintain a Finance Committee (FC) for the Post in accordance with the 990 Compliance Policy in order to establish and maintain a Compensation Practices Policy and compensation Practices Committee (CPC). The Commander must serve as a voting member on both Committees.
- Establish and maintain a Contracting Policy through the Board of Trustees that includes the Contractor Code of Conduct Standards in accordance with the 990 Compliance Policy.
- Per the 990 Compliance Policy, the Commander is a member of the Compensation Practices Committee.
- Per the By-Laws, the Commander is a member of the Board of Trustees.
- The Post Commander shall perform such other duties as are directed by the Executive Committee.

ADJUTANT

- The adjutant is the primary administrative officer for the post. While the commander's duties are largely inspirational and executive, an adjutant's duties are administrative and functional.
- The adjutant is the administrative officer and personal point of contact for individual post members. This person works very closely with the post officers and committees, and with the commander in planning the monthly meeting and setting the agenda.
- The adjutant maintains membership records and minutes of meetings, publish official orders, make announcements and communicate with post members.
 - The Adjutant shall have maintain full and correct record of all proceedings of Post meetings.
 - Keep such records as the National and Departmental organizations require.
- All post records should be maintained and accessible by the adjutant in a comprehensive filing system. The office involves a great deal of work and attention to detail.
- The Post Adjutant's Guide has detailed instructions on handling membership cards, per capita payments and other duties. Every adjutant should have a copy. Request one from department headquarters or download it at legion.org/publications.
 - The Adjutant shall be responsible for: issuing membership cards; handling certificates of transfer; rendering reports of membership annually or when called upon at a meeting; and under the direction of the Post Commander, handling all correspondence of the Post
- The Adjutant is to certify to Department Headquarters the names of Post Officers elected/appointed for the ensuing year, immediately, but no later than 10 days after their election, as prescribed by the Department Constitution and By-Laws.
- The Adjutant shall compile the list of delegates and alternates elected by the Post to the Department Convention and forward it as appropriate.
- The Adjutant shall be the Post 990 Compliance Officer.
- Make sure the articles of incorporation are current with your state and department headquarters.
- Develop an organizational system to easily access information. The constitution, meeting minutes, and reports from officers and committees will provide valuable insight into the post's policies and traditions.
- It's crucial to stay informed about updates from national and department headquarters, to ensure that the adjutant is prepared for any changes.
- Performing such other duties as may be determined by the Post Commander or Executive Committee.

FIRST VICE COMMANDER

- Primary function of the first vice commander is membership and retention.
- Upon being elected, the first vice commander should have a solid membership plan for the upcoming membership year. The membership campaign should cover certain fundamentals, such as a time of year, or perhaps focused around a post event or activity. Look at past methods and develop new procedures to improve recruitment and retention methods for membership where needed.
- The membership plan should be decided at the first meeting.
- It is recommended that a vice commander execute a plan to conduct a Buddy Check twice a year at a minimum.
- The first one should be planned in March for The American Legion's birthday, and the second in November around Veterans Day.
- Set your membership goals and lay out the steps to complete those goals, ask yourself the questions below and plan accordingly.
 - Mailed dues notices will bring in about 80% of current member renewals. Who is going to contact the remaining 20% who do not respond?
 - How is the post going to contact and recruit prospective members? Who's going to contact them? How will new recruits be assimilated into the post?
 - Who can be counted on to work on membership and how will they be organized?
 - What awards or special recognition will be given?
 - What special events can be tied in with membership, such as Veterans Day, team competition, contests with other posts, The American Legion's birthday, etc.?
- The position entails many other responsibilities throughout the year.
- The vice commander should be well-versed in ceremonial protocols for regular meetings and may need to conduct one or more meetings in the absence of the post commander.
- Developing an agenda, running a meeting and adhering to proper protocols are essential skills for this role.
- The vice commander should be not only prepared but also confident in stepping in for the commander at a moment's notice.
- Performing such other duties as may be determined by the Post Commander or Executive Committee.

SECOND VICE COMMANDER

- The second vice commander is typically responsible for building an atmosphere in which Legionnaires have fun while accomplishing the mission of their American Legion post.
- The second vice commander will be in charge of Post Patriotic activities and will provide programs that will attract membership attendance.
- The commander depends on the second vice commander to help run operations to spice up meetings and attract members to the post.
- The social calendar should be filled months in advance with activities designed to engage members and enhance operations and programs that assist the first vice commander with membership retention.
- Contact other veterans and civic groups in your community to explore opportunities to participate in patriotic or public events that both can mutually celebrate.
- Second vice commander will also be accountable to the Executive Committee for all costs and expenditures related to such programs or events.
- Second vice commander will not dispense with Post funds for such programs and events until duly authorized to do so by the Executive Committee.
- The second vice commander will be in charge of Post Patriotic activities, and any other duties as may be required by the Post Commander and will provide programs that will attract membership attendance.
- Performing such other duties as may be determined by the Post Commander or Executive Committee.

