



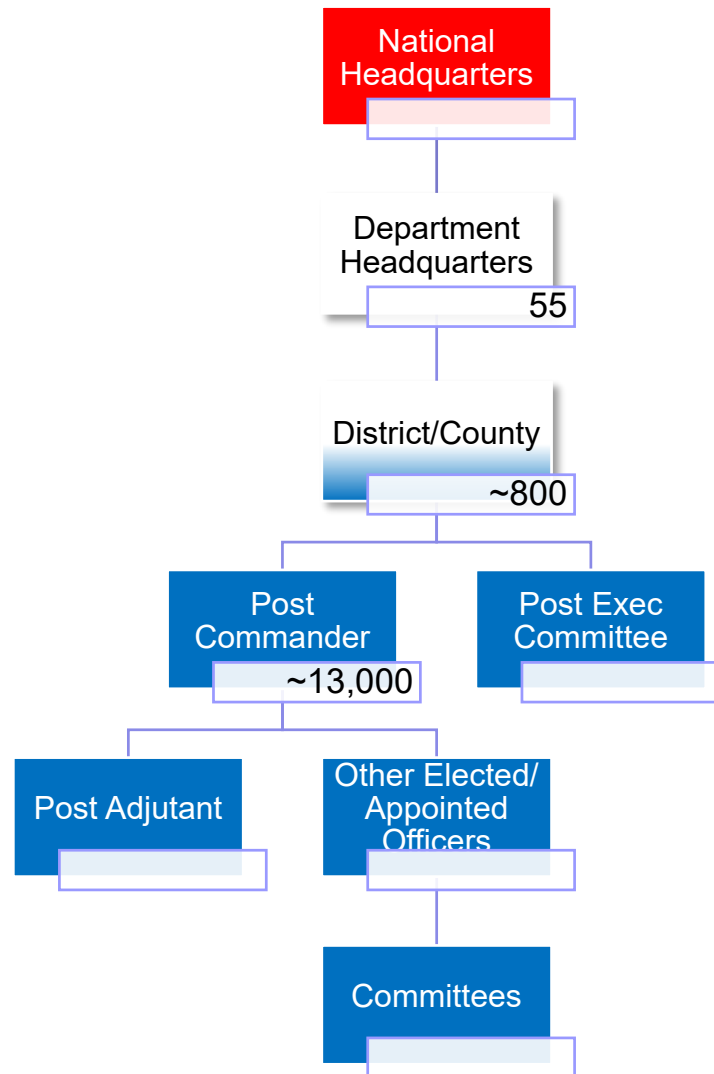
Duties and Responsibilities of Officers

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TAL - Levels of Communication





Elected/Appointed – Standing/Ad hoc

Elected/Appointed Officers

- Commander
- Adjutant
- 1st/Sr Vice
- 2nd/Jr Vice
- Finance Officer
- Service Officer
- Chaplain
- Sgt-at-Arms
- Historian
- Judge Advocate

Standing/Ad hoc Committees

- Americanism
- VA&R
- Children & Youth
- National Security
- Sons of the American Legion
- Legion Riders
- Finance
- House
- Grave Registration
- Membership & Post Activities



Who qualifies to be an Officer?

- Every member, in good standing, of their Post shall be eligible to hold office in said Post.
- Eligibility for membership is prescribed by the National Constitution of TAL
- There is no form or class of membership except 'active' or 'inactive.'
- No person can be a member of more than one Post at any given time.



Commander

Duties

- Preside at all meetings
- General supervision over the affairs and business of the Post
- Approve all orders directing disbursement of funds
- Create an annual report of activities and planning/recommendations for the following year

Responsibilities

- CEO of the organization
- Budgeting & fundraising
- Committee assignments
- Face of the Post to TAL and the community
- Running the meetings
- Leading the Post team
- Motivating the membership



Adjutant

Duties

- Keep a full and correct record of all proceedings of all meetings
- Keep records that the Dept and Nat'l may require
- Maintain membership records
- Handle all correspondence of the Post

Responsibilities

- Administrative and functional specialist of the organization
- This position often requires some continuity (more than 1 year)
- Assist the work of other officers and committees
- Key qualities – organization, communication, not procrastination, honesty



1st/Senior Vice Commander

Duties

- Assume and discharge the duties of the office of commander in the absence or disability of, or when called upon by the commander

Responsibilities

- Membership and retention
- Buddy checks
- DMS calls
- Fill in for the commander (running meetings, develop agenda, protocol, etc)



2nd/Junior Vice Commander

Duties

- Assume and discharge the duties of the office of commander in the absence or disability of, or when called upon by the commander

Responsibilities

- Assist the 1st/Sr vice commander
- Managing the Posts programs (not necessarily 'doing' everything, but working with leaders to help manage the programs)
- Involve members (motivate) for running the programs of the post



Finance & Service Officers

Finance Officer – Duties/Responsibilities

- Fiduciary responsibilities
- Sign checks & manage deposits
- Receiving and disbursement of all funds
- Works closely with the Adjutant in the day-to-day management of the finances

Service Officer – Duties/Responsibilities

- Assist veterans and their families with medical and discharge claims, decorations and medals
- Awareness and assistance for veterans and their families the rights and benefits granted them by law



Chaplain & Sgt-at-Arms

Chaplain – Duties/Responsibilities

- Spiritual welfare of the membership
- Non-denominational (due to the nature of multiple faiths of the membership)
- Dedications, funerals, public functions, etc
- Offers moral and intellectual leadership
- Assist in times of medical and spiritual turmoil

Sgt-at-Arms – Duties/Responsibilities

- Arranges the meeting hall to facilitate meetings
- Expert on flag etiquette, color guard, burial detail and pageantry
- Leads the 'welcoming committee' to explain to new members how and why the post does what it does
- Protocol on introductions and recognition of dignitaries



Historian & Judge Advocate

Historian – Duties/Responsibilities

- Works closely with the adjutant turning current minutes, agendas and records into permanent records of the post
- Reports and records for the department historian
- Can include maintaining website

Judge Advocate – Duties/Responsibilities

- Supply professional advice in the conduct of post business or to procure proper counsel
- Auditing financial accounts
- Maintaining the guidelines of law and order



Question 1

- You have to have been a military officer to be an officer in the American Legion
 - True
 - False



Questions 2

- Every Post needs to have an officer in every position
 - True
 - False



Final Thoughts

- Annual consolidated post reports and activities narratives – monthly tracking makes it easier than trying to recall a year's worth of activities
- Know Post's constitution and by-laws, and update as necessary
- 'Step-up' to leadership positions at your post
- 'Step-up' to the next level – district, department or national
- 'Stand behind' – and support those who have opted to step up
- "To consecrate and sanctify our comradeship by our devotion to mutual helpfulness." – American Legion Preamble
- 'As Long as there's a Veteran' – we need veteran's who are Still Serving America



Thank You

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