The American Legion Leadership College Department of Virginia

Post Adjutant/Finance Officer Class

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Adjutant Post 284 /Past 11th District Adjutant

AGENDA

- Introductions
- What is an Adjutant? / Duties of the Adjutant
- Resources
- Keys to Success
- Questions/Discussion

Introductions

INTRODUCTIONS

- What Post are you from? Size ?
- How long have you been a member?
- Current Position?
- Have you held any offices in the Legion?
- What are your expectations from this class?

What is an Adjutant?

- What does the Adjutant do at your post?
- Is the Adjutant elected or appointed?
- Adjutant duties vary based upon size of Post and experience incumbent and others.

Charge

Adjutant's Charge

"My comrade, you have been chosen to assist your Commander in the wise and effective administration of the office and to serve not only your fellow Legionnaires, but also those whose relationship to our organization has led them to look to us for guidance and relief. You will find the duties many, varied, and at times taxing of your crowded hours and resources. The successful accomplishment of our programs depends, to a great extent, upon you and your performance of the duties of your office."

Description

Adjutant's Description

From the Officer's Guide:

The Adjutant is the personnel officer, the intimate contact with the individual Post member, maintains the membership records, minutes of meetings, checks up and assists the work of the other officers and committees, and publishes official orders, announcements and instructions.

Duties

Duties of an Adjutant

- Maintain Post Records
  - Post Charter
  - Post, Department and National Constitution and Bylaws
  - Meeting Minutes
  - Reports of Officers and Committees
  - Communications from District, Department and National
  - Articles of Incorporation

Duties of an Adjutant (Cont.)

- Maintain Bulletins & Periodicals
  - The American Legion Magazine
  - Dispatch
  - The American Legion On-Line
  - The Legionnaire
- Maintain Post Bulletins & Publications
  - Post Standard Operating Procedures
  - Post Newsletters

Duties of an Adjutant (Cont.)

- Administrative Paperwork
  - Certification of Post Officers
  - Membership Eligibility (DD-214)
  - Certification of Eligibility for Auxiliary, Junior Auxiliary and Sons of the American Legion
  - Change of Address for members
  - Tax Exempt Status/EIN
  - Post Data Report
  - Other Correspondence

Duties of an Adjutant (Cont.)

- Membership Support
  - Membership Register/Cards/Dues
  - Continuous Membership
  - Membership Applications & PUFL
  - Member Data Form – Uses
  - Membership Awards – Dept/Nat'l
  - MyLegion.org (Publish Post newsletter; view member information for post and squadron data: track members who have renewed online; submit MDF changes electronically; generate rosters for current, expired, deceased and undeliverable members; submit Consolidated Post Report (CPR) electronically; and search for headquarters post and expired members in a specified area to help grow your post membership)

Duties of an Adjutant (Cont.)

- Certificates and Awards
  - Military Awards and Decorations
  - Korean War Service Medal (KWSM)
  - Cold War Recognition Certificate
  - Korean Defense Service Medal (KDSM)
  - Presidential Memorial Certificate
  - Other awards & certificates

Duties of an Adjutant (Cont.)

- Post Officer and Committee Support
  - Assist with meeting/documentation requirements
  - Consolidated Post Report
  - Americanism Report
  - Children and Youth Report
  - Veterans Affairs and Rehabilitation Report
  - Four Chaplains Report

Duties of an Adjutant (Cont.)

- Emergency Assistance
  - National Emergency Fund (NEF)
  - Temporary Financial Assistance (TFA)
  - Family Support Network (FSN)

Duties of an Adjutant (Cont.)

- Legion Supplies
  - Legion Caps
  - Name Tags
  - Awards and Certificates (CD)
  - Books and Pamphlets
  - Flags
  - Pins/Caps/Shirts/Ties/Jewelry/etc/…

Resources

- Post Adjutant's Manual
- Post Officers Guide/Manual of Ceremonies
- Post Operations Manual
- Membership Awards Manual
- Emblem Sales
- District Officers
- Department Headquarters Staff
- National Headquarters Staff
- Web Sites

Websites

Websites

- Department: http://www.valegion.org/
- National: http://www.legion.org/
  - http://www.legion.org/index
  - http://www.legion.org/publications
- myLegion.org (Formerly known as ALPOP):
  http://www.mylegion.org/ (Click on Posts/Districts/Counties)
- Veterans Administration: http://www.va.gov

Records

- http://www.archives.gov/veterans/
- http://www.archives.gov/veterans/military-service-records/
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Keys to Success

- Know your Post! (Review records)
- Attention to Detail
- Organization
- Golden Rule
- Use all resources – local & professional as required
- Communicate, Communicate, Communicate!
- Listen!

Questions…

Questions/Discussion

- Are there any questions?

- Feel free to contact me later

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