FINANCE OFFICER

- The finance officer should be honest and have experience in handling financial affairs. Possess fiduciary integrity and capable of formulating and administering its financial policy.
- The finance officer usually serves as the chair of the finance committee and is in charge of all receiving and disbursing post funds.
- The post adjutant, in all matters relating to finance, should carry on the work in close correlation with the finance officer.
- Post accounting forms assist in meeting the requirements of American Legion posts in maintaining a correct and permanent membership and finance record.
- No special knowledge of bookkeeping or accounting is required. However, knowledge of simple finances, budgeting, and filing of tax form 990 is suggested.
 - For post operations with other sources of income – a canteen, restaurant, legal gambling, rentals, etc. – it is highly recommended to hire a certified public accountant. (*Currently, office manager to handle this tasks if needed*)
- The finance officer will prepare a finance report each month to present at the post's general meeting. The members at a general meeting must approve the finance report, and the adjutant will record it in the minutes.
- Make such recommendations as The Post Finance Officer may deem expedient or necessary for raising funds with which to carry on the activities of the Post.
- Furnish and pay from Post funds for the surety to bond the Officers and employees handling Post funds, in such sum as will be determined and fixed by the Executive Committee.
- Ensuring the members on the Post's TABC license should also have check signing authority.
- Ensuring checks written to Post Officers with check signing authority have two signatures other than the payee.
- Finance Officer to serve as a voting member on both the Finance Committee and Compensation Practices Committee.
- Maintain all 990 and 990T IRS Compliance forms on all paid employees.
- The finance officer must also create and present an annual budget to be ratified by the membership at a post meeting.
- Be prompt in remitting national and department per capita fees and cards to department headquarters.
- It is essential the finance officer maintain accurate financial records for all post operations and activities.
- Performing such other duties as may be determined by the Post Commander or Executive Committee.

POST SERVICE OFFICER

- The value of a Post Service Officer increases with the length of service.
- The job requires a competent, dedicated and organized person, which is not just a requirement but a necessity.
- The Post Service Officer is responsible for bringing awareness to all veterans and their dependents of their rights and benefits. Knowledge of American Legion programs such as the National Emergency Fund (NEF) or Temporary Financial Assistance (TFA) can benefit your members in need.
- The post service officer also must know how to access and utilize the expert services available through The American Legion, state and federal government agencies, and local community agencies.
 - Department service officers are certified and can provide the necessary claims forms.
 - Extensive resources include department publications, National Veterans Affairs & Rehabilitation bulletins, memorandums and VA pamphlets.
 - Many departments offer training for post service officers to enhance their knowledge and build contacts.
 - All departments have trained and certified service officers in VA regional offices and hospitals.
- The job requires the timely submission of information to full-time professionals so that veterans and their dependents are adequately represented.
- The service officer's report should be a standard part of every meeting.
 - The work of the post service officer continues to be vital. Especially for former service members that are likely to not be fully versed in veterans benefits and programs. They may need advice on how to integrate possible benefits into their retirement plans.
 - Dependents should be contacted as soon as feasible after a veteran's death.
- Working in cooperation with the post legislative committee, the post service officer can aid the national organization's legislative efforts.
- **Performing such other duties as may be determined by the Post Commander or Executive Committee.**

CHAPLAIN

- The chaplain, while not always a member of the clergy, serves as a leader of moral and intellectual integrity, bringing dignity and respect to the role.
- The chaplain's close contact with the commander and other post officers, as well as attendance at all post executive committee meetings, is crucial.
- The chaplain involved in leading many post activities, and when the right person is in this position, the post's value to the community increases significantly.
- The Manual of Ceremonies (see page 62) emphasizes the chaplain's important role in conducting meetings, observing patriotic occasions, conducting funeral services and leading dedication ceremonies. At all these events, the chaplain is the moral leader.
- The chaplain should work with post members to coordinate Memorial Day honors and the Four Chaplains Day ceremony.
- This person also officiates or participates in funeral and memorial services for members and veterans who have gone on to Post everlasting and provide support and comfort to their families.
- Performing such other duties as may be determined by the Post Commander or Executive Committee.

SERGEANT-AT-ARMS

- The sergeant-at-arms, a key figure in the post, arranges the meeting hall and assists the post commander and adjutant in preliminary meeting arrangements.
- The sergeant at arms shall always preserve order at meetings.
- The sergeant at arms shall have charge of the Post Colors, and shall not display or permit them to be displayed without specific authority of the Post Commander.
- This person leads the color detail during presentation and retirement ceremonies, showcasing the post's respect and dignity.
- The sergeant-at-arms is also the flag etiquette expert, leading in the post color guard, burial detail and other pageantry.
- The sergeant-at-arms is the logical person to chair a welcoming committee, which can tremendously influence the post's image, membership and relationship with members. Their influence is crucial in shaping the post's identity and fostering a sense of belonging among Legionnaires. Every Legionnaire wants to feel part of the group, particularly new Legionnaires as they attend their first few meetings.
- The sergeant-at-arms must ensure new members are welcomed, introduced, and made to feel they are important to the post.
- The sergeant-at-arms encourages members to attend meetings and advises the commander on who should be acknowledged.
- Performing such other duties as may be determined by the Post Commander or Executive Committee.

Asst. SERGEANT-AT-ARMS

Same as above

HISTORIAN

- The work of post historian is cumulative. It is wise to leave the responsibility to one person if handled well.
- There should be close cooperation between the post adjutant and the historian. The former works with records on matters of current interest, the latter on matters of historical interest.
- The post historian should also keep in touch with the department historian and be prompt in answering inquiries.
- An annual report should be made to the department historian prior to the department convention.
- Copies of printed material regarding the post should be deposited in local and state libraries, as well as in the post and department archives.
 - This will prevent complete loss of records through fire or other catastrophe, as well as provide source material for those looking for information about The American Legion.
- The post historian should attend department conventions and make a point of knowing what historians of nearby posts are doing.
- The department historian can advise post historians on department and national post history contests, historians associations, and materials to assist in maintaining best practices.
- Performing such other duties as may be determined by the Post Commander or Executive Committee.

JUDGE ADVOCATE

- The judge advocate plays a vital role in advising the post commander, executive board and various committees during post business.
- The Judge Advocate has several responsibilities, including maintaining close relationships with local officials to develop strong alliances and addressing any issues that may arise.
- The Judge Advocate shall be the Chairman of any committee concerning the amendment of the Post Constitution and By-Laws.
- The Judge Advocate shall be in charge of the annual review committee of the Post financial accounts.
- The Judge Advocate shall be responsible for the orderly conduct of disciplinary procedures as they are further described in the *Department of Texas – American Legion – Uniform Code of Procedures for Disciplinary Actions.*
- Additional duties of the Judge Advocate may include interpreting matters related to the constitution and by-laws or overseeing parliamentary procedures.
- The Judge Advocate may also be responsible for conducting investigations into post incidents, presiding over disciplinary trials for members, officiating post elections and conducting audits in collaboration with the finance committee.
- The Judge Advocate shall supply professional advice in the conduct of the Post business or **retain proper counsel**.
 - The post should obtain legal advice from a licensed attorney in the state where the post is located as to what is considered the practice of law.
- **Performing such other duties as may be determined by the Post Commander or Executive Committee.**

EXECUTIVE COMMITTEE PERSON #1

- Executive committee person #1 is responsible for maintaining the Post's Complaint Box
- Reporting credible complaints to the Executive Committee
- Performing such other duties as may be determined by the Post Commander or Executive Committee.

How to handle complaints in line with Roberts' Rules of Order:

- A committee (EC1, Commander and Judge Advocate) whose members are selected for known integrity and good judgement conducts a confidential investigation to determine whether to recommend that further action is warranted.
- An investigation committee appointed as described above should quietly conduct a complete investigation, trying to learn all relevant facts. Information obtained in strict confidence may not be reported back to society. (Post Members)
- If after investigation the committee's opinion is favorable to the accused or if it finds that the matter can be resolved satisfactorily, it reports that fact.
- But if the committee from its investigations finds substance in any other way, it makes a report in writing, outlining the course of its investigation and recommending the adoption of a resolution.
 - A resolution is improper if it implies the truth of specific rumors or contains insinuations unfavorable to an officer or member.

EXECUTIVE COMMITTEE PERSON #2

- Executive committee person #2 is responsible for maintaining the Post's Suggestion Box
- Reporting credible suggestions to the Executive Committee
- Performing such other duties as may be determined by the Post Commander or Executive Committee